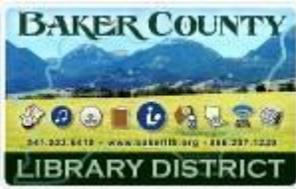


**Baker County Library District**  
 Board of Directors  
**Regular Meeting Minutes**  
 Monday, June 16, 2014, 6:00 – 8:00 pm

<b>Call To Order</b>	Gary Dielman, President called the meeting to order at 6:00pm. The meeting was held in the Large Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Gary <b>Dielman</b> , Nellie <b>Forrester</b> , and Kyra <b>Rohner-Ingram</b> , Directors. Also present were Perry <b>Stokes</b> , Library Director; and Christine <b>Hawes</b> , Business Manager.
<b>Agenda Approved</b>	Dielman asked for additions or changes to the agenda. Stokes stated that he made two corrections on the agenda. Both were minor typing errors. No further changes were made.
<b>Minutes Approved</b>	Dielman asked for corrections to minutes. There were none. <b>Forrester made a motion to approve both the Agenda as corrected and the May 12, 2014 Regular Meeting Minutes as presented; Rohner-Ingram seconded; motion passed unanimously by three directors present.</b>
<b>Conflicts of Interest</b>	Dielman asked if there were any potential conflicts of interest to be declared. There were none.
<b>Public Comment</b>	<p>           Dielman asked Stokes for any correspondence since there were no members of the public present for the open forum period. Stokes said he received a note in his comment box from a patron suggesting an “awareness program” to properly treat library books. Stokes said that while this was a desired outcome, he was unsure of how such a campaign could effectively reach persons responsible for improper treatment. Staff do track obvious damage and assess charges when necessary. Photos of common or egregious damage are also used on the library’s social media on occasion.         </p> <p>           He also said the library budget was the focus of a lead story by the Baker City Herald on June 6 2014 titled “Book Cutbacks”. Stokes disapproved with the focus of the article being the cutbacks and felt the headline tone was somewhat alarmist. He would have preferred the focus had been on the impact of Measure 5 losses at a time when the library is busier than ever. He posted a comment on the newspaper website that the book budget is increased throughout the year with surplus funds from other lines, if available. There was a comment from a patron on the website that said they were pleased that Stokes hadn’t taken advantage of the alarmist article to generate an increase of library tax funding. He read a note from another patron who included a donation to the book budget in response to the article.         </p>
<b>Budget Meeting Minutes Approved</b>	Dielman asked for corrections to the budget meeting minutes. The budget meeting minutes from May 21, 2014 were also included in the board packets. Minutes were read. No corrections were noted. <b>Rohner-Ingram made a motion to approve the May 21, 2014 Budget Committee Meeting Minutes as presented; Forrester seconded; motion passed unanimous.</b>



**Baker County Library District**  
Board of Directors  
**Regular Meeting Minutes**  
Monday, June 16, 2014, 6:00 – 8:00 pm

**Sage Fiscal  
Agency Proposal**

Stokes said that the May Sage Council meeting was postponed to tomorrow, June 17. The Sage Library System Bylaws (hereafter Bylaws) and Sage membership agreement (Intergovernmental Agreement of Sage Libraries; hereafter IGA) will be approved at the Sage Council meeting. Discussion ensued on whether or not to adopt the Sage Library System fiscal agency at this point without final approval. It was agreed to postpone the decision until after Sage Council has finalized the agreements at their meeting.

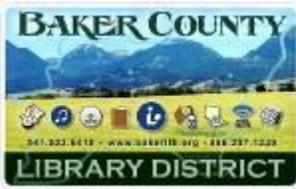
Dielman said he wanted to review the documents so that Stokes can convey to the User Council any BCLD concerns at their meeting tomorrow. Stokes reviewed the Bylaws changes that had been suggested at the last board meeting. He pointed out that on the IGA agreement, page 2 under item "II. Governance and Control", a new bullet stipulates the Library District will be compensated for any related costs.

Rohner-Ingram wanted to know about the annual membership fee being discounted by 50% as administrative fee compensation. Stokes replied that the compensation strategy had changed from membership fee discount to tracking staff resources required and billing Sage for actual administrative costs. In discussion with the Sage Chair and Systems Administrator, it was decided that discounting the fee in lieu of administrative costs was not a clean accounting method. The BCLD membership fee was restored to the standard amount. Administrative cost billing is currently expected to be around \$5,000 for the year. Rohner-Ingram agreed with the strategy.

