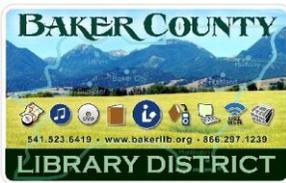


Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, October 14, 2013, 6:00 pm

Call To Order	<p>Gary Dielman, President called the meeting to order at 6:05pm. 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, Betty Palmer, and Kyra Rohner-Ingram, Directors. Also present were Perry Stokes, Library Director; and Christine Hawes, Business Manager.</p>
Agenda Approved	<p>Dielman asked for additions or changes to the agenda. None were given.</p>
Conflicts of Interest	<p>Dielman asked if there were any potential conflicts of interest to be declared. None were stated.</p>
Minutes Approved	<p>Dielman asked for corrections or changes to minutes from last month. None were given. Rohner-Ingram made a motion to approve both the Agenda and the September 8, 2013 Regular Meeting Minutes as presented; Steele seconded; passed by three Directors present (Dielman, Steele, and Rohner-Ingram); with Palmer arriving after motion passed.</p>
Public Comment	<p>Dielman stated for the record that there were no other members of the public present for comments. Stokes had no public correspondence to report.</p>
Strategic Planning	<p>Dielman said that he read through the board self-evaluation from the Trustee Handbook. He felt the board is proficient in most every area. Rohner-Ingram commented that as the newest board member, she found the evaluation and planning useful. She feels a training packet would be especially helpful for future new board members. Stokes said he has obtained copies of the <i>Complete Library Trustee Handbook</i> for each Director and will issuing them at the next meeting. The edition was published in 2010 by the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF).</p> <p>The Board feels particularly strong in the area of financial knowledge. Rohner-Ingram felt unsure about responsibilities regarding “advocacy.” Palmer replied that board members may be utilized for public relations during special projects such as when the District has undertaken construction or remodeling projects or has sought a levy or bond measure. Dielman asked about renewal of the 5-year levy. Stokes replied that the current levy expires at the end of fiscal year 2016-2017. Renewal will be necessary in order maintain current services.</p>



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Stokes reviewed the agencies to which the District must report. As a special district (Municipal corporation), BCLD enjoys a great deal of independence. There are just a few local and state government agencies that must be reported to by law, including

Local & State Government agencies –

- County Assessor – budget & tax assessment certification (annual, due July 15)
- County Clerk – budget filing (annual, due Sep 30)
- Oregon State Library – Statistics report (annual, due Oct 1)
- Oregon Secretary of State -- Audit. ORS 297.425 requires every municipal corporation to be audited at least once a year. The audit is filed with the Oregon Secretary of State. The Secretary of State has authority to fine the District for various violations.
- Oregon Ethics Commission – The District is invoiced annually by this agency but no report is due. As public officials, all library employees and volunteers are subject to Oregon Ethics Law and could be investigated and fined by the Ethics Commission.

Other reporting:

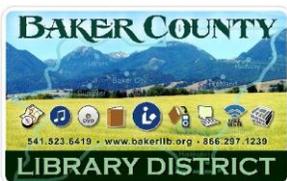
Associations –

- Oregon Library Association (OLA)
- Libraries of Eastern Oregon (LEO)
- Sage Library System
- Special Districts Association of Oregon (SDAO)

The District is a voluntary member of these organizations. Sage has recently been establishing standards for participation, particularly in regards to cataloging and is formulating consequences for members not meeting standards. OLA and LEO have no oversight authority but do act in advisory, professional development and support capacities. There has been some discussion in OLA about an accreditation process, but there has been no pursuit of the idea to date. SDAO requires annual reports to determine insurance rates.

Various funders for grant reports / subsidy qualification – Oregon State Library (Ready to Read Grant); USAC (E-Rate reimbursements); Leo Adler Foundation

Stokes provided all Directors with copies of Appendix B: Essential Documents Every Trustee Needs from the *Complete Library Trustee Handbook*. He recommended every Board member and staff read these documents upon starting with the library, refer to them often, and read



