



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Sep 9, 2013, 6:00 pm

Call To Order	Gary Dielman, President called the meeting to order at 6:02pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Gary Dielman , Della Steele , and Nellie Forrester , Betty Palmer , and Kyra Rohner-Ingram , Directors. Also present were Perry Stokes , Library Director; and Christine Hawes , Business Manager.
Agenda Approved	Dielman asked for additions or changes to the agenda. None were given.
Conflicts of Interest	Dielman asked if there were any potential conflicts of interest to be declared. None were stated.
Minutes Approved	Dielman asked for corrections or changes to minutes from last month. None were given. Forrester made a motion to approve both the Agenda and the August 12, 2013 Regular Meeting Minutes as presented; Palmer seconded; passed unanimously.
Public Comment	Dielman stated for the record that there were no other members of the public present for comments. Stokes had no official public correspondence but did share feedback from a patron who wanted to digitize old 78 records. Stokes was happy to report that the library actually did have a device to do this. The patron was very appreciative. Dielman gave an update on a recent historic photo acquisition Stokes made at a local estate sale. Dielman has scanned over 60 negatives from the Jack Eng collection so far, and has found some remarkable images.
Resolution R.004 to Adopt General Fund Supplementary Budget	Stokes said the purpose of R.004 is to re-appropriate savings from the PERS rate reduction. The funds are proposed to be re-allocated between personnel salaries, facilities projects, and operations carryover. The library will continue to close at 7:00pm Monday-Thursday due to low usage. One hour per week will be restored to schedules of select staff which had lost an hour of tech time due to the shortened weekday evening hours. The 1% cost-of-living increase will be extended to all staff. A sum of \$2,400 will be added to facilities maintenance for the branch sidewalk repair with the balance of \$5,000 being added to operations carryover. There was no further discussion. Palmer moved to adopt Resolution 2013-14.004 Resolution to adopt General Fund supplemental budget as presented; Rohner-Ingram seconded; motion passed unanimous.
Filtration System Estimate	Stokes contacted Water Quality Systems in Medford, Oregon last week for an estimate on a water filtration system. A quote from Eagle Cap Plumbing was also requested but not available by meeting time. Water Quality Systems recommends the UV Treatment as the most effective. The initial cost is \$6,000 with annual maintenance of \$250-\$500. Other options include a Point of Service Units (under each sink), which cost \$200 each for 5 locations in the building. The total cost would be an estimated \$1,000-



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	<p>\$1,500 with annual maintenance of \$30 to replace filters. The most expensive option is a comprehensive microfiltration system for \$30,000. Palmer said the School District took action to install a UV system at a cost of about \$52,000 (in 8 buildings that is about \$7,000 per building) by a reputable company out of Eugene. The system is working well.</p> <p>Dielman stated that he believes the Library District should take no action at this time. Once Elk Creek was turned off, he said, the problem was resolved. Historically, the City water supply has been fine. The City will now be testing it more regularly and the incidents of illness were not life threatening. The State is doing a random survey to come up with an estimate of how many residents presented symptoms. The city is expected to have a system installed within one year.</p> <p>Palmer felt that since the general public is not dependent on the library for a water source, action is not required at this time, as compared to the schools which have a captive audience seven hours a day. She added that the library does need to provide clean water for the staff.</p> <p>Stokes said if there is another outbreak point-of-service units could be quickly and inexpensively installed in a couple of locations. Also, bottled water is now available for sale in the pop machine.</p> <p>The Board supported the action plan to install 3 point-of-use units (public drinking fountain, meeting room, staff break room) if there is a repeat crisis.</p>
Strategic Planning – Review 2005 Plan	<p>Stokes presented a review of the 2005 strategic plan with assessment ratings added to indicate how well each goal has been met to date. Copies of the report were included in Director packets.</p> <p>Palmer observed that Stokes’ ratings indicate there are clusters of weak areas in customer service, marketing and building storage space. Stokes said a marketing plan would be an excellent goal; he feels a new logo is needed. A public survey to identify what patrons want was suggested. Dielman commented that storage space has been a chronic problem, giving examples of Record Courier and boxes of photo negatives. Stokes said in a long range plan he hopes storage can be increased in the archive room or possibly partner with the museum. Stokes stated that computer classes are a popular demand he would like to fulfill. Stokes directed the Board to materials copied from the Complete Library Trustee Handbook: chapter 4, “Ensuring a Better Future: Strategic Planning” and section 6.2 on “Board Self-Examination.”</p> <p>Stokes encouraged the Board to consider what is their preferred approach and timeline for crafting a new strategic plan? Should a public survey element be included? Rohner-Ingram recommended going forward with</p>