Dielman asked if there may be some administrative cost incurred that is not covered in the agreement. Stokes explained that the System Administrator is preparing a cash flow that will show the ending cash balance; we will invoice EOU for that amount. Funds will be left in the EOU account to cover estimated June expenses.

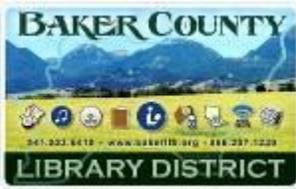
Dielman asked about the termination clause being too broad. Stokes suggested adding to the clause that the fiscal agent may terminate the agreement with a minimum 90-day notice. Rohner-Ingram said that would only happen if Sage was somehow taxing the library financially and agreed that the clause should state the process. Discussion ensued on the termination process. It was agreed to add a statement about how the fiscal agent could get out of the responsibility if it so desired.

Stokes moved on to two other agreements included in the board packets. The Baker County Library District will have an agreement with EOU for hosting office space and server space; he and Karen Clay will sign this document. There will also be an agreement with the Hood River Library District to contract for the Sage technical support specialist. Rohner-Ingram asked for clarification on the duration of the agreement in regards to item 3A which refers to an "amount not to exceed \$60,000 total for the duration of the agreement." Stokes clarified that the



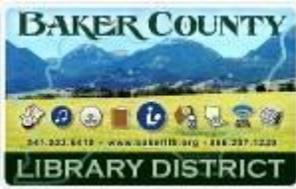
**Baker County Library District**  
 Board of Directors  
**Regular Meeting Minutes**  
 Monday, June 16, 2014, 6:00 – 8:00 pm

	<p>duration is one-year. That period is stated in item 2, although it needs correction of a typing error so that the duration correctly states July 1, 2014 through June 30, 2015. This agreement would be negotiated annually.</p> <p>Stokes said that in addition to Sage, we will also administer a grant funded position for a Sage catalog specialist. The grant is through LSTA. It is a 2-year position. He included a job description in the packets for reference. The position was posted June 6. Stokes said that the application period is open through the end of June. The applications will be reviewed and interviews scheduled in early-to-mid July. He anticipates a start date of August at best. The candidate will most likely have to relocate; they will have the option of working out of EOU in La Grande, Hood River Library District, or here in Baker City. The office space he has in mind if they choose to move here would be the study room being used by the Literacy Coalition for storage. Since the Literacy Coalition has moved its office to another location, this space could be cleared out to make a usable office.</p> <p>Dielman asked the group about scheduling a Special Meeting next week. Stokes suggested Monday, June 23, at 6:00pm; all present agreed. It was noted that both Palmer and Steele return to town by the end of the week and may be able to attend Monday.</p>
<p><b>Fiscal Year 2014-2015 Budget Approval</b></p>	<p>Stokes said that he had a couple proposed changes on the LB-10 Other Uses Fund budget document. He referenced the budget documents in the board packets. We discovered the amount for the Sage catalog position was duplicated in both the Other Uses and Sage funds. It was removed from Other Funds and left in the Sage fund. He reviewed each of the changes. The first line “Cash on hand” was increased to reflect anticipated year-end cash in this fund. The “Grants and Loans” revenue line was decreased; he removed the Sage grant of \$43,200 and added \$15,000 for a possible Leo Adler Grant. The net changes decreases total Resources by \$20,200 to \$189,900. In Resources, the Sage Cataloger position is removed. The changes in Materials &amp; Services lines reflect corresponding corrections from adjusting the revenues. General Fund budget documents were reviewed; with no changes being proposed. The Sage Fund budget also had no changes. With no further discussion, <b>Rohner-Ingram made a motion to approve Resolution No 2013-14.005 Resolution adopting the budget, making appropriations, imposing taxes, and categorizing taxes; Forrester seconded; motion passed unanimous.</b></p>
<p><b>Fiscal Year 2014-15 regular meeting schedule and officer election date set</b></p>	<p>Dielman moved on to the next agenda item for 2014-15 board officer elections and regular meeting schedule. Stokes said that the agenda item was to get discussion started about board officer elections next month. <b>After discussion it was agreed that officer elections for board chair and vice-chair positions for fiscal year 2014-15 will be held at the July regular meeting.</b></p> <p>The proposed regular meeting date schedule options were reviewed. Stokes said there are 3 months where the second Monday falls on the 8<sup>th</sup>. He asked Hawes if</p>



