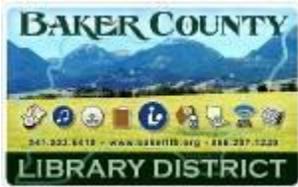


Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, May 11, 2015, 6:00 – 8:00 pm

Call To Order	Gary Dielman, President called the meeting to order at 6:10pm . The meeting was held in the Riverside meeting room. Directors present were: Gary Dielman , Della Steele , Nellie Forrester , and Betty Palmer . Others present were Perry Stokes , Library Director, and Christine Hawes , Business Manager.
Agenda Approved	Dielman asked for additions or changes to the agenda. Stokes had one addition under New Business – Director Joins Rotary. No other changes were made.
Minutes Approved	Dielman asked for corrections to the minutes. There were no changes to the minutes. Steele made a motion to approve both the Agenda as amended and the April 13, 2015 Regular Meeting Minutes as presented; Palmer seconded; motion passed unanimous.
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 present. Stokes had no correspondence to share.
Previous Business: Opposite-Sex Domestic Partner Benefits	<p>Stokes said that at last month’s meeting, the board requested more information on what it takes to qualify for the domestic partner benefits. Kevin Bell provided a sample affidavit included in the board packets that qualifies the coverage. If the board approves this coverage, SDIS will need to recalculate district rates as this would increase liability.</p> <p>Bell checked with the school district and the County; neither offers this coverage. Shelly Barker with SDIS recommends districts not offer it due to increased cost. Palmer added that most school districts around the State do not offer this coverage. Hawes passed out a report having calculated the maximum cost exposure requested by the board last month. If the coverage was approved, the maximum potential cost to the District is \$17,780.40. Stokes said that Bell submitted the insurance renewal documents without opting into the coverage, but that can be changed should the board wish to adopt it tonight.</p> <p>With no further discussion, Forrester made a motion that BCLD not change its current insurance election, meaning opposite-sex domestic partner benefits will not be offered; Palmer seconded; motion passed unanimous.</p>
Personnel Policy Revisions	<p>Stokes said there were several changes he and Hawes propose for the Personnel Policy. Hawes has read through the policy finding housekeeping changes and adding the topic of Workplace Bullying to the policy. He has worked on the Drug-Free Workplace section.</p> <p>Hawes began by presenting her proposed policy changes. Starting in Article 1.1,</p>

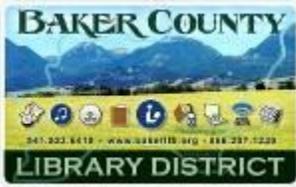


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correcting the reference to staff procedures manual in paragraph 3; In Article 3 a Workplace Bullying policy is being added to the existing Harassment policy; In Article 5.4, removal of redundant benefit references that are already stated in Article 12, and cleaning up policy on hiring retirees; In Article 7.4, adding the Business Manager allowing her to respond to employment related requests; In Article 9.1 they are removing a redundant reference to sick leave policy already stated in Article 12; Article 12 – Benefits was overhauled, splitting the original section 12.3 Eligibility into two sections: 12.3 Benefit Eligibility and 12.5 Group Health and Life Insurance, and moving 12.5 Waiting Periods up to 12.4 so the policy flows better. The entire Article was renumbered from 12.3 to the end. They have also removed the paragraph on “In Lieu Benefits”, previously in 12.3 paragraph 3, as this benefit is being discontinued and is also no longer allowed by law. At the April meeting, Rohner-Ingram had recommended clarifying definitions for how a person qualifies for benefits. The changes clean up the article per her recommendation; In Article 13.3.3 the ODHS phone number is updated and 13.3.6 the statement is clarified. For Appendix E the 2007 travel reimbursement reference is removed, moving up the current policy adopted in 2011; and finally, Appendix F – Vacation Scheduling was also overhauled. Hawes said that she gave the policy to Carmen Wickam, the administrative assistant in charge of staff scheduling to review. It was updated to reflect current practice. Some of the policy was no longer applicable.

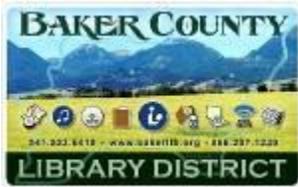
Dielman referred to the workplace bullying policy in Article 3.3, asking what the word “manipulation” meant, in the last sentence of that paragraph. Hawes said it was a broad statement including work-related harassment, such as unrealistic deadlines. Dielman recommended replacing that word with definitive words. [The word “manipulation” was replaced with “work-related harassment (work overload, unrealistic deadlines, excessive monitoring). This list is not meant to be exhaustive and is only offered by way of a few examples.] Palmer suggested italics for the word “not” describing what bullying isn’t. Stokes proposed that the individual Articles be dated as to when they were last updated rather than a date on the entire policy. He felt the dating would be useful to keep track of how long it had been since a particular section had been reviewed. Everyone agreed this was a good idea. Hawes made note of these changes for the final version.

