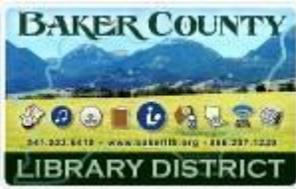


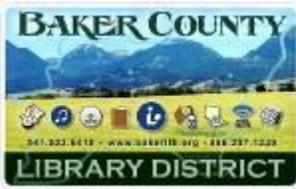
Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, April 14, 2014, 6:00 – 8:00 pm

Call To Order	<p>Gary Dielman, President called the meeting to order at 6:01pm. 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, Nellie Forrester, Della Steele, and Betty Palmer, 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. There were none.</p>
Minutes Approved	<p>Dielman asked for corrections to minutes. Stokes had two minor typing error corrections. No other changes were noted. Steele made a motion to approve both the Agenda as presented and the March 10, 2014 Regular Meeting Minutes as corrected; Forrester seconded; motion passed unanimously.</p> <p>The meeting started without Palmer who arrived at 6:04pm.</p>
Public Comment	<p>Dielman stated for the record that there were no other members of the public present for comments. Stokes had no correspondence to share.</p>
Sage Fiscal Agency Proposal	<p>Stokes said that a preliminary decision is needed on the Sage fiscal agency proposal. While no proposed Intergovernmental Agreement (IGA) was available at the time of the meeting, the Board can decide if it is still interested in “keeping the BCLD name in the hat.” Beth Longwell and Stokes presented to the Ontario Library last week, a third entity that has shown interest. Dielman said he would like to review an IGA or Memorandum of Understanding (MOU) before voting on the matter and asked what others thought.</p> <p>Palmer said that the determination tonight was whether or not to advance BCLD as one of the fiscal agent candidates. Dielman agreed it was acceptable to decide if we want to be formally considered. Discussion ensued on whether or not to see an MOU before voting. Forrester said that we could reserve the right to decline for later and call a special meeting if necessary.</p> <p>Dielman proposed that the vote on the potential fiscal agency acceptance be pending approval of the MOU. Palmer said that they showed us what that will look like. She believes we will agree that we are interested. Discussion ensued on the topic of how to proceed.</p> <p>Forrester added that last month Stokes said that this would be beneficial to the Library District to be the fiscal agent. Stokes brought up insurance costs. Kevin Bell thought there would be no significant increase in insurance. The only open question was the cost to cover the equipment housed at Eastern Oregon University (EOU), although the cost is passed on to Sage. With everyone in agreement for a motion</p>



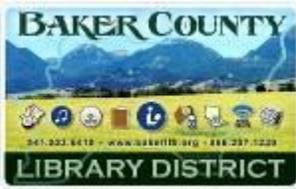
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	<p>declaring receptivity, Forrester made a motion that the Baker County Library District is willing to be considered as a candidate to become the Fiscal Agent for the Sage Library System, pending review and approval of the Memorandum of Understanding; Steele seconded; motion passed unanimously.</p>
<p>Budget Committee Update</p>	<p>Stokes reported a new development on the availability of one of the Budget Committee members. Linda Collier is unavailable due to a schedule conflict. She is willing to continue her term and believes she can make it next year. Stokes has reviewed the policy; there is a mechanism in place for replacement of a committee member. The other option would be to operate one person short. Dielman said with five board members and five budget committee members, if we anticipate one person missing, we still have a quorum. Palmer asked if votes require a simple majority or two-thirds. Dielman confirmed that a simple majority was standard procedure.</p>
<p>FY2013-14 Budget Projection</p>	<p>Stokes showed spreadsheets on an overhead screen for the board. When he received the County millage reports last November, he was concerned that we would have a shortfall. Looking at the rate fiscal year collections have been received, he anticipates approximately \$10,000 more than his November estimate. He analyzed his projection accuracy over the past five years. Showing a report on the projected verses actual, projections have fluctuated some but it has been relatively close (from \$3,087 over to \$1,017 under). He reviewed current year revenues including Priors, Other Taxes, Interest, and Fines & Fees. As a point of interest, fine assessment rates were reduced for children’s accounts but Fines & Fees have still increased. It is unclear how much of that revenue is due to public printing and fax services.</p> <p>With the new projection, he felt confident a book order could be made and also purchased new shelving for the area where the Spanish collection had been. While shelving units from storage could have been made to work, shelves would have been mismatched. Given the popularity of the New Book items, he felt investment in new shelves for a more professional presentation would be appropriate. Temporary shelves in that space until the new shelves are shipped in June. Palmer asked if there was action needed as the Agenda notes action required; Stokes confirmed that none was needed.</p>
<p>Policy Revision</p>	<p>Stokes has proposed changes to the Community Meeting Room Policy with a couple options. The original policy was created in 2007. There have been no changes since then so a review is in order. There was a recent incident where the meeting room was booked for a sort of scented candle “infomercial”. While sales were not taking place on the premises, arrangements were intended to be made for sales at a later date. He found out about the event details when it was already in progress. The group was allowed to conclude their event, but was informed no future bookings would be permitted.</p> <p>Upon researching current library practices, he found it interesting that a few other libraries allow this type of use, charging a fee for commercial purposes. In looking at other library meeting room policies, there are three locations in Oregon that rent</p>



