

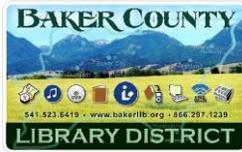
# Baker County Library District

Board of Directors

## Regular Meeting Minutes

Monday, Dec 14, 2015

<p><b>Call To Order</b></p>	<p>Gary Dielman, President called the meeting to order at 6:04pm. The meeting was held in the Riverside meeting room. All five Directors were present including: Gary <b>Dielman</b>, Nellie <b>Forrester</b>, Della <b>Steele</b> and Kyra <b>Rohner-Ingram</b>, and Betty <b>Palmer</b>. Others present were Perry <b>Stokes</b>, Library Director; and Christine <b>Hawes</b>, Business Manager.</p>
<p><b>Agenda Approved</b></p>	<p>Dielman asked for additions or changes to the agenda. None were proposed. <b>Palmer made a motion to approve the agenda as presented; Rohner-Ingram seconded; motion passed unanimously.</b></p>
<p><b>Minutes Approved</b></p>	<p>Dielman asked for corrections to the minutes. There were no changes suggested. <b>Rohner-Ingram made a motion to approve the November 9, 2015 Regular Meeting Minutes as presented; Steele seconded; motion passed unanimously.</b></p>
<p><b>Conflicts or potential conflict of interest</b></p>	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none.</p>
<p><b>Public Comment</b></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><b>New Business: Personnel Policy, Board Governance, Gift Materials &amp; Donations, Cardholder Responsibility</b></p>	<p>With no previous or annual business to attend to, Dielman asked Stokes to introduce the policy changes. Stokes said that the District endeavors to review policies annually to ensure that they are consistent and current. Those presented here are simply being updated.</p> <p>He is proposing changes to the <i>Personnel Policy Section 2</i>, regarding Non-Discrimination. In Section 2.1, the heading is changed from Generally to Equal Employment Opportunity. The body of the section adopts current Federal and state protected classes, and clarifies that a discrimination complaint regarding the Director can be made to any one member of the Board rather than the whole body. Stokes recommends replacing the term “handicap” with “physical or mental and disability”.</p> <p>Stokes has replaced redundant statements in Section 2.2 with a new addition proclaiming District commitment to ADA compliance. And finally, Section 2.3, no changes are proposed. <b>Rohner-Ingram made a motion to approve the Article 2 revisions as proposed; Palmer seconded; motion passed unanimously.</b></p> <p>Stokes said that he is still working on the <i>sick leave policy</i>. The wording</p>



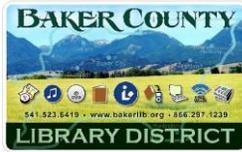
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	<p>will be tricky and will need legal counsel review.</p> <p>Moving on to the <i>Board Governance Policy</i>, there are several revisions being proposed mostly to simplify wording and to make corrections or updates to the statute references. The proposed changes were reviewed in detail with changes in red on the sheets in the board packets. Highlights include a change in Section III Responsibilities, subsection A.III, text is expanded to state that the Director has full authority to manage daily operations. In the Section III.K Accessibility, the word handicapped should be changed to persons with disabilities for consistency. The changes to the virtual participation section subsection III.N clarify the notice requirement. There was some discussion on the majority requirement for a quorum and notice publications. Stokes commented that this is the first reading of the policy changes. The board will approve these at the next meeting.</p> <p>Stokes said that he has expanded the <i>Gift Materials and Donations Policy</i> to more clearly state that donations are accepted without restrictions, with exceptions only in rare cases. This also gives the staff some help with common questions and a handout for patrons, if needed. Patrons often want to place restrictions on items donated (for example: specify the branch the materials go to). The policy also says that the District has a right to refuse donations. Deleted paragraphs were replaced by bullets including the policy stating that the District does not appraise gifts and cannot place a value on items. <b>Palmer made a motion to approve the changes to the Gift Materials &amp; Donations Policy as presented; Rohner-Ingram seconded; motion passed unanimous.</b></p> <p>The <i>Cardholder Responsibility Statement</i> is not a formal policy rather a procedural document. He wanted to show the board and review the changes so that they see it. However, formal action is not required on this one. This one is also being expanded significantly. Under the third bullet, he has purposely stated that charges are to be “paid promptly” as a vague statement to allow for flexibility of working with a patron. Other changes include giving staff discretion to take other forms of ID. The statement that accounts expire in three years was added; patrons are often surprised by this. The purpose for the expanded version is to be able to use it as a handout. Palmer pointed out a punctuation correction. Discussion concluded with no further comments.</p>
<b>Administrative</b>	Stokes gave administrative reports starting with <b>Facilities</b> . The <u>Haines</u>



