

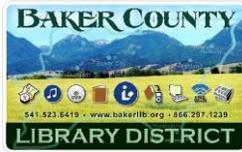
Baker County Library District

Board of Directors

Regular Meeting Minutes

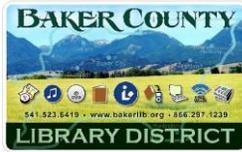
Monday, Feb 9, 2015 6:00 – 8:00pm

Call To Order	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 , Della Steele , Nellie Forrester , and Betty Palmer , with Kyra Rohner-Ingram arriving at 6:09pm. Others present were Perry Stokes , Library Director; Christine Hawes , Business Manager.
Agenda Approved	Dielman asked for additions or changes to the agenda. There were no changes.
Minutes Approved	Dielman asked for corrections to the minutes. One grammatical correction was noted on the last page removing two redundant words. Forrester made a motion to approve both the Agenda as presented and the January 12, 2015 Regular Meeting Minutes as corrected; Steele seconded; motion passed with 4 yeas, 1 abstained (Rohner-Ingram abstained stating that she was not at the meeting).
Conflicts or potential conflict of interest	Dielman asked if there were any potential conflicts of interest to be declared. There were none.
Open Forum	Dielman stated for the record that there were no members of public. Stokes had no correspondence to share.
Annual Business: Board member election year	Stokes announced that both Gary Dielman and Nellie Forrester’s terms expire this June. They will both need to run for re-election. He handed election packets to them. The filing deadline is March 19 2015 with election day on May 19 2015. Stokes also told the board that next year the local option tax levy will be up for renewal.
Agent of Record Resolution	Stokes said that the District needs to adopt an Agent of Record. This is a procedural matter that came to his attention at the SDAO conference. SDAO recommends the insurance agent be declared every 3 years. It was noted that the insurance agency name, Clarke & Clarke, was misspelled on the resolution which was re-printed for signatures. He said that this can be put out on an RFP, but it is not required. At the conference, it was indicated that our health insurance costs are anticipated to <i>decrease</i> by double digits this year. With no further discussion, Rohner-Ingram made a motion to adopt Resolution No 2014-15.005 Adopting Insurance Agent of Record appointing Clarke & Clarke Insurance of Baker City, Oregon, as the District’s Insurance Agent of Record as corrected; Palmer seconded; motion passed unanimous.
Sage Library System – Financial Reporting	Stokes stated for the record that during his audit delivery at the January meeting, the District Auditor, Kent Bailey gave three options for the financial reporting of the Sage Fund. The three options were 1) an Agency Fund, 2) a



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	<p>Special Revenue Fund, or 3) for the Sage Library System to organize as a Council of Governments. Hawes wrote up a summary of the options and her recommendation for the Sage Council to consider. She recommended the Agency Fund.</p> <p>The Sage Council voted at a January 31 meeting, approving to go with the Agency Fund. There was some discussion on the financial reporting for an Agency Fund. Hawes added that the recommendation also advised contracting the District auditing firm to do a minimal review of the Sage Fund books to add creditability with the Sage Fund paying the additional cost. This procedure would be done during the District’s audit so the additional cost would be minimal. The Sage Council could also decide to pay for a separate full review.</p> <p>Dielman asked if a motion was needed. Stokes suggested that a motion be made to confirm the Library District’s decision on this issue. Forrester made a motion that the Baker County Library District will treat the Sage Fund as an Agency Fund per the recommendation; Steele seconded; motion passed unanimous.</p>
<p>Catalog Enhancement</p>	<p>Stokes told the board about an upcoming Evergreen catalog enhancement that will integrate NoveList Select content into the detailed record of an item display. He explained that NoveList is a “readers’ advisory” tool used to search author/title read-a-likes, series titles, and find lists of works on desired topics of interest. NoveList Select is an additional feature offered by the company which increases the district’s subscription fee by approximately \$600. Stokes demonstrated on the projector screen an example of what the new results will look like.</p> <p>Evergreen will be able to show expanded subjects, view a series in order, read-a-like series, read-a-like titles. Recommendations can be filtered to only display titles and authors in the BCLD collection. Stokes said that series display has long been a particular struggled with the Sage catalog and this subscription will be a tremendous help with resolving that inconsistency.</p> <p>Beth Longwell, Sage Library System Manager, is building a special “scoped” version of the online catalog for Baker County Library users to be able to access the new content.</p>
<p>Administrative Reports: Director’s Report</p>	<p>Stokes began administrative reports giving a brief report on the Friends of the Library activities. The Friends had a successful December book sale. They streamlined the price list and tried a silent auction. They have reserved \$5,000 to support the levy campaign next year. They are also discussing organizing a “Volunteer Fair” where people can explore opportunities for volunteering in the community. Under Facilities, Jim White has moved his office across the hall. His old office has been turned into an additional tutor space called the “Hollywood Room”. There is no computer workstation in</p>



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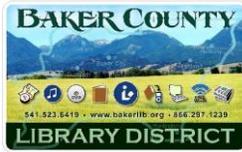
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the Hollywood Room; it is a quiet space where someone could use their own laptop. Dielman asked why some of the tables in the reading room are missing. Stokes said that some additional tables were needed for the Storytime garden projects and are on display in the entry foyer. The Baker Library had a **false fire alarm incident recently**. An unattended toddler in the meeting room climbed up on a stack of boxes against the wall and was able to pull the alarm. The parents were nearby, but not attentive. The issue was addressed with the patrons. Stokes commended staff for responding quickly and evacuating the building. It was a good test run. It happened that John Minarich from Alpine Alarm was in town and came over to help get the alarm turned off. He also clarified how to silence the alarm for future reference. The incident also revealed that the control panel in the lobby had stopped working so a replacement is on order. At the **Richland Branch**, our facility specialist has re-keyed the doors to the building hallway to restrict library entrance to when staff are present. The **library pickup** may have a leak in the heater core; it is being evaluated for repair. There have been recent **issues with the public phone**. The technical unit that blocks long distance calls seems to be deactivating the line if a long distance number is dialed. A replacement unit may be needed.