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	<p>meeting rooms for commercial and for-profit purposes. There are seven locations where meeting room use is limited to not-for-profit and educational use. The Multnomah Library actually references Oregon Law and does not permit use for commercial purposes.</p> <p>Stokes recommended that the board continue to disallow commercial use. Forrester agreed that if it was allowed, it could easily get out of hand. Stokes feels it creates an inequality; a \$60 fee may be easy for some businesses and a hardship for others. Although, he added that it is good to consider the options periodically. There are other facilities in Baker City that do allow commercial use. The group talked about several available facilities where meeting rooms can be rented.</p> <p>Palmer asked if the main purpose of this review was for commercial use or were there other changes. Stokes went over the other potential changes including allowing general reservations out six months and government agencies out 12 months, adding a new policy for the representative making the reservation to be 17 or older, and a new guideline for the adult-to-child ratio. These were the only policy element changes. It was pointed out that the representative age conflicted in the paragraph; the group agreed that the person making the reservation should be age 18 or older. With no further discussion, Palmer moved to approve Meeting Room Policy Draft#1, not-for-profit use only, as amended; Forrester seconded; motion passed unanimously.</p>
<p>Administrative Reports: Director's Report</p>	<p>Stokes gave the administrative report starting with the Baker Library building; Dewey Jacobs removed debris from the roof and cleaned the gutters. The prison crew is planned to help construct the shed for landscaping equipment. Dan McQuisten, an experienced contractor, will pour the concrete base, donating his time and materials. The shed is wood and will be painted a color to be decided. The front desk counters now have the flat screens on sturdy armatures that can be swiveled to allow the patron to view the screen as needed. One problem with that is that the counters were full of brochures and other items which get knocked to the floor. He has ordered a brochure display rack that will be mounted in the main entry, moving one portrait across to the other side of the entry above the dedication plaque, allowing us to clear the counter.</p> <p>Palmer asked about any development of the portrait idea of Aletha Bonebrake. Stokes said no further action has been taken. One issue has been where to put it. Stokes thought the short wall just inside the back entry could accommodate a portrait.</p> <p>Stokes recently submitted an LSTA Grant crafted by former Pendleton Library Director Kat Davis who now lives in Halfway. The grant would supply tablet computers to be used for early literacy programs.</p> <p>A film crew from the Travel Channel wanted to film in the Library. Stokes opened the library an hour early for the production. Dielman said he was contacted to participate as a known local historian but declined to appear on camera.</p>



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The Haines Library will have a job opening. Jerry Darbyshire will be resigning in May as he and his wife are moving to Portland. The job will be posted in-house to see if it can be filled by someone already on staff.

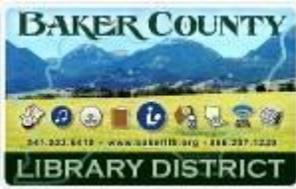
Under programs, the **spring break programs were successful.** Stokes commended staff person, Melissa Shafer, for a very successful spring break project. This year the kids constructed bird feeders. It was well attended and he has had several positive comments. She prepared for 30 kids each session and estimated about 80 kids participated. The spring break films were also well attended. They showed an assortment of movies rated PG and PG-13; the most popular movie was "Frozen." The **Battle-of-the-Books pizza party** was well attended. The kids seemed excited about next year. He also commended staff person, Courtney Snyder, for her coaching work on the Battle-of-the-Books. Palmer said the school was delighted with the partnership and to offer an academic activity that so many kids were enthusiastic about. The Friends is putting together a slate of **Oregon Reads 2014 events**, which will take place mid-September to mid-October. Currently, an Oregon poet has agreed to be do the concluding event on the second Friday event in October.

Other news - good news, the **missing microfilm reader lens was recovered.** It was mysteriously deposited in the book drop after being gone about 3 months.

