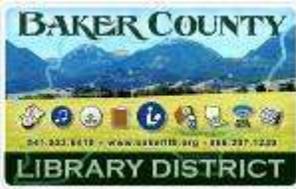


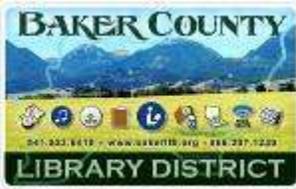
Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, Sep 8, 2014, 6:00 – 8:00 pm

Call To Order	<p>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. Directors present were Gary Dielman, Nellie Forrester, and Della Steele, with Kyra Rohner-Ingram arriving at 6:08pm and Betty Palmer arriving at 7:10pm. Also present were Perry Stokes, Library Director; and Christine Hawes, Business Manager. Guest present: Scott Ungerecht, local photographer.</p>
Agenda Approved	<p>Dielman asked for additions or changes to the agenda. Stokes stated that he has added Guest Presentation for Scott Ungerecht to present photos taken by at library events in a 13 minute slide show. Stokes also added an item under new business, a Proclamation Resolution for Library Card Signup Month.</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 August 11, 2014 Regular Meeting Minutes as presented; Steele seconded; motion passed unanimously by three Directors present (Dielman, Forrester, and Steele).</p>
Open Forum	<p>Dielman asked Stokes for any correspondence since there were no members of the public present for the open forum period. Stokes said he had no correspondence to convey.</p> <p>Rohner-Ingram arrived at the meeting at 6:08pm.</p>
Guest Presentation: Library Event Photos	<p>Stokes told the board that Scott Ungerecht is a volunteer event photographer for the Baker Library, often in coordination with Melissa Shafer, Youth Services Specialist. He has created a presentation of photos taken from 2011-2014 in a video he titled "Precious Moments." The video is set to a score of classical music.</p> <p>In addition, he is in the process of creating a 200 page hardcover photo book through a self-publishing company called "Blurb" that should be completed mid-September. When it is done, he will present a copy to the Library as a gift. The video was shown to the board. All agreed it was nicely done. Ungerecht said that his intention is for parents and children have a memento of the fun times at library</p>



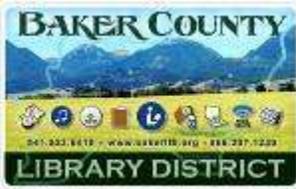
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	<p>programs and the general public to gain insight and appreciation for library activities. The book will be made part of the library collection, available for the public to look through at the Library. He suggested uploading the video to YouTube with a link posted on the library website.</p> <p>Dielman thanked Ungerecht for his gift and volunteer work and said “We look forward to seeing the book.” Stokes also thanked him, stating it is a great help to have someone dedicated to capturing some of those fleeting “precious moments.”</p>
<p>Policy Review: Fee Schedule Revision</p>	<p>Dielman moved on to the policy review, asking Stokes go over the changes. Stokes said it is necessary to review policies periodically to make sure they stay current. Proposed changes on the Fee Schedule were prompted by a recent issue: purchase requests for TV Series are growing but the library is unable to fulfill many requests due to space and budget constraints.</p> <p>Some Sage libraries collect TV series, so our patrons do have access to many. Stokes stated that with a robust DVD collection, the library is somewhat of an alternative to Netflix and other media services but the district simply does not have the resources to compete with those distributors. ILL staff report that at least two patrons have begun submitting a large number of requests for TV series.</p> <p>Under current Interlibrary Loan policy, the library will fulfill requests when possible, even if an item must be borrowed from a library outside of Sage. The service has led to increased public expectations. However, non-Sage audiovisual ILL items are very costly -- at minimum a \$3 ILL process fee plus postage \$2 (media rate for library mail). Stokes would like to mitigate the growing expectation that the library will fulfill multiple non-Sage ILL video requests at no charge. Patrons with intensive need for recreational DVDs will be asked to compensate the library for the ILL costs involved and pay \$5.00 per item when an item is brought in from outside of Sage.</p> <p>The proposed policy changes are shown in red font on the document. There is a new section titled “Non-Sage Interlibrary Loan – audiovisual materials” that adds a \$5.00 per item charge for materials borrowed outside of the Sage Library System. It also requires payment in advance of staff ordering the item. Dielman asked if there were any further questions or discussion. There was none.</p>



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	<p>Rohner-Ingram made a motion to approve the revised Fee Schedule policy as presented; Forrester seconded; motion passed unanimously by four members present (Dielman, Forrester, Steele, and Rohner-Ingram).</p>
<p>New Business: Intellectual Property Policy</p>	<p>Stokes presented the new Intellectual Property Policy to the board. It clarifies the copyright status of works that are created by library staff or volunteers while working for the library. He explained that when a government employee creates something, it is generally belongs in the public domain since it is publicly funded. The “Creative Commons” license will be used to provide a simple, standardized way to grant copyright permissions and get credit for any use.</p> <p>Stokes read the policy to the board. He also referenced handouts on this topic included in the board packets. According to the Creative Commons website, the CC-BY license, <i>“...lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered. Recommended for maximum dissemination and use of licensed materials.”</i></p> <p>Dielman explained that it has been the district’s standard practice to use this type of license for historic photo usage; the term Creative Commons license is new. The museum, in contrast, adds a watermark to their photos; if someone wants an unmarked photo they are required to pay a fee. The library does not charge for photos but does ask people to credit the Library as the source.</p> <p>Stokes added that photos are a collection, rather than works created by library staff. In qualifying cases, usage permissions are provided for the library’s historic photos in exchange for attribution. The Intellectual Property Policy is more about things created by library staff or volunteers. Rohner-Ingram asked for clarification. Stokes replied that we are not talking about collections of items such as books, videos and photos; those items are not created by staff. She asked for an example of things staff create. Stokes said nearly anything staff creates in the course of their official duties is involved, such as a user guide on how to download audio books, a presentation on early literacy skills, or brochure of recommended titles on a subject.</p>



