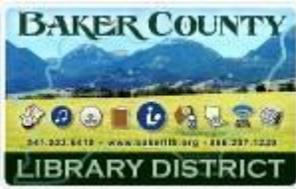


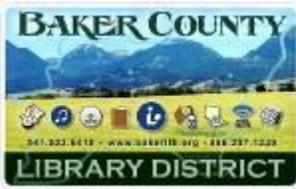
Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, Aug 11, 2014, 6:00 – 8:00 pm

Call To Order	<p>Gary Dielman, President called the meeting to order at 6:00pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Directors present were Gary Dielman, Nellie Forrester, and Della Steele, with Betty Palmer arriving at 6:07pm, and Kyra Rohner-Ingram arriving at 6:10pm. 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. No changes were suggested.</p>
Conflict or potential conflict 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. There were none. Forrester made a motion to approve both the Agenda and the July 14, 2014 Regular Meeting Minutes as presented; Steele seconded; motion passed unanimously by three Directors present.</p>
Public Comment	<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 from a patron in the comment box requesting more juvenile audiobooks. He placed an order for several new items for that collection.</p>
Cash Flow Projection Report	<p>Hawes referred to the report included in the board packets. The cash flow report starts with a cash balance of \$87,473.86 which includes having paid the August 1 payroll. The current cash balance of \$74,885.20 reflects bills being signed tonight. The income and expenses are projected for September and October plus the November 2 payroll. She anticipates having to borrow \$102,000 from Other Funds leaving \$28,000 as a buffer in Other Funds to operate until tax turnovers begin to come early November. The Library District historically receives its first tax turnover by November 5th. It is good news is that the Library District will once again operate on its own funds from July 1 through the first of November; there is no need for a Tax Anticipation Note.</p>
Organizational Chart Revision	<p>Stokes reviewed the current organizational chart and proposed revision included in the Board packets and projected other supplemental organizational charts onto a large screen for group viewing. After reviewing the departmental chart, Stokes said that the one position the Library does not have an Assistant Director; it is common for a library this size to have an assistant. There are three people doing Administrative work; one full-time at \$39,199, one three-quarter time at \$27,999, and one half-time at \$18,921. In the future he recommends consolidation of two of the positions into one Assistant Director position. With the current division of duties, there is some inefficiency and dysfunction. Combining the two less-than-full-time positions at</p>



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	<p>\$47,000 would be sufficient funds to pay for the position on the low end of the salary range. Stokes said that the salary range for the position at the Hood River Library is \$46,489-\$52,354. On the Rank Chart, current staff positions were reviewed. The job titles are standards in the library profession. It was noted that Diana Pearson, currently the Reference Librarian and Public Services lead, does have a professional certification. On the Supervisory Organizational chart, supervisory roles and positions were reviewed. Branch staff report directly to Pearson as branch manager. At the main branch, two branch managers are the direct supervisors of most of the staff. The board discussed current positions and part-time staff.</p> <p>Stokes made an action request to have the board approve the main departmental organizational chart. The primary change is addition of the Sage Library System. Rohner-Ingram made a motion to approve the BCLD Organization Chart, Agenda Attachment VIII.i.a; Palmer seconded; motion passed unanimous by five Directors present.</p>
<p>Administrative Reports: Director's Report</p>	<p>In administrative reports, Stokes reported that the Friends Miner's Jubilee book sale made about \$3,000. Under buildings, the Baker Library air conditioning unit needed repair & maintenance work at a cost of \$1,612.85. The thermometer is typically set at 71-72 degrees, but the system was not cooling below 76 degrees. Stokes remarked that 71 degrees is the temperature at which the fewest complaints come in. There was also a repair to one of the building entry doors of \$325. The repairman told Stokes that the door handle mechanisms are obsolete. Replacement doors will cost approximately \$6,400 for both entrances. This will be added to the long range facility maintenance. The Bookmobile had major repairs of \$1,909.40 for the clutch. The Richland Branch adjusted its hours on Monday from 1:00-5:00pm to the morning due to the unbearable heat. The Huntington Branch had a graffiti incident. Two individuals were identified; they were ordered to pay \$300 in restitution as part of their sentencing. In Personnel, this was the last day for applications for the Facility Maintenance Specialist. So far 9 applications have been submitted for the position. Stokes applauded the efforts of a new volunteer working on the rose garden who has greatly improved the area. The prison crew has been tasked with weeding during their monthly visits. Sprinklers have been set to water the area more often which has helped the roses' condition.</p> <p>In Programs and Services, there were 2 Oregon Humanities Conversation Programs scheduled. For the "Beyond Human" technology program on July 18, unfortunately no one attended. The poor attendance was attributed to the event being held during Miner's Jubilee. This was experimental scheduling, Stokes explained. He had hopes that many passersby would drop in to the program. A program about natural resource use, called "Your Land, My Land" (August 8), had 8 people attend. It was held last</p>