Computer/Technology - **Windows XP is being retired** as it is no longer supported by Microsoft. The District has about 15-20 computer stations that still have this version on them. Jim plans to upgrade them to Windows Vista. These computers include the catalog stations, the print release stations and kids gaming computers. Ongoing Internet access problems have been occurring at the branches as well as at the main library. For the **Baker County Public Library**, Jim has determined that the bandwidth ceiling has been reached on occasion. He is looking at probable causes and has already disabled some of the most common file-sharing ports. When the network reaches capacity, it impedes SAM functionality. The **Sumpter Branch Library** has had access issues that were due to an outdated router. A new router has been ordered. The bandwidth capacity had been increased to accommodate demand. The **Huntington Branch Library** has been switched to a new Internet provider. The staff has contacted tech support for issues that arise. Jim is also working with Century Link and staff to resolve the issues.

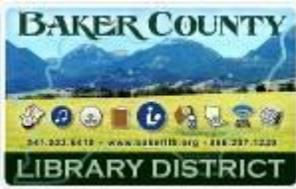
Travel & Training – Perry will be attending the **OLA Conference** in Salem. He had one other staff registered to go but the conference was overbooked and later registrations were cut. Carmen attended WorkSource Oregon training workshop. Today five people were sent to La Grande for training on the Ready-To-Learn program. The **annual branch staff spring training** will be held at the Sumpter Branch Library this year. The training is scheduled for April 28.

And finally, Stokes passed around cards for the board to sign for two staff anniversaries, one staff person leaving in May, and a sympathy card for Nancy Johnson for the recent passing of her spouse.



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Business and Financial Report	<p>Hawes passed out the financial report and check packets for signatures. The General Fund received tax turnovers of \$7,026.04 on April 1, 2014. Funding requests for E-Rate have been filed; reimbursements totaling \$3,086.82 will be coming in the next 30 days.</p> <p>Under Personal Services, page 2 of the financial report, the Technology Manager’s wage line is 87% spent; it is a little high because he hasn’t done any outside contract work this year-to-date (note that his contract line is 0% spent). An inquiry was sent to Jim asking if he anticipated contract work in the next couple months but no reply was received before the board meeting. On page 3, in total, Personal Services are at 81% spent (a little lower than the anticipated 83% at this point in the fiscal year).</p> <p>Under Materials & Services, notable checks for books include Ingram \$751.73, Visa included DVD/movies of \$1,008.27 and music of \$190.82. Building & Grounds, Dewey Jacobs cleaned the gutters \$165, Doug Miller for snow removal in February of \$160, and Ace Nursery shrubs and bark \$286.80. Under Bookkeeping and also on the Visa was \$449 for the Intuit annual payroll subscription. In the Children & Youth budget, Visa included \$178.33 for the spring break bird house project costs, Upstart pre-order for this year’s summer reading program supplies of \$718.10, Visa included Paizano’s Pizza of \$137.75 for the kids party celebrating this year’s Battle-of-the-Books (this event was sponsored by the Friends, a reimbursement will be coming of \$250). Other checks included Ed Staub \$85 for annual tank rentals for two branches, and University of Oregon Nero Network \$1,421 for 9 months of Internet at the Baker Library. The budgeted transfers of \$12,500 were transferred to the Other Funds respective departments in March.</p> <p>Other Funds had Amazon book sale income of \$312.92. A Statement was sent to Phillip Charette for April to remind him to make a monthly payment. Checks for expenses of book sales were written for postage \$92.80 and commissions of \$58.32. At the bottom of the page, the cash balances for each fund were written for review. In particular, the Severance Department now has \$48,960.92 after the March budgeted transfer of \$10,000 from the General Fund. The Funds in savings are projected to cover the potential upcoming retirements over the next two years with another transfer of \$10,000 needed in the next fiscal year.</p> <p>In other business reports, Hawes reported that the first quarter payroll tax reports were filed on April 10. The SDAO health insurance bill will decrease slightly next month due to retired employee Cherrie Conklin insuring only her spouse through COBRA while she has now moved to Medicare insurance. The Haines Branch Library will need a propane delivery this month as their tank is below 40%; she will call to schedule the delivery. The Halfway Branch Library will have plenty of propane to get them through to fall. Also a past employee qualified for PERS in 2013 because they also worked for the School District last year; the cost to the Library District was \$5.73. The amount was minor because the month she qualified she only worked a few hours.</p>
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	Checks were signed and approved by those present.
Next Meeting Date	The next regular Board meeting will be May 12, 2014 at 6:00pm.
Adjourn	The meeting was adjourned at 7:25pm. Respectfully submitted, Perry Stokes, Secretary to the Board PS/ch