Moving on to Article 4 – **Drug-Free Workplace policy**, Stokes said that he threw out the version proposed at the last meeting. He took Rohner-Ingram’s concerns of requiring the reporting and also got some feedback from SDAO counsel. Stokes revised the policy to include restriction of marijuana and tobacco use in the workplace as equivalent to alcohol and other controlled substances. He retained the statement addressing individuals who are authorized to use medical marijuana—being impaired by a controlled substance while at work is prohibited. The paragraphs covering illness and abuse were read. On the second page of the policy, he revised the termination section to include an expanded list of immediate dismissal actions constituting gross misconduct. Dielman had



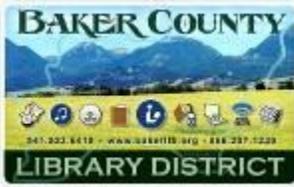
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	<p>commented that he felt the last two items (9.6.1.h. & i.) in the list are vague. Stokes replied that a legal dictionary does define those terms. A disclaimer paragraph was added stating that all gross misconduct situations cannot be defined. The paragraph states if in doubt “it is the employee’s responsibility to ask their supervisor before acting.”</p> <p>Palmer made a motion to approve the presented revisions to the current Personnel Policy Manual, with the changes as discussed; Forrester seconded; motion passed unanimous.</p> <p>Stokes said that he and Hawes are developing an expansion of the sick leave benefits policy to include all part-time employees, no matter how much they work, in anticipation of new Oregon state legislation advancing through committees. <i>They will postpone publishing the full Personnel Policy as revised until that change is made.</i> Hawes suggested making the revised policy available on the website in the interim.</p>
<p>Technology Use Policy</p>	<p>Dielman asked Stokes about the Technology Use Policy. Stokes said that he re-wrote the previous policy titled Internet & Computer Use Policy replacing it with a new policy titled Technology Use Policy that is more like Term of Use agreements for websites. The packet contains three versions: the current policy, a marked up copy and the proposed policy as it would appear, if approved.</p> <p>After the intro describing purpose, the policy cites compliance with the Child Internet Protection Act (CIPA). The District employs a content filter to block obscenity, child pornography and content deemed “harmful to minors”, as defined by law. CIPA requires Internet safety policies and technology that blocks or filters certain content from being accessed through the Internet. Compliance with CIPA enables libraries to be eligible for discounts or reimbursement for a portion of technology costs.</p> <p>CIPA contains an exception for adults who are using the Internet for “bona fide” research purposes. They have to ask the librarian to disable the filter temporarily or on a site, and the library may decide not to grant it. The Supreme Court recognized that CIPA interferes with the First Amendment rights of adults, but upheld the law based on the supposed “bona fide research” exemption.</p> <p>In addition, a 2012 federal district court ruling on a Washington library policy determined that filter removal on a site is not required if blocking that site is in accord with the library’s mission and collection development policies. The court’s ruling upheld the library’s policy of selectively allowing or refusing adult users’ requests to unblock filtered websites, even when the sites contain constitutionally protected speech that is legal for adults to view. US District Judge Edward Shea agreed that the library could employ filtering as a form of content selection and said that the library’s policies were justified by the</p>



