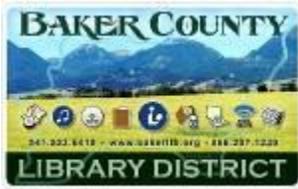


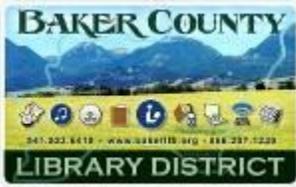
Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, July 13, 2015, 6:00 – 8:00 pm

Call To Order	<p>Gary Dielman, President called the meeting to order at 6:04pm. The meeting was held in the Riverside meeting room at Baker County Public Library in Baker City, OR. Four of five Directors were present, including: Gary Dielman, Nellie Forrester, Kyra Rohner-Ingram and Della Steele. Others present were Perry Stokes, Library Director and Christine Hawes, Business Manager.</p>
Agenda Approved	<p>Dielman asked for additions or changes to the agenda. None were proposed.</p>
Board Officer Election	<p>Dielman reminded the group that annual officer elections are scheduled for tonight’s meeting. Currently, he is President and Betty Palmer is Vice-President. Stokes said that Palmer was unable to attend the meeting. Dielman said that he is willing to continue as President, but would be glad to take a break if someone would like to have the position. Forrester led discussion, stating that Palmer may be extra busy with new duties at the school district and prefer to take a year off. Steele asked Rohner-Ingram if she would be willing to take the Vice-President position. Rohner-Ingram agreed to serve in that capacity.</p> <p>Forrester made a motion to nominate Gary Dielman for board President and Kyra Rohner-Ingram for Vice-President; Steele seconded; motion passed (3 yea; 1 abstain, Rohner-Ingram abstained from voting). Dielman asked for other nominations; there were none. Nominations were closed.</p> <p>Forrester made a motion to elect Gary Dielman as board President and Kyra Rohner-Ingram as Vice President ; Steele seconded; motion passed (3 yea; Rohner-Ingram abstained).</p>
Minutes Approved	<p>Dielman asked for corrections to the minutes. None were suggested. Steele made a motion to approve both the Agenda and the June 15, 2015 Regular Meeting Minutes as presented; Forrester seconded; motion passed unanimous.</p>
Conflicts or potential conflict of interest	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none.</p>
Open Forum	<p>Dielman stated for the record that there were no members of public present. Stokes had no correspondence.</p>
Annual Business: Elected Board Member Installation	<p>Dielman asked Stokes to proceed with the swearing-in of the elected board members. Stokes said that ORS statutes require the swearing-in of elected special district officials. Both Forrester and Dielman were re-elected to serve on the Library Board for another 4-year term. He presented a sample oath that was included in the board packets modeled after one suggested for school board members by their professional association.</p> <p>After considering the oath, Dielman suggested including the word “affirm” along with “swear” to provide an alternative for those whom may be</p>



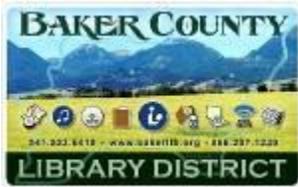
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	<p>uncomfortable with the word “swear”; it was agreed. Forrester and Dielman read the oath aloud to the group in unison, stating their own name in the blank swearing to support the US Constitution, the laws of Oregon and the policies of the Library District to the best of their ability. Stokes took a photo of them and concluded with congratulations.</p>
<p>Resolution setting regular meeting time</p>	<p>Stokes said the regular meeting time of the board needs to be established annually by resolution. At the June meeting, the board members agreed to keep the meeting on the second Monday from 6:00-8:00pm. The one exception is the month of September when he will be gone on vacation. He has listed the September meeting as cancelled on the resolution. Although he suggested the board may want to meet to sign checks. Dielman said the board will aim to finalize how to handle this at the August meeting.</p> <p>Dielman asked about the October meeting date. It usually conflicts with staff training day and needs to be moved back a week. Stokes said that the date does not need to be moved. He will work around it this year. Steele told the group that she will be gone in October. With no further discussion, Dielman called for a motion.</p> <p>Rohner-Ingram made a motion to adopt Resolution No. 2015-16.001 titled “Establishing a regular meeting date, time, and location for 2015-16”; Steele seconded; motion passed unanimous.</p>
<p>New Business: Loss Prevention Plan</p>	<p>Stokes said that one of the recommendations from a recent site visit by a Special District Association of Oregon representative was that the Library District adopts a Loss Prevention Plan. The proposed Loss Prevention Plan in the board packet is a slightly edited version of a model provided by SDAO.</p> <p>Another recommendation was to hold monthly safety meetings. Rohner-Ingram asked if that can be done with the staff meetings. Stokes affirmed that the safety meetings are bundled with a regular staff meeting; they actually had been, but weren’t always well-documented. Dielman asked if meetings were held weekly. Stokes replied that staff meetings are held one or two times a month. Stokes said that he didn’t get direction from SDAO on whether board approval was required for this plan, but he thought it was wise to at least share for awareness and discussion purposes. There was no further discussion.</p> <p>Rohner-Ingram made a motion to approve the Loss Prevention Plan presented; Forrester seconded; motion passed unanimous.</p>
<p>Staff FAQ Guide on Measure 91</p>	<p>Stokes said that with the implementation of Measure 91 legalizing recreational marijuana use, he has created a FAQ Guide for staff in anticipation of situations and questions the staff may encounter. The document has been reviewed and approved by Baker County District Attorney Matt Shirtcliff.</p>