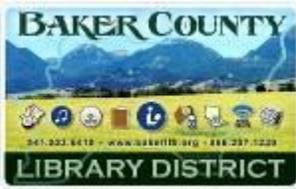
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	<p>Friday night. Stokes heard it was a very lively topic, but he was surprised there were not more people.</p> <p>Stokes said that he has purchased outdoor lawn games that are available for people to check out to use in the park or at family events. He described the games purchased. He intends to contact the City for collaboration to advertise the materials in the park with signage. It will be stated that the games must be returned during open hours (not to be returned in the book drop).</p> <p>Work has begun on the annual Statistical Report. The checkout of physical items totaled 167,276, which is an increase of 8,397 items (5.3%). The checkout of digital items totaled 7,022, an increase of 1,519 (27.6%). The Sage Inter-Library Loan (ILL) items have significantly increased; lending grew by 2,021 items (41.1%) to 6,942 whereas borrowing increased by 2,509 items (47.8%) to 7,756. Given the size of the district's collection, it is interesting that more is borrowed than loaned out. Stokes suspects this is due to our 3 week checkout standard; other libraries have shorter periods for high demand items.</p> <p>In Technology, our Technology Manager has been working on a updating the Library wireless access equipment. The Library has had three broadcast points that are being combined to a single point. The new system installed has revealed that an average high of 20 people are connected to WiFi in the afternoons. The wireless access was having connection issues. The fax machine in Baker recently had a sensor fail. Staff found it would cost as much to repair as obtaining a new machine. Two fax machines were acquired; one for the main library and a second for a branch.</p>
Business and Financial Report	<p>Hawes passed out check packets and financial reports. The General Fund received tax turnovers of \$4,904.29 in August. E-Rate refunds are coming in for the FY2013-14 fourth quarter with \$630.73 received and \$752.02 to come. The General Fund beginning cash shows \$189,572.80. Hawes explained that the beginning cash is less than the budget of \$205,000 due to payroll. In the past, the Library District has budgeted on a cash basis making the use of direct deposit not feasible for the June payroll paid on July first. Last year, the Board approved budgeting on the accrual basis as recommended by the District Auditor. This budget change made it possible to use the direct deposit year-round including July 1. However, QuickBooks pulls the cash out the day before the pay date and deposits the funds on the first. Adding the amount for direct deposit of \$22,539.46 to the ending cash totals \$212,112.26 which slightly exceeds the budget. A note will be added to the financial statement.</p> <p>Under Materials and Services, the Ingram bill was low this month at \$915.82 for books. A check to LEO renewing 2 databases totaled \$1,700 (EBSCO Auto and Heritage Quest). The Visa was \$7,170.83; highlights include computer equipment of \$3,501.72,</p>



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	<p>Summer Reading Program & carnival supplies \$604.30, Bi-Mart \$245.76 for park games and Bridge Street Inn of \$48.60 for presenter motel. Other notable checks include Scotts Heating & Air Conditioning \$1,612.85 for AC repair, Marv’s Glass \$325 for a door repair, Mike Bork Auto \$1909.40 for the bookmobile clutch, and Movie Licensing \$385 annual license renewal.</p> <p>The Other Funds wrote a check to LEO for \$6,000 for 5 early learning stations. The Friends group has pledged to pay for one-half of the cost.</p> <p>The Sage Fund paid July bills totaling \$2,027.44 most of which was for courier services. At this time, the two check signers on the account are Stokes and Dielman. Checks were included for Dielman’s signature. Hawes explained that the Sage Fund payroll will require some special treatment. QuickBooks direct deposit feature only supports the use of one bank account meaning that payroll can be processed in the Sage Fund, but will need to reimburse the General Fund for the withdrawal each month. The same goes for the payroll taxes, the online payment programs allow for one bank account for each I.D. number. This means that the expenses are processed in the Sage Fund and then reimburses the General Fund for the amount due for Federal and State payroll taxes.</p> <p>Checks were signed and approved by those present.</p>
<p>Next Meeting Date</p>	<p>The next regular meeting will be September 8, 2014 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:02pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>