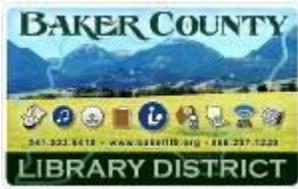
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	<p>conditions imposed by CIPA. (Filtering and the First Amendment: When is it okay to block speech online? By Deborah Caldwell-Stone. American Libraries. April 2, 2013. http://americanlibrariesmagazine.org/2013/04/02/filtering-and-the-first-amendment)</p> <p>The revised BCLD policy states that the library cannot disable the entire filter-- which is due to technical limitations. Since the District uses a cloud-based filtering system and it is applied to the entire network, disabling the filter for one would mean disabling it for all. IT staff can, however, unblock select sites. Therefore, a patron may request that a specific site be unblocked. When a site is blocked by the filter, the user is presented with a link to request it be unblocked. IT and authorized library staff will apply rational review to the request and decide to unblock a site when it meets library policy (Not all requested sites are unblocked.). The patron is informed of the library’s determination if they have submitted contact information.</p> <p>The list of prohibited activities is expanded to include public exhibition of graphic violence and various malicious, unlawful and injurious activities such as hacking, SPAM, “resource-intensive programs”, or distribution of pirated copyright materials. Stokes said this is the policy patrons must agree to in order to access the library’s network, including the Wi-Fi network. There was some discussion on different points of interest. Two typing errors were noted for correction (Page 1, first sentence “in an effort” and page two, 11th bullet, the word Internet needs capitalized).</p> <p>Steele made a motion to adopt the newly revised Technology Use Policy; Palmer seconded; motion passed unanimous.</p>
<p>New Business: FY2014-15 Budget Year-End Revisions</p>	<p>Stokes said that the board talked about the current fiscal year budget and goals for the upcoming fiscal year budget at last month’s meeting. The budget sheets included in the board packets contain added columns with both proposed changes for the current fiscal year-end and the draft of the next fiscal year.</p> <p>Starting with revisions for the current fiscal year, referencing Form LB-20 Resources, he has added two columns next to the original adopted budget fiscal year 2014-15 showing the revised amounts with the net change in the next column and totals at the bottom. Resources are anticipated to be up by \$32,177 due to a higher county valuation than budgeted. Combined with the other changes, the net increase in Resources is \$10,172. Turning the page to Form LB-30 – Requirements, salaries are decreased (\$21,546) due to hiring delays that also decreases corresponding benefits by (\$18,991). From these savings, \$34,000 is being added to the Collections budget bringing that up to \$99,500 (10.7% of budget). Operating Contingency is being increased by \$15,009. The next page, Form LB-30 Personnel Services, was reviewed line by line, with a net</p>



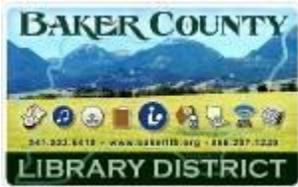
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	<p>decrease of \$39,337 again due to hiring delays for the cataloging position and an unexpected retirement March 1. Form LB-31 Materials & Services, was also reviewed line by line with a net increase of \$36,000. The majority of this increase was \$34,000 savings from Personnel that is being used to increase in the book budget. The Other Funds budget had no changes for the current fiscal year. The Sage Fund budget changes shown here were approved by the Sage Council at a recent meeting.</p> <p>After some discussion, Palmer made a motion to adopt Resolution No 2014-15.006 Resolution Adopting Supplemental Budget 1, with balancing adjustments in departments shown on attached budget sheets; Steele seconded; motion passed unanimous.</p>
<p>FY2015-16 Budget Draft Proposal</p>	<p>Stokes next reviewed the proposed budget for the upcoming fiscal year 2015-16. The General Fund Form LB-20 Resources shows a healthy increase of revenue to the budget. The largest contributing factors include beginning cash which is estimated at a higher level and increased anticipated tax revenues in the coming fiscal year.</p> <p>General Fund LB-30 Requirements, salaries are increasing 8% next year primarily due to filling the cataloging position at a higher salary rate, planned branch staff step increase, children’s services reclassification and business manager step increase. He is recommending that the director wage line receive only the cost-of-living increase and defer the final step increase perhaps to his 10-year anniversary. The economy was in good shape when the projection was made for the new director salary. The economy hasn’t been good since then with the recession. Comparing his salary with peer-library director salaries, his is in the middle of the range. In comparison, he reported that the district’s librarian pay is on the low end of the scale. Even with the increase, salary for the new catalog librarian is on the lower end of the salary range. Starting salary for that position was increased from \$13.30 an hour to \$17.40 due to professional MLIS qualifications. The branch staff wages are also on the low end of the scale and he is proposing to reclassify them this year to at least be on parity with the main branch staff.</p> <p>In Materials & Services, he had to give up desired expansion of the custodial services contract. He had wanted to put the service out for RFP and also increase the level of service at the Baker Library. He has increased it slightly to allow for some additional services. The Collection budget will start at \$92,500 (9% of budget), a healthy level. This budget line is historically increased as the fiscal year progresses. It is \$27,000 higher than the FY14-15 original budget and just \$7,000 less than the final budget. The Facility and IT maintenance lines had to be increased to address deferred facility maintenance projects. Technology investment is increased for planned upgrades of the adult lab computers and new service of making tablet computers available for public use. The network</p>