Under **Grants**, Stokes is preparing to implement an LSTA Grant for \$42,000 that will partner BCLD with the Pine Valley Preschool and School District in Halfway. Dubbed the **Pre-K Links program** it will aim to provide digital literacy skills for “underserved children” of preschool through second grade ages. The budget includes purchasing iPads or tablets and loading them with early education software; training sessions will be provided for parents to help them become familiar with the technology and work with their children. Participants will be asked to complete pre-and post- program questionnaires to help determine the success of the program.

In **Personnel**, Stokes and Hawes attended the **SDAO Conference in Eugene, Oregon** on February 6-7. Stokes was able to rent a car from Gentry Ford and calculated the rental plus gas was more economical than paying a mileage reimbursement for use of his car. Stokes reviewed a few highlights from the conference adding that he found the conference very beneficial overall. Hawes described lessons learned from the keynote speaker Michael Bazzell’s presentation about online security. Bazzell talked about securing passwords and important accounts, the latest email scams, and general Internet safety. The Legislative Update items of interest to the District were minimum wages bills and mandatory paid sick leave. There were no new bills for PERS.

Baker branch collections are being shifted for the **final stage of the Big Weed Project**. The Children’s Easy books are shifting to make space for a “New Book” display. Stokes is focusing on ways to increase the children’s



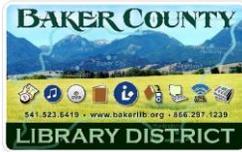
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	<p>books circulation. In the main collection area, the weeding is complete in the 200's with the 100-0 left to do. Diana Pearson has been heading up the Big Weed Project and is using volunteers to help with the transition. She hopes to be shifting books as early as next week. The Fiction section is moving back, making room for the Large Print to move across the aisle and expand. The Sci-Fi and Westerns will expand taking up the area where the Large Print is now. There is a large Ingram order on its way.</p> <p>Some IRS Tax Forms have begun to arrive but the IRS is cutting back the number of forms being made available. Staff are having to help patrons print forms from the IRS website or have them call the IRS directly to request forms and booklets.</p> <p>In Technology, White has installed a new firewall and has been working out configuration issues. In contrast to the previous system, this firewall blocks everything except what is explicitly added to the allowed list. White is working on a strategic plan and budget to replace wiring and switches in the building as requested by Hawes to take advantage of E-rate funding available to enhance the wireless Internet system. He will also be working on a long range Tech Plan.</p>
<p>Business and Financial Report</p>	<p>Hawes passed out financial reports and check packets for signatures. The General Fund received \$8,767.63 in tax revenues this month. E-Rate reimbursement forms have been filed for the first 6 months of the fiscal year totaling \$3,063.20. In Personnel, the COBRA insurance reimbursements continue to be received monthly on time. A check was written to an employee who recently retired through PERS, to refund the 2011 contributions per the PERS adjustments to his account. In Materials & Services, a check was written to Scotts Heating \$1,463 to service the roof top units and main control unit. The district received a SDAO longevity credit check for \$1,401.50. However, the annual liability insurance renewal invoice that usually comes in January has not yet been received. Hawes will be calling the insurance agent to request that bill. The Bi-Mart check of \$30.21 includes a credit of \$3.55 plus another payment of \$13.44 (where the charge was actually on the Visa); the office manager made purchases to clear up the credit. The check to Ed Staub & Sons for \$1,146.60 included natural gas deliveries to both the Haines and Halfway branches.</p> <p>The budgeted transfers totaling \$12,500 were moved to Other Funds for savings. The Visa bill is a big one at \$8,875.76 this month (\$7,400 Library and \$1,476 Sage); the bill will be paid on the 20th to allow for completion of the reconciliation.</p> <p>In Other Funds, the Adler Grant of \$8,000 for the Richland Branch HVAC unit</p>



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	<p>was received. A payment of \$100 was received from Phillip Charette, reducing his balance due to \$300. Amazon book sale revenue totaling \$325.48 in January (year-to-date total now \$2,148.03). Budgeted transfers received from General Fund included \$1,500 for elections, \$10,000 for Severance, and \$1,000 for Technology. Two checks were written for Amazon commissions of \$60.42. The balance of the 2010 Adler Grant funds totaling \$5,283.48 are being spent thus completing this grant. Spine label printers and supplies were ordered through CompuType totaling \$5,048.32 with the balance used to purchase a computer for a managing station.</p> <p>The Sage Fund received two LSTA Grant reimbursements totaling \$15,502.47. The State Library deposits these into the General Fund so a check was written to move the funds to Sage.</p> <p>In other news, Hawes aims to take advantage of a SDAO 10% credit opportunity for liability insurance. One of the steps was the Resolution adopting the Agent of Record accomplished at this meeting. 2014 W-2 Wage & Tax Statements were issued to staff on January 21. The initial E-Rate filing forms for the FY2015-2016 fiscal year will be submitted this month.</p> <p>Checks were signed and returned to Hawes; the Approved Bills Lists were initialed.</p>
<p>Next Meeting Date</p>	<p>The next regular meeting will be March 9, 2015 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:26pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>