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	<p>creating a new plan rather than rehashing an old plan.</p> <p>Stokes reviewed a list of District accomplishments during his tenure to-date that included: circulation has increased dramatically, a new branch in Sumpter, new library cards, more efficient circulation workflow, restored library atmosphere, increased children's programs, active weeding program, rotation system for new materials, open source circulation software (Sage), simplified loan rules, adjustment of fines for inflation, many new and revised management policies, a patron-driven collection policy (more purchase requests filled), a facility maintenance position added, and more.</p> <p>Future goals include adding new presentation technology in the meeting rooms and better library signage. The meeting rooms need to be updated and made more usable; possibly a large TV screen and sound system. The signage both outside and inside the library need to be improved particularly outside so that people driving by on Campbell see this facility identified as a library, currently there is no signage on that side of the building.</p> <p>Discussion on how to proceed ensued. The group agreed to read the information Stokes has provided. Stokes will find and forward articles of interest on emerging technology and services, what modern library are doing and how future libraries will look. Dielman agreed that libraries are changing and will look dramatically different 10 years from now. Stokes encouraged the Board to visit other libraries when traveling.</p> <p>Palmer advocated retaining some elements from the 2005 Strategic Plan including marketing and partnerships. We are weak in marketing and can improve in partnerships. Forrester asked if we needed bilingual staff. Stokes said the Spanish collection does get used although Baker city lags behind other communities in Spanish growth. It would be good to have a bilingual staff on board in the future.</p> <p>The plan for the next meeting: read materials and board self-evaluation. Stokes will research and forward other relevant articles.</p>
Administrative Reports: Director's Report	<p>Stokes reported that the Library received an order for over 90 high resolution copies of historic photos. He was able to fulfill 23 of those; the rest had no print copies on file. A new digital projector was recently purchased. Two digital projectors are needed to meet demand. Three dual purpose bench-tables were purchased from Costco. Two will be placed outside the Huntington Branch for people to use the Wi-Fi. One was placed at the Baker Library on the boardwalk viewing deck. New computers are being ordered for staff workstation and public workstation upgrades. A new mid-size book cart was purchased to store patron holds at the front desk. Stokes will be presenting about social media best practices at a LEO workshop the last week of September to be held in Pendleton. This year</p>



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	<p>the LEO Community Fund Grant request will be for approximately \$30,000 for the RFID (radio frequency identification) circulation system project; Stokes will also be seeking additional grant funds from the Collins Foundation and others for the project. He is acquiring cost estimates now.</p>
Business Report	<p>Hawes passed out financial statements and check packets for signatures. The General Fund received tax turnovers totaling \$4,602.38 in September. We also received E-Rate refunds \$918.53 with \$194.02 approved; totaling \$1,112.55 that will complete fiscal year 2012-2013 E-Rate year. Checks being signed include a medical reimbursement \$112.66, US Bank Visa \$7,775.11, Alpine Alarm \$1,040 to repair the DVR unit at the Baker Library, Baker County Pest Control \$184 for spraying done at Huntington Branch to control spiders, wasps and other insects, the Baker City water bill was down significantly at \$352.88 (last year \$583.18) due to water line repairs and Resort Street construction. The Visa bill included computer equipment and supplies of \$1,799.44. The General Fund current available cash is \$7,405 plus cash available in Other Funds \$144,514 will more than cover the projected expenses through November payroll.</p> <p>Checks were signed and approved.</p> <p>In other news, the Ingram bill was not finalized for payment today. It will be held for final review when Sara returns from vacation next week. The check will be written on the 20th. Hawes said another payment was received from Phillip Charette on September 3 of \$30. He also sent an email stating he had not been working but anticipated sending another payment in October.</p>
Next Meeting Date	<p>The next Board meeting will be October 14, 2013 at 6:00pm.</p>
Adjourn	<p>The meeting was adjourned at 7:26pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>