

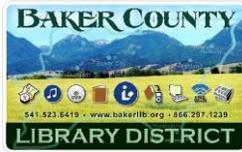
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Nov 9, 2015

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:06pm. The meeting was held in the Riverside meeting room. All five Directors were present including: Gary Dielman, Nellie Forrester, Della Steele and Kyra Rohner-Ingram, and Betty Palmer (arriving at 6:10pm). Others present were Perry Stokes, Library Director; and Christine Hawes, Business Manager.</p>
<p>Agenda Approved</p>	<p>Dielman asked for additions or changes to the agenda. None were proposed.</p>
<p>Minutes Approved</p>	<p>Dielman asked for corrections to the minutes. Forrester asked for clarification on whether or not Nancy Johnson stayed for part of the meeting. She recalled that Johnson had left. Rohner-Ingram agreed stating that reference needs to be taken out of the minutes. There were no additional changes. Forrester made a motion to approve both the Agenda as presented and the October 12, 2015 Regular Meeting Minutes as corrected; Rohner-Ingram seconded; motion passed unanimously by those present. Betty Palmer arrived following this action.</p>
<p>Conflicts or potential conflict of interest</p>	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none.</p>
<p>Public Comment</p>	<p>Dielman stated for the record that there were no members of the public present for comments. Stokes had no correspondence to share.</p>
<p>Previous Business: Personnel Policy – Sick Leave, and Credit Card Policy</p>	<p>Dielman asked Stokes to introduce the policy changes. The proposed <u>Personnel Policy changes will adopt extension of sick leave benefits</u> to all staff in order to comply with new Oregon State Law. Section 12.3 adds the new eligibility and Section 12.7 states that part-time employees will receive the sick leave benefit at the same rate as other staff, on a prorated basis. With the exception of this one section, all other policy applies.</p> <p>Stokes said that revisions are also needed on Section 12.11 addressing Leave Without Pay. He is just beginning work on this but invited board input on the matter. Stokes feels the policy is vague and needs to be expanded to address potential issues and consequences. In discussion, Palmer recommended adding definition in Section 12.7, stating that a sick leave evaluation and meeting with the Director may be warranted in the event an employee uses an excessive amount of sick leave time, adding that 10% is considered chronic absenteeism. She suggested talking to legal counsel. This topic should also be discussed in annual</p>



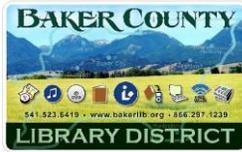
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	<p>staff evaluations. Rohner-Ingram suggested addressing this in the conditions of employment as well. Stokes said that he will continue to work on this section with care to craft policy compliant the Oregon Family Medical Leave. He will propose revision for 12.11 at a future meeting.</p> <p>Rohner-Ingram made a motion to approve the changes to the Personnel Policy Article 12 adding part-time sick leave benefits; Steele seconded; motion passed unanimous.</p> <p>Stokes said that this next <u>policy is intended for those employees authorized to use a District credit card.</u> The employee will have to agree to the policy in order to have a District credit card. Dielman said the policy was straight-forward and easy to understand. Stokes added that for staff that carry their card, we have added a protective RFID sleeve for both security and as an extra step to bring attention to using the card correctly. With no further discussion, Palmer moved to approve the Corporate Credit Card Policy as drafted 8/19/2015; Forrester seconded; motion passed unanimous.</p>
<p>Annual/Recurring Business: 2015-16 Revenue Projection</p>	<p>Stokes presented a spreadsheet titled Tax Revenue Projection. In looking at the current year, the projected revenue has increased slightly. The compression rate has slightly decreased. The local option compression rate is also decreasing slightly. He is projecting about a \$2,700 cushion on these 2 rates. The Priors are tough to estimate, last year we budgeted \$40,000 and received \$30,000. The Assessor did the 6-year cycle assessments last year. The revenues are projected to be on target to fund to the adopted budget for the current year.</p>
<p>2014-15 OSL Statistic Report Highlights</p>	<p>Stokes recently filed the Oregon State Library (OSL) report. He directed the board to a series of graphs in their packets highlighting particular data compared to previous years.</p> <p>Looking at Revenue & Expenditures, the District saved money last year by delaying the hiring of a cataloger; those funds helped fill expenditures in other budget lines. The Collection Investment vs Use graph shows a correlation between District investment in materials and checkouts. Basically, it indicates the more the library buys, the more the community uses the library.</p> <p>The Budget Expenses By Format graph shows the number of print items checked out has decreased slightly compared to last year; digital item checkouts slightly increased and the other formats are holding steady.</p> <p>It was one of the District's goals to balance the input and output of</p>



