

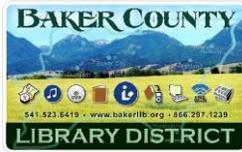
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Feb 8, 2016

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:04pm. The meeting was held in the Riverside Meeting Room of Baker County Public Library. All five Directors were present including: Gary Dielman, Della Steele, Kyra Rohner-Ingram, Betty Palmer and Nellie Forrester. Others present were Perry Stokes (Library Director), Christine Hawes (Business Manager), Carmen Wickam (Library Manager), Melissa Shafer (Youth Services Specialist) and Lindy Cloyd (retired Library employee).</p>
<p>Agenda Approved</p>	<p>Dielman asked for additions or changes to the agenda. Stokes asked to strike the Personnel Policy revision from the agenda. He will present that at a future meeting. No other changes were given.</p>
<p>Conflicts of interest</p>	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none.</p>
<p>Minutes Approved</p>	<p>Dielman called for approval of the minutes stating that we are approving minutes for the past two months. Forrester made a motion to approve the agenda as amended and the Regular Meeting Minutes for both December 14, 2015 and January 11, 2016 as presented; Rohner-Ingram seconded; motion passed unanimously.</p>
<p>Public Comment</p>	<p>Dielman noted that guests present included two library employees, Melissa Shafer and Carmen Wickam and a member of public, Lindy Cloyd, who is a former employee.</p> <p>Dielman said Shafer had requested time at this meeting to address the library board. He advised Shafer that for discussion of Personnel issues, an Executive Session may be necessary unless she elects to waive Executive Session and requests an open meeting. Rohner-Ingram added that without going into Executive Session the meeting is open to the public and minutes will also be made public.</p> <p>Shafer stated that she felt she was no longer an employee so would make her statement in the regular meeting. Dielman said that to his knowledge she was still a library employee, which Stokes confirmed.</p> <p>After a short discussion, Shafer elected to wave Executive Session and to provide her statement in open general session during the comment period. Shafer said that she was not present to dispute matters, but wished make a statement. Lindy Cloyd said that she would not be speaking, but was present to support Shafer. Dielman asked when Shafer</p>



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began work for the library to which Shafer replied she and Cloyd both started in 2000. Dielman asked Shafer to proceed with her comments.

Shafer described her dissatisfaction with working conditions, coworkers and the Library Director. She provided a few interpersonal conflict and management examples in recent years which offended her and contributed to her increasing unhappiness with the library workplace and a desire to escape her library work at any opportunity. By Friday each week, she feels exhausted. She had requested a shortened work schedule on Fridays, she said, but that was denied by Stokes. As supporting evidence she pointed to Cloyd's presence and provided a written statement from another former library employee in which other complaints were made against various library employees and the Director. Shafer concluded by stating that while it saddened her deeply, she would now "need to go do something else" for health reasons.

Cloyd added that she retired before age 65 due to similar dissatisfaction with working conditions, coworkers and the Library Director.

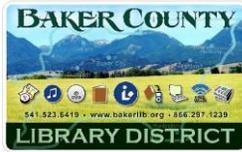
Shafer stated that was all she had to say and prepared to leave. Dielman told Shafer that he appreciated her coming to the meeting and letting the board know her feelings. The feedback is appreciated as pertinent to the operation of the library.

Stokes asked Shafer to report to work as scheduled in the morning or submit a formal resignation. Shafer chose to sign a resignation form offered by Stokes.

Dielman thanked Shafer and Cloyd as they left the meeting.

Dielman asked the group if Executive Session was necessary given Shafer's statement. Stokes said that he wanted an opportunity to respond to Shafer's complaints for which Executive Session would be necessary. Stokes requested that Wickam be present in Executive Session as part of the management team.

At 6:28pm Executive Session was declared pursuant to ORS 192.660(2)(b) "To consider dismissal or discipline of, or to hear charges or complaints against an officer, employee, staff member or agent, if the individual does not request an open meeting" ; the Executive Session closed at 7:26pm.