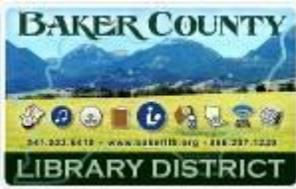
**Baker County Library District**  
 Board of Directors  
**Regular Meeting Minutes**  
 Monday, June 16, 2014, 6:00 – 8:00 pm

	<p>this was too early in the month for bills. Hawes replied that the schedule is reasonable and explained the accounts payable cycle. In the months when the board meeting is early then a check run is added on the 20<sup>th</sup> of the month. Typically there are two main check runs in the month; most bills are paid in conjunction with the regular board meeting and bills are also paid on the 25<sup>th</sup> with the payroll processing. Bills due by the end of the month can be paid on the 25<sup>th</sup> and mailed the next day. Stokes felt the two critical months for moving the meeting to the third Monday are June and October. Dielman proposed leaving the regular meeting schedule on the second Monday every month, except June. The June meeting will be scheduled for the third Monday. He felt that the October meeting can always be re-scheduled. Everyone agreed.</p> <p><b>Stokes will prepare a resolution to establish the schedule as discussed for the July 2014 meeting.</b></p>
<p><b>Fiscal Year 2013-2014 General Fund Supplemental Budget 3 Approved</b></p>	<p>Dielman moved on to new business and asked Stokes to present the year-end closeout resolution. Stokes passed out two pages that were corrected after the board packets were sent out. Beginning with the LB-20 General Fund Resources, the resolution increases total revenues by a net of \$6,744. The biggest change was in Transfers, increasing from \$3,000 to \$15,027 because of transferring in \$10,027 from severance funds to cover a recent retirement and \$5,000 from memorial from the online book sale revenue.</p> <p>Other highlights were, Fines &amp; Fees is increased \$2,000 to reflect actual revenues and Tech Support Contracts is decreased \$1,600 because Jim was called out less than expected this fiscal year. On the LB-30 General Fund Requirements, Operating Contingency was decreased from \$230,000 to \$205,000. The balance of contingency and other available funds was moved to the book budget. This change increases Collection Development from \$79,589 to \$102,740 covering actual expenditures. This brings the end-year Collections budget line to 10.7% of the operating budget, up from the original 8.5%. Facilities were also increased to cover repairs to the furnace, water line replacement last summer, and various deferred maintenance projects being accomplished by the new Facilities Specialist staff. Personnel salaries are being decreased mostly due to two retirements; one last month and one last fall for which the hours were not filled. The severance line was increased for the recent retirement. The LB-31 detail was quickly reviewed.</p> <p>And finally, reviewing the Other Uses Fund LB-10, “Cash on hand” was increased to reflect the actual cash balances. The Grant resource line was decreased to \$1,000 as a place holder. Grant funding for the RFID project was not successful this year. The requirements lines were adjusted to reflect the changes in the resources.</p> <p>Dielman asked about the resolution layout. Stokes referred to Exhibit A Fund Appropriations that gives the changes in summary totals. He has attempted to</p>



**Baker County Library District**  
 Board of Directors  
**Regular Meeting Minutes**  
 Monday, June 16, 2014, 6:00 – 8:00 pm

	<p>simplify the process by adopting the changes on the same textual model as used with the original budget adoption supplemented by budget worksheets specifying each category change. The resolution summary shows the two funds as adopted in Supplemental Budget 2 and then Supplemental Budget 3 with a decreased change of \$58,637. The biggest factor for the decrease was removing the duplicated grant of \$43,200 in the Other Funds budget. There was no further discussion.</p> <p><b>Rohner-Ingram made a motion to approve Resolution No 2013-14.006 Resolution adopting Supplemental Budget 3 dated June 16, 2014; Forrester seconded; motion passed unanimous.</b></p>
<p><b>Administrative Reports: Director's Report</b></p>	<p>In administrative reports, Stokes reported that the <b>Richland Library</b> has been experiencing uncomfortably warm temperatures (as high as 85 degrees). When Northeast Oregon Housing took over the school building and remodeled it, one of the changes was the landscaping under the library windows. They removed the grass by the library and replaced it with rock. This has contributed to the library space heating up. The window AC unit that was used as a temporary fix last summer is not able to keep the while space comfortable. For a permanent solution, Stokes has asked the Facilities Specialist to obtain contractor proposals and bids. He anticipates the cost to be around \$5,000-\$6,000. The <b>Baker Facility</b> had a natural gas smell in the meeting room. The gas company came out to inspect their lines and found nothing. A Scott's HVAC repairman came out to repair the furnace. In Personnel, the <b>Facility Maintenance specialist has resigned</b> effective the end of June. He will be concentrating on selling his property and traveling. At the <b>Huntington Branch</b>, both subs have resigned; one moved and the other is physically no longer able to do the work.</p> <p>In other news, we will be getting <b>6 additional early learning computer workstations</b>. One unit will be placed in Baker and five units for the branches (one in each branch). These touch-screen units are geared for toddlers. We also have a good chance to get early learning tablets through an LSTA grant. There will be <b>Oregon College Savings plan information</b> session offering a seminar for parents. OCSP is sponsoring a <b>puppet show</b> and parent information session on the evening of June 18. Lastly, Stokes has revised the library card applications but postponed that report for the July meeting.</p>
<p><b>Business and Financial Report</b></p>	<p>Hawes passed out check packets and financial reports to those present and gave the following financial report. The General Fund received tax turnovers of \$31,059.44 on June 3rd. Last year during the month of June, the District received total tax turnovers of \$38,836.20. We anticipate receiving another \$6,000-\$8,000 by the end of June. The current cash balance in the General Fund after paying tonight's bills is \$193,464.28 plus whatever comes in through the end of June. The General Fund received a transfer of \$10,027 from the Other Funds-Severance Department to cover the recent staff retirement. There are 57 checks being</p>