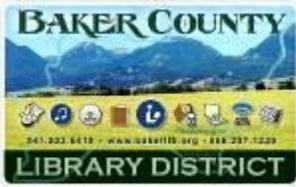
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	<p>hardware is planned to be upgraded with E-rate grant funds. The building will again need the eaves repaired due to the faulty drainage system. The Facilities maintenance plan consists of several projects including installation of a new HVAC system in Richland, repair of the Huntington ramp approach, resurfacing the parking lots and tree pruning at the Baker branch. Stokes will prioritize projects according to safety needs. There are minor changes to Corporate Costs. The Travel & Training budget will be kept high at \$4,500; the investment in staff training, he feels, results in more consistent and improved district services and operations. The Insurance budget covers liability insurance, boiler, flood and new financial officer bond insurance added this fiscal year. That line is being budgeted to cover the current actual expense and a slight increase. The Youth Programs budget is being increased to allow a grant to run through this line and programs being expanded to branches. The Transfers will remain unchanged. Operating Contingency is budgeted at \$220,000. This line historically includes \$15,000 for health insurance deductible contingency. There have been no claims this fiscal year- to-date which concerns him. He wonders if people are putting off claims. He has budgeted \$5,000 under the insurance benefit in Personnel Services to cover typical claims.</p> <p>The Other Funds and Sage budgets have no significant changes to report. The Sage Fund has already been adopted by the Sage Council. What is presented was approved by them.</p> <p>Overall, Stokes said that he is pleased to present a healthy budget outlook and plan. He asked for a motion to approve this budget to be presented to the budget committee. Palmer made a motion to approve for submission, the fiscal year 2015-16 draft budget as reviewed, to the budget committee; Steele seconded; motion passed unanimous.</p>
<p>ALA State of America's Libraries 2015 Report</p>	<p>The ALA State of America's Libraries Report was tabled to another meeting.</p>
<p>Director Joins the Rotary Club</p>	<p>Stokes said that he and his wife have joined the Rotary Club of Baker City. They chose this club over others available in the community (such as the Lions Club) mostly due to the international focus. He said that often employers will pay the dues for clubs like this; dues are \$25 a month (\$300 annually). He asked the board for their input. Palmer voiced support for district sponsorship of the Director's membership to Rotary. The group all agreed.</p>
<p>Administrative Reports: Director's Report</p>	<p>Stokes reported replacement of a tree in the south parking lot. A maple at the entrance to the staff parking area had been damaged to the point that the bark was peeling and it had been pruned incorrectly last year. Clair Button (who is on the tree board) noticed the problem and arranged for the City to take it out when they removed trees that had died along Resort. Button coordinated the</p>



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	<p>project with the City to also obtain and plant a replacement tree. Steele asked about the new Facility Maintenance staff. Stokes replied that having the position has greatly improved facility conditions. Unfortunately, given the low hours and pay rate, the position has a high-turnover risk. That may need to be addressed as future budgets allow.</p> <p>The topic of book donations was discussed. Steele said that she had a volunteer report concern for the large quantity of donations stacked by the back door. Stokes said that this is a huge job that is overwhelming to staff at times. The volume of book donations seems larger than ever, perhaps due to people shifting from print collections to digital. When possible, volunteers and job training personnel are directed to evaluate and process donations. Staff have been recruiting additional help from Friends group volunteers but more are needed. Recently we have lost a couple of people who were working on donations and even more donations are received the closer we get to Miners' Jubilee. He encouraged board members to let people know of this volunteer project opportunity.</p>
<p>Business and Financial Report</p>	<p>Hawes passed out financial reports and check packets for signatures, stating with Stokes having reviewed the year-end budget, her report will be short.</p> <p>The General Fund received \$7,063.96 in tax revenues. Anticipated E-Rate refunds of \$2,796 will be filed in June for the last six-months of the fiscal year. A check of \$1,260.36 was received from the Oregon Trail Library for a recent Technology Specialist visit. The Personnel Services budget percentage is low. Stokes has already thoroughly covered this area. Notable checks include Ingram \$2,591.14, GF Visa totaled \$4,503.13, Clarke & Clarke \$350 for financial officer bonding, and City of Baker City \$1,000 for the May debt payment.</p> <p>Other Funds – Memorial funds received 2 additional donations in memory of John Burgess totaling \$110. The April Amazon book sales totaled \$235.38 bringing the fiscal year book sales to \$3,061.69. A check to the Visa for \$26.69 was for postage to mail book sales.</p> <p>Sage Fund – This fund had no new revenues and wrote 8 checks totaling \$2,601.42 for courier services.</p> <p>That concludes the financial report.</p> <p>Checks were signed and returned to Hawes along with the Approved Bills Lists that had been initialed by those present.</p>
<p>Next Meeting Date</p>	<p>The next regular meeting will be June 15, 2015 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 8:31pm.</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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