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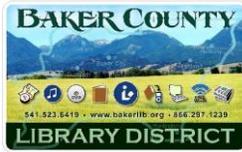
### Reports

Library basement space has been modified to allow for greater storage capacity for the District. The basement was a jail at one time. The project team included library staff Diana Pearson, Vinnie Russo, and Jim White, and the services of a PRCF crew. A counter and short cement dividing wall was removed. Haines City was a great partner, hauling away the debris to the city dump. Staff was able to get the surplus shelving moved to Haines from the storage unit. The goal is to get rid of the rental storage space. Surplus materials will be discarded by public sale, if possible. An HVAC systems maintenance agency called Divco from the Tri-Cities visited the library recently. They want to service HVAC units at BCLD branches as part of servicing other accounts in town. Since Cooke & Emele went out of business, the District has just been using Scott's Heating as needed. Divco will be submitting a bid for the maintenance contract. Scott's Heating & Air Conditioning will be requested to submit a competing bid, as well.

In **Personnel & Administration**, Stokes plans to attend the SDAO conference in Sunriver in early February. He invited one of the board members to consider attending. Library holiday closures may also include Saturday or Sunday, the weekend after Christmas as many staff are requesting time off that weekend. The Library closes at 3:00 on Christmas Eve.

In **Programs & Other**, LEO has been awarded a large grant from ArtPlace America that will bring art programming into libraries. The library recently hosted a writing workshop that was well attended. In other news, long-time LEO Executive Director, Lyn Craig, has resigned for personal reasons. Stokes explained that LEO is a cooperative of libraries that helps its members get grants and programming that otherwise could not be obtained individually (example: the Library2Go and Ancestry). LEO will be seeking a replacement for the Director. It does come at a difficult time with recently getting the large ArtPlace grant but the consortium will continue to move forward. The Sage User Council met in November. The council discussed making an improvement to the system to suppress items from public view that are marked lost or missing to avoid public confusion. They are also looking at upgrading the software in December or early January.

Under **Technology**, the library purchased 25 tablets a few of which will be used for staff needs and the rest will be made available for checkout. The Technology Manager was able to purchase the refurbished tablets



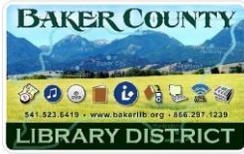
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	<p>very reasonably after Thanksgiving which makes it economical to provide them for checkout.</p> <p>In other news, Stokes reported that he still hasn't found anyone to have on call as a sign language interpreter should one be requested at a board meeting. This was one of the items that he needed to do to be in compliance with the board policy. Rohner-Ingram said that she can help find someone should a request be submitted. She knows of a couple people that are fluent in sign language.</p>
<p><b>Business Manager's Report</b></p>	<p>Hawes passed out the financial reports then gave the brief financial report. The <b>General Fund</b> received the December tax turnover of \$292,373 along with three turnovers in November totaling \$517,059. The District has received 86.7% of its current budget and 84.6% overall tax revenue budget at this point. There was no other notable revenue. In <b>Materials and Services</b>, notable checks include Ingram \$570.68 a small book order this month, Legislative Counsel \$650 for 2015 ORS reference books, and Visa book budget purchases (books \$373.88, periodicals \$216.64, AbeBooks.com \$187.16, Amazon movies \$2,189.59 and Amazon music CD's \$449.00). In <b>Buildings &amp; Grounds</b>, snow removal in November \$90 in Baker and \$115 in Halfway. Expenses for the Haines basement project totaled \$192.41. Other notable expenses include MakerSpace program expenses for December total \$529.88, ALA membership \$259.00 and City of Baker City \$1,000 for the first fiscal year debt payment.</p> <p>In <b>Other Funds</b>, Amazon book sales revenue totaled \$597.84 in November totaling \$970.86 year-to-date. A check was written to the US Bank Visa for \$2203.57 from the Adler Grant Expense for the teen room remodel; this purchase was for 10 new computers for the teen room. Other checks included a check to visa for postage to mail Amazon books sold \$51.18 and 3 commission checks totaling \$135.49 (based on combined sales of \$677.39).</p> <p>The <b>Sage Fund</b> received \$60,383 in membership dues (leaving an Accounts Receivable balance of \$22,971 out of \$197,097 invoiced). There were no unusual checks written out of this fund to report on.</p> <p>Checks were signed and returned to Hawes along with three Approved Bills Lists that had been initialed by those present.</p>



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<b>Next Meeting Date</b>	The next regular board meeting will be <b>January 11, 2016</b> . The fiscal year 2014-15 audit will be presented at that meeting.
<b>Adjourn</b>	The meeting was adjourned at 7:07 pm.  Respectfully submitted,  Perry Stokes, Secretary to the Board  PS/ch