Baker County Library District  
Board of Directors  
**Regular Meeting Minutes**  
Monday, June 16, 2014, 6:00 – 8:00 pm

signed totaling \$13,912.73. There will be a few utility bills that will need to be paid with the next check run for payroll.

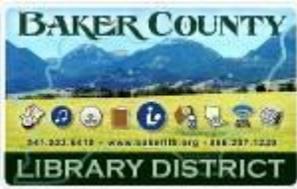
Notable checks include Ingram for books ordered \$3,005.94, Gaylord for new shelving of \$1,790.10, Scott's Heating & Air Conditioning for A/C system maintenance of \$264.00, Mike Bork Auto Repair for bookmobile brake repairs and general maintenance of \$958.69, and Commercial Tire for 2 new bookmobile tires of \$876.82. There were two checks written to The Observer for two different accounts; \$24.38 for the budget meeting notice publication and \$203.55 for advertising an employment position. Under utilities, there are notes written in the first column of anticipated June bills to come. We need to contact the City of Sumpter for the annual utility bill for heat and electricity estimated at \$1,300 and \$600, respectively. And finally, a check to the University of Oregon, Nero Network of \$477, the final fiscal year billing for Baker Library Internet. Hawes said that she did not review the personnel detail as Stokes did a thorough job of that for tonight's year-end resolution.

The Other Funds received a \$200 payment from Charette (current balance due of \$1,020) and Amazon book sales revenues of \$221.19 (fiscal year-to-date sales are at \$4,493.74). There are two checks included in the check packets for postage to mail books sold of \$85.55 and a memorial fund paid for engraving of \$29 for the retiring employee. There were three checks written at the end of May for commissions on book sales totaling \$156.74.

The current total cash in Other Funds is \$152,678.69 with the breakdown by department being written on the financial report. Hawes said that she had given Stokes a detail report of the funds held in Memorial for his review. He has authorized a \$5,000 from transfer from Memorial Funds to the General Fund out of the book sales to support book purchases. That transfer will be made.

In other news, Hawes said that she will be working on filing E-Rate reimbursement requests for the last few months of the fiscal year and preparing the second quarter payroll reports for filing after July 1st. A new set of books has been set up for the Sage Library System fund. A US bank checking account will be set up next Tuesday with Stokes and Dielman as the initial check signers for this fund. EOU has asked that we be prepared to receive funds on June 25<sup>th</sup>. The System Administrator is preparing a report estimating the June bills and payroll so that funds are left in the EOU account to pay those items. We will receive the bulk of the funds on the initial transfer and the balance in July after the June expenses are paid. The first payroll check for the Sage fund will be August 1<sup>st</sup>. A new employee packet was sent to Beth Longwell last week including a welcome letter outlining the payroll process, payroll forms, benefit forms and a personnel policy. They have talked over the phone a couple times about the process for paying bills and other transfer matters.

Checks were signed and approved by those present.



Baker County Library District  
Board of Directors  
**Regular Meeting Minutes**  
Monday, June 16, 2014, 6:00 – 8:00 pm

<b>Next Meeting Date</b>	The next regular meeting will be July 14, 2014 at 6:00pm.
<b>Adjourn</b>	<p>The meeting was adjourned at 7:28pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>