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	<p>Rohner-Ingram commented that at this time there is much ambiguity in the law and no case law for an attorney to follow. How the law will be interpreted will become clearer as test cases come up and judges make rulings.</p> <p>Stokes said that the district already has a “No Smoking/No Vaping” policy that prohibits smoking anything including marijuana. It would not, however, address edible use or delivery of marijuana products on the property. Stokes invited discussion and revision suggestions.</p> <p>Rohner-Ingram said that the Guidelines appear consistent with what she knows about this issue and agrees with statements prohibiting marijuana products openly in a public place. Dielman said that the second statement covers the issue. As a public institution, the building and all of the grounds are covered; this would include the bathrooms and areas that are partially restricted such as study rooms.</p> <p>Rohner-Ingram looked up the definition of public place (from the measure 91 website) on her smart phone and read it to the group. Forrester asked about the staff workroom under the definition. Dielman noted that the definition excludes places where the public are not invited, which could be interpreted to mean that staff-only areas, would not be covered by law and therefore would need governance by Library policy.</p> <p>Dielman said the real concern for the district is that staff not be impaired at work. Stokes concurred. Rohner-Ingram suggesting removing paragraph 6 covering surplus garden items left in the staff room due to legal uncertainty. Forrester suggested removing paragraph 7 covering baked goods; she felt this was already covered as prohibited in a public place. Dielman felt all of these could be summarized in one statement.</p> <p>Rohner-Ingram read Measure 91 language using her smart phone and said the law talks about “use” of marijuana in public places; the district isn’t regulating possession. Stokes agreed. The district’s interest is in regulating use and distribution on the premises. Stokes volunteered to explore adding language in the Code of Conduct to do that.</p> <p>After some further discussion, Stokes said that he is asking the Board for guidelines on how to address this issue should it come up; no official policy is proposed at this time. Stokes made note of the final changes to the Staff FAQ Guide.</p>
<p>Administrative Reports: Director’s Report</p>	<p>Dielman moved the meeting on to the next agenda item – the Director’s report.</p> <p>Stokes said there will be a SDAO Board Training in Baker City on Monday</p>



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September 14 2015; he invited the board to attend. It is an all-day event. He will need to register those interested and it will help achieve a credit on the district's insurance. Forrester volunteered to attend.

Stokes reported that he has filed the **Tax Certification documents** to impose tax on County property for the 2015-2016 budget revenues with the County Assessor on July 6, 2015. To complete the filing requirements, the full budget needs to be submitted to the County Clerk by September 30.

Under Facilities, the Baker Library had a **leaking pipe** that was discovered on Monday, June 29, 2015. The leak was coming from a pipe in the ceiling above the ILL shelving in the staff room. Stokes had a technician from Scott's Heating & Air Conditioning investigate the problem. The leak source was found to be an end cap on a domestic water supply line to the restrooms and water fountain near the Archive room which required a plumber to fix. Action Plumbing was contacted and their staff has replaced the faulty cap.

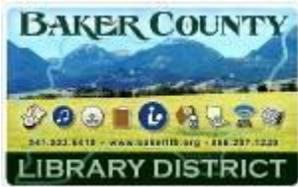
Stokes is exploring the idea of updating **wall art in the Discovery Zone**. One idea is to replace the 1970's artwork on the south wall with a deep space wall mural. Should that be pursued, a new location will need to be found for the large art piece on the wall, which was a gift from Richard Heilner, titled "The Miracle of Now". The artwork is a large bulls-eye style circle with some construction in the canvas to create relief. Dielman recalled when the artwork was donated. After some discussion on the value of local artwork, the board supported relocation of the piece into the reading room.