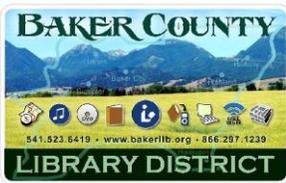
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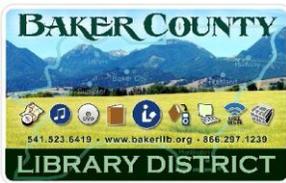
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	<p>them all thoroughly again every couple of years.</p> <p>Stokes asked for comments on the Strategic Planning chapter (handed out at the last meeting from the Handbook). He does want to make a new Strategic Goals document. Discussion ensued. At the staff training, Stokes had the staff brainstorm ideas for goals. A list that was quickly compiled at the meeting today was projected for the Directors review; the list was reviewed with explanations. Stokes said the next step is to compile and organize the comments. He plans to have a committee write a proposal to be given to the Board for review. Discussion to be continued at the next meeting.</p>
<p>Statistics Report 2012-2013 Highlights</p>	<p>Stokes reviewed highlights of the 2012-2013 Oregon Public Libraries Statistics Report. The report was projected for viewing by the Directors. The District has 12,700 registered borrowers, which Stokes suspects is high. He said it is time again for an inactive accounts report to be run so that unused accounts can be identified and purged. Board members were pleased about the high number in relation to the County population. The current employee FTE of 13.89 is down from 15 FTE in the prior year due to not including job training personnel in the figure. The expenditure on collections was \$96,000 with books totaling 113,553 in Baker County. In addition there are 25,000 E-books and 20,000 audio books. The total physical and digital items available in this District are 198,394. Stokes emphasized that this figure does not include the vast number of materials we have access to through resource sharing with our Sage Library System partners.</p> <p>Stokes is concerned that BCLD circulation of Children’s materials is low compared to other libraries. He has asked staff to find ways to increase children’s borrowing. Rohner-Ingram asked how the shelving and organization of the area affect circulation; there was discussion on the Children’s area. Overall circulation has increased to 165,000 over 153,000 in the prior year. The largest increase has been in the DVD collection with a slight increase in book circulation.</p> <p>Stokes added that there has been some noticeable decline in visitors during the Resort Street construction that will undoubtedly have an impact on these numbers for the current year.</p>
<p>Executive Session</p>	<p>An Executive Session was called to order at 6:56pm and closed at 7:04pm. During this time doors were closed. Discussion included</p>



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	<p>confidential personnel matters. The Regular Board of Directors Meeting resumed at 7:05pm at which time public doors were re-opened.</p>
<p>New Policy: Personal Use of District Resources</p>	<p>Stokes attended a full-day training session from Special District Association (SDAO) last month where he became aware of the need for a new policy governing District Resources. The policy he presented was modeled after one from University of So. Carolina. Stokes developed it to summarize Oregon Ethics Law requirements and intends to include it as a prominent part of employee orientation and training materials. Stokes said the essence of Oregon Ethics Law is that public official positions may not be used for personal financial gain or to avoid an expense.</p> <p>Discussion ensued on appropriate use of District facility and materials. Steele commented that some perks as authorized were acceptable. The group discussed how benefits allowable to employees must be weighed against the risk of negative public perception that staff may be taking advantage of their positions. Rohner-Ingram suggested verbiage for a liability disclaimer to be added to the policy. Stokes will update the policy based on Board suggestions. Rohner-Ingram made a motion to adopt Personal Use of District Resources Policy as amended; Palmer seconded; motion passed unanimously.</p>
<p>Administrative Reports: Director's Report</p>	<p>Stokes reported that the Leo Adler Grant Application was filed on time. The Library requested \$50,000 to help fund a RFID (Radio Frequency Identification) circulation system. Additional funding from other granting agencies will also be sought for the project; \$10,000 each from two or three other agencies. In the Adler application, the District committed \$25,000 from Memorial Fund to meet the approximate \$95,000 project starting cost. A storage shed kit was ordered from Costco for \$1,000; it was on sale from \$1,400. The shed is an 8x10 A-frame roof and does require assembly. It is planned to be placed by the handicap parking in the north parking lot. This will provide a space to more safely store gas-powered equipment such as the lawn mower and other landscape machinery rather than in the library utility room. This concluded the Director's reports.</p> <p>Steele told the group that she had recently spoken with Terri Axness, a local artist who said that she and other artists in the community are interested in participating in coming up with an idea for the fountain.</p>
<p>Business Report</p>	<p>Hawes passed out check packets for signatures; the financial report was</p>



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	<p>included in board packets. The General Fund received tax turnovers totaling \$2,717.28 in October. Interfund loans totaling \$70,000 have been utilized by General fund for operating to-date. Checks written include Ingram book orders of \$6,585.07 and InfoGroup for the annual Reference USA package renewal \$1,600; building maintenance expenses include Blum’s Backflow Testing and repair work \$252.30, Ace Nursery’s Grass Growers repaired the irrigation system \$1,086.34, Whelan Electric outside light repair \$85.50 and Alpine Fire \$178 checked fire extinguishers at 2 branch locations. The Visa will be paid on the 20th since the reconciliation is still in process. This year’s annual assessment from the State of Oregon Government Ethics Commission was \$412.87 this year (\$285.83 annual assessment plus \$127.04 an additional special assessment to fund a mandated electronic filing system) whereas last year this bill was \$260.15. Ed Staub made the first delivery to the Haines Library of \$304.50 in heating fuel. The Century Link Huntington telephone bill of \$93.87 was a little high and was reviewed in detail. The Other Funds had no activity to report. The available cash is \$76,637 after having loaned \$70,000 to the General Fund. The District will have enough funds to carry itself through the November first payroll until the tax turnovers begin to come in.</p> <p>The financial statement draft was delivered to Kent Bailey’s office last Thursday, October 10. One of his staff, Jake Collier, plans to start on the audit work next week and hopes to get the work done prior to starting other large audits.</p> <p>Checks were signed and approved.</p>
<p>Next Meeting Date</p>	<p>The next regular Board meeting will be November 18, 2013 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:35pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>