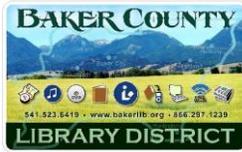
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	<p>Interlibrary Loans. Stokes has wanted to see the Library lending more than it borrows within Sage. When this is achieved, it shows collection development efforts have provided enough materials available to meet local demand. That goal was realized this past year.</p> <p>Another goal was to increase Children’s materials checkouts in the children’s area, which did happen. Staff continue to work on promoting these materials with displays and programs. The Adult materials continue to have the highest checkout numbers. The Youth materials have only been tracked a few years.</p> <p>Public Computer Usage has dropped significantly. More and more users are bringing their own Wi-Fi enabled devices and using the wireless Internet. We do now have software that tracks the number of WiFi users and the amount of data being used. A better picture of WiFi usage and trends will develop as data accumulates.</p> <p>Palmer commented that the graphs are helpful to show the dynamic changes the District has experienced over the years. Stokes noted that while the number of visitors is down, the checkouts are about the same. The number of active patron accounts remains relatively high in comparison to the County population. We have also seen an increase in the number of volunteers and related hours.</p>
<p>New Business: SDAO Public Meetings and Best Practices Checklist</p>	<p>Stokes said that to qualify for the maximum discount available on our liability insurance, board input is needed. He read through the 2-page Public Meetings and Records Best Practices Checklist; each question was discussed as needed to come to agreement upon the answer. Stokes made note of things to address.</p> <ul style="list-style-type: none"> • Copies of the OGEC's Guide for Public Officials needs to be distributed • The District will acquire a reference copy of the Attorney General’s Public Records and Meeting Manual • There needs to be a statement on the agenda that interpreters for the hearing impaired are available upon request. • The District may need a form for public records requests. <p>Stokes will follow up on all of these requests.</p> <p>The Checklist was signed by Rohner-Ingram for filing. The deadline is this week.</p>
<p>Administrative Reports</p>	<p>Stokes began with the Buildings category, reporting that carpets at the Baker branch have all been professionally cleaned and Haines is</p>



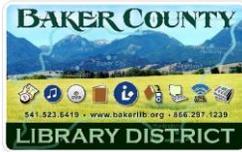
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	<p>scheduled to be cleaned. It has been a couple of years since the buildings were completely done. The District's steam cleaning unit has been used in areas as needed.</p> <p>In Programs, the <i>new Maker's Club</i> has a team of 4-staff putting together projects. The target age is upper elementary and junior high. There were three meetings in September and the numbers nearly doubled at each meeting. The idea is to give kids a space to think creatively and work on problem solving skills. The Library had a <i>Halloween party</i> using an Alice-In-Wonderland theme. Staff had games and a fun program. He received appreciative comments from patrons.</p> <p>Rohner-Ingram reported on the Friends & Foundation having attended a meeting last month. They discussed the purpose of the Foundation. The Friends are active and meet monthly. There was discussion on merging the two boards to use volunteers more efficiently. Aletha Bonebrake, retired Library Director, is on the Foundation board and was able to provide historical perspective. The initial intent was to someday have an endowment to benefit the Library. The money the Foundation currently has is from small donations. Typically a Foundation does fundraising or receives a large bequest with the goal of establishing or growing an endowment. That remains a goal but hasn't happened yet. There was discussion on ideas and concerns.</p>
<p>Business Manager's Report</p>	<p>Christine passed out the financial reports. In the General Fund, the Library has received one tax turnover so far in November of \$92,684.80 with more to come. Last year, 76% of the budget was received in November (3 turnovers totaling \$684,245). Other minor revenues included a check from Better World Books \$84.39 these are books leftover the from summer book sale that are shipped to them. A check was written to the Friends of the Library for \$70.94 to remit the net Visa sales from the bookstore. In expenditures, book budget checks included Ingram \$2,615.13 a small order, University of Oregon \$225 for microfilm processing, EBSCO \$1,463 for Novelist subscription, and Info Group \$1,600 for the Reference USA subscription. A large check for \$11,340 was for the annual Sage System membership. Other checks related to building maintenance included Dewey Jacobs \$180 for cleaning gutters, Heaven's Best \$2,081.20 for carpet cleaning, and Oregon Department of Consumer Services \$235.20 for 2 boiler room annual permits. Bookmobile maintenance paid to Mike Bork Auto \$1,215.02 for a new door latch, lube & oil change, and HVAC unit maintenance. In other Corporate Costs, checks included Rotary Club \$45 for Directors quarterly</p>



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	<p>dues, Government Ethics \$396.10 annual dues, Baker City Herald \$205 for Baker City Living advertising for the library, and SDAO \$758.17 annual membership dues. The current cash balance is \$66,732.71. Operating Inter-fund loans due to Other Funds totals \$109,000.</p> <p>In Other Funds, the library received another \$500 donation to benefit the photo collection (a total of \$1,000 has been received). Amazon revenue totaled \$114.08 in October; book sales are down as Diana works at replacing lost volunteers. There was one notable check to CDW-G \$419.01 for the E-Rate update project. Other Funds has a cash balance of \$31,531.41 with \$109,000 due from the General Fund when it receives its tax turnovers.</p> <p>The Sage Fund has received \$97,861 (49%) of the \$197,097 billed for memberships. Payroll expenses are on track at 41% year-to-date. The Catalog Grant is 47.7% spent while the Courier Grant is at 100% spent at this point. There are two notable checks, one to Hood River Library \$4,448.26 for the monthly tech contract and Beth Longwell \$481.32 for travel to visit member libraries. This fund has a cash balance of \$114,818.89.</p> <p>Checks were signed and returned to Hawes along with three Approved Bills Lists that had been initialed by those present.</p>
<p>Next Meeting Date</p>	<p>The next regular board meeting will be December 14, 2015.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:48 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>