For **Miner's Jubilee** weekend, the custodian has been contracted to do **additional cleanings** on Friday and Saturday. The library will also host portable toilets in the north parking lot in partnership with the Baker City Herald. Last year, the addition of these outdoor facilities helped lessen the demand on the use of the library's indoor restrooms.

The **Haines Branch had a broken basement window**. Maintenance staff has repaired the window. The parent of the juveniles responsible was given a bill for \$75 which they have pledged to pay by June 30.

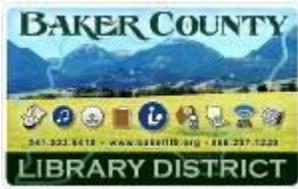
At the **Huntington Branch, the water fountain** is out of order due to a possible valve malfunction causing water to spray onto the wall. The unit is over 10 years old and may need to be replaced. Jim White is looking at replacement options.

At the **Richland Branch**, approval to proceed with the **HVAC project** has been received from Dale Inslee, Director for NEOHA. The budget includes \$14,000 set aside to purchase and install the unit. Two HVAC project bids were received from local companies last year. The selected contractor plans to begin



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	<p>installation on July 15. The price of the units has increased so the final project cost will be more than the original bid. There are sufficient funds in the budget to accommodate the increase. Stokes has submitted an extension request to the Leo Adler Foundation for the Richland HVAC project grant.</p> <p>In Operations news, the district’s first known public records request was received June 22, 2015 from the SmartProcure company for Purchase Order information on P.O.’s dated 1/1/2000 to current. Hawes was able to extract the requested information from the district’s financial records and sent the file on June 26, 2015. Hawes added that there wasn’t much information to give them since the Library District doesn’t use a purchase order system. A cover letter provided that explanation to the company.</p> <p>In Personnel, Stokes announced the promotion of Sylvia Bowers from the position of Library Technician to Library Associate (one level below the Librarian rank). The promotion recognizes her achievement of obtaining Library Support Staff certification and provides additional authority among staff.</p> <p>In Technology, Jim White is planning to implement an upgrade of the SAM public computer management system later this month. The upgrade advertises improvements in reporting, user interface and resolving printing issues.</p> <p>In other news, Stokes received Facebook complaints on a recent GLBT display in the library. In response to the complaints, he agreed to feature select heterosexual literature which are now on display. News of the display posted to the library Facebook site is garnering support both for the “Great straight love stories” display and ironically more support for the June GLBT display.</p>
<p>Business and Financial Report</p>	<p>Hawes passed out financial reports and check packets for signatures. There are two financial reports included in the packets. For Fiscal Year just ended June 30, 2015, the General Fund received tax turnovers totaling \$32,271.05 in June bringing the collections to 99.6% of the budgeted tax revenues. On page 3, Personnel costs will increase with the accrual of the June PERS payment made July 10, and the final SDAO workers comp invoice of \$1,382.40. Ending fiscal year cash was \$221,790.51.</p> <p>For the current month of July 2015, there are no tax turnovers and minor fines revenues to report. In Personnel, the COBRA insurance covered on the group health plan was cancelled effective July 1 as the retired employee now qualifies for Medicare. In Materials & Services, notable checks include Ingram \$1,175.62, a check to LEO of \$3,696.25 for 3 database subscription renewals and membership, a check to Mike Bork Auto \$439.00 bookmobile maintenance, and a check to OCLC \$278 for a professional subscription renewal for WebDewey.</p>



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	<p>Other Funds – Philip Charette has made his final payment of \$100 on July 6; he has paid back the \$2,500 deposit on the expired artwork contract. Other Funds ended fiscal year 6/30/2015 with cash totaling \$158,476.89.</p> <p>Sage Fund – This fund pays one of its largest bills in July, a check to Orbis Cascade for \$41,594 for 9 invoices for annual courier dropsite fees. The amount is comparable to last year. Sage Fund ended fiscal year 6/30/2015 with cash totaling \$103,609.50.</p> <p>Checks were signed and returned to Hawes along with the Approved Bills Lists that had been initialed by those present.</p>
Next Meeting Date	The next regular meeting will be Aug 10, 2015 at 6:00pm.
Adjourn	<p>The meeting was adjourned at 7:31pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>