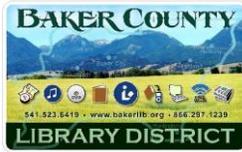
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	<p>Dielman thanked Carmen Wickam for attending, inviting her to stay for the rest of the meeting but adding she was certainly welcome to leave. Wickam thanked him, saying she was ready to go home and left the meeting.</p>
<p>Annual/ Recurring Business: Levy</p>	<p>Stokes told the board that the Local Option levy will be on the May 17, 2016 ballot for renewal. The district will be seeking to renew the same rate so there are no surprises. The Resolution will mostly replicate the 2011 documents with updates to dates and dollar amounts. Steele asked how many voters are required to approve the ballot measure. Stokes replied a simple majority. The resolution was read aloud. Palmer moved to adopt Resolution 2015-16.007 Calling an Election to Authorize Local Option Tax of \$0.249/\$1000 TAV for District Operations for five years beginning July 1, 2017; Forrester seconded; the motion passed unanimously.</p>
<p>New Business: Proposed Minimum Wage Increase</p>	<p>Dielman moved on to the next agenda item, the proposed statewide minimum wage increase for Oregon. Palmer said the bill made it out of committee today so it could happen. Stokes said he and Hawes put together a calculation of the cost to the District should it pass. At an increase to \$12.50 would cost the District another \$4,251 annually; at \$13.50 another \$6,358 annually. If the district were to proportionately increase all staff by a rate equivalent to the minimum wage increase, then the District cost is approximately \$100,000, which is unworkable.</p> <p>Palmer said that at a conference she recently attended one idea proposed was to hold back those who received the pay increase due to minimum wage so they don't increase as quickly; bumping up the others over time. In this way it doesn't affect those already above minimum wages and the agency doesn't have to re-calibrate the entire wage scale. All agreed that was a good strategy.</p>
<p>Administrative Reports</p>	<p>Stokes gave administrative reports starting with updating of the Library's job applications. In compliance with new state regulations, he has removed the question of criminal history from print forms and digital files available online. Effective January 1 2016, agencies are prohibited from asking that at the application stage except in certain circumstances, although it can be asked in advanced stages of the applicant review process. He has no new information from SDAO on the insurance claim that was submitted requesting \$10,000 for the alleged visitor injury. Kevin at Clarke & Clarke Insurance reported that SDAO insurance has done very well in regards to low claims and investment return. He</p>



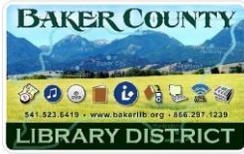
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	<p>anticipates that there should be very little increase for the upcoming health insurance renewal. Stokes had Special Districts counsel review a waiver document Hawes had prepared for the one library employee who wished to “opt out” of the new sick leave accrual. Counsel advised that the statute does not appear to permit opting out of accrual. While the benefit is mandatory for the employer to provide, the employee does not have to claim it. This still leaves the question of how to handle the district’s practice of paying out half of unused sick leave. That payout is not required by statute so the district could craft its own policy in that regard. There have been several donations in memory of Joanne Brown, a prior library employee. The donations will be applied toward purchase of a specific reference book in her area of interest. Stokes was pleased to have BCLD’s growing gadget collection featured in an online article by US News & World Report as part of an article about the trend of innovative library loans.</p>
<p>Business Manager’s Report</p>	<p>Hawes passed out check packets. On the financial report, General Fund received tax turnovers of \$6,771.45. USAC E-Rate program has been billed for \$2,393.52; one refund from BendTel has already been received. While Hawes usually features review of large and unusual items for the board, this month she is doing something different with a look at a something “typical”. Miscellaneous Revenues on the financial report of \$831.04, includes an OTEC rebate of \$465.50, payments from Swire Coca-Cola \$96.60 for vending machine commissions, Better World Books \$84.39 proceeds from surplus books shipped to them that did not sell in the library book sale, restitution from the DA’s office of \$51.00 for collections actions, and surplus furniture sales of \$133.50. Notable checks in Materials & Services, include Ingram \$5,829.10 and Grey House Publishing \$451.05 for reference Guide To Common Stock. Under Building, snow removal costs for Baker were \$375 and for Haines \$50. The annual liability insurance is due to Special Districts \$15,864.00 which includes flood insurance. Looking at a couple typical payments: Quill \$729.77 was for Xerox toner, HP printer cartridges, tape, laser labels and copy paper. Ed Staub & Sons for heating fuel in Halfway was \$719.82 and Haines \$486.18.</p> <p>On the Other Funds financial report, donations in memory of Joanne Brown of \$150 were received along with Amazon book sale proceeds of \$433.54.</p> <p>The Sage Fund deposited 3 membership renewals totaling \$1,533. There</p>



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	<p>are 6 libraries that haven't sent in their renewals; the Accounts Receivable report has been sent to Beth Longwell to review. Sage Fund also deposited a check for \$22,707.19 moving grant funds deposited into the General Fund checking account to the correct fund.</p> <p>Checks were signed and returned to Hawes along with three Approved Bills Lists that had been initialed by those present.</p>
Next Meeting Date	The next regular board meeting will be March 14, 2016.
Adjourn	<p>The meeting was adjourned at 7:50 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>