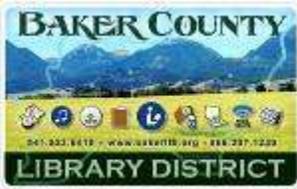
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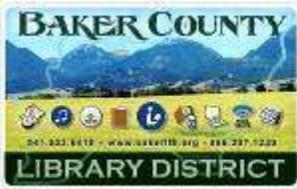
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	<p>Dielman asked what we would not want someone to use – perhaps our logo? Stokes agreed that the district’s logo would be restricted and added that we would not want to authorize use of content that would violate someone’s personal privacy, such as using a person’s image in a sales or marketing campaign without their consent. Even if credit was given to the library, commercial use of a one’s image should remain under an individual’s control. These examples --logos, individual’s images, and third-party materials-- are listed in the policy as exemptions to the general Creative Commons license. Rohner-Ingram stated her understanding that this is about staff creations.</p> <p>With no further discussion, Rohner-Ingram made a motion to approve the Intellectual Property Policy as presented; Forrester seconded; passed unanimously with four members present.</p>
<p>Proclamation: Library Card Signup Month</p>	<p>Dielman asked Stokes to explain what this means. Stokes read through the proclamation “Establishing Library Card Sign-up Month 2014” adding that it simply a method of promoting that every person in the community obtain a library card.</p> <p>Rohner-Ingram made a motion to approve Resolution 2014-15.004 as presented; Steele seconded; motion passed unanimous by the four members present. Dielman signed the resolution.</p>
<p>Administrative Reports: Director’s Report</p>	<p>In administrative reports, Stokes reported under Facilities news, that three new vacuums were purchased. Two commercial vacuums were purchased for the Baker Library and one for the Haines Branch. the Haines branch vacuum recently died and two older ones at the Baker branch were in need of replacement. Richland and Huntington branches also have older model vacuums that may need replacement soon, so one of the Baker vacuums will be a backup. Steele asked about the brand purchased. Stokes replied that all three were Electrolux Sanitaire models. Everyone agreed these were known to be reliable.</p> <p>In Personnel news, Stokes has hired a new Facilities Maintenance person from Richland. Ken Booth retired from working for a Boise fire agency as a small engine repair specialist. Stokes said that he aims to post the Catalog Specialist position next week. Two new subs have been hired in Huntington; Sara and Diana conducted the interviews. And finally, a story time sub for Melissa has been secured. Sara is working to coordinate a free vision screening event for preschoolers</p>



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	<p>with the Lions Club. Jim is installing a device on the courtesy phone that will enforce a five-minute time limit and block long distance calls. Persons needing to make long-distance calls will be directed to the pay phone in the north parking lot. Jim is also working on a proposal to provide a few tablet and laptop computers for patron use in the library. The items would be tethered to tables. The Edge Initiative Evaluation identified this as one area we can improve customer services.</p>
<p>Business and Financial Report</p>	<p>Hawes passed out check packets and financial reports. The General Fund received tax turnovers of \$4,872.08. A total of \$1,382.75 was received from the E-Rate program completing fiscal year ended June 30, 2014. Checks include The Friends \$79.89 remitting book sales (book store purchases through PayPal) for the first quarter, Special Districts \$1,602.16 for the initial Fiscal Year 2014-2015 worker’s comp insurance, and Ingram \$5,634.31. The current cash balance for General Fund is \$14,052.39. We will borrow from Other Funds for the first time for the October 1 payroll.</p> <p>The Other Funds received a \$100 payment from Philip Charette, and had Adler biography sales of \$252. Amazon book sales totaled \$302.46 for July and \$487.77 for August. In other news, the Friends were billed \$3,000 in July for one-half of the Early Learning Workstations they agreed to help fund. Hawes will have Carmen remind them at their next monthly meeting. The ending Other Fund cash balance totals \$142,953.73. The breakdown by Fund/Department was included on the reports.</p> <p>The Sage Fund budget lines are skewed. Hawes will review the detail with Beth Longwell to clarify where items should be posted and make the corrections for the next financial reports. Sage Fund paid Special Districts \$2,517.58 for 2 months group health insurance premiums. She called them regarding a billing error. This payment will catch up that expense.</p> <p>Checks were signed and approved by those present.</p>
<p>Next Meeting Date</p>	<p>The next regular meeting will be October 13, 2014 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:16pm.</p>



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	<p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>
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