

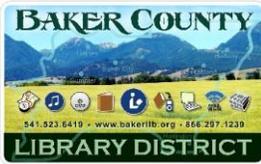
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Apr 11, 2016

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:05pm. The meeting was held in the Riverside meeting room. Directors present included: Gary Dielman, Della Steele, Kyra Rohner-Ingram, and Nellie Forrester. 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. There were none.</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 confirmed with the board that minutes had been read. With no changes suggested, Dielman asked for a motion.</p> <p>Forrester moved to accept the Regular Meeting Minutes for March 14, 2016 as presented; Rohner-Ingram seconded; motion passed unanimously.</p>
<p>Open Forum and Public Comment</p>	<p>Dielman stated for the record that there were no members of the public present. Stokes had no correspondence to share.</p>
<p>Annual/ Recurring Business: Budget Committee Membership</p>	<p>Stokes referred to the Budget Committee Membership FY2016-2017 report included in the board packets. He had contacted Aletha Bonebrake and Linda Collier whose terms expire June 30, 2016; they both have agreed to serve on the committee again. He also contacted the other three committee members who have all agreed to continue serving their terms. With no further discussion, Dielman called for a vote.</p> <p>Rohner-Ingram moved to re-appoint both Aletha Bonebrake and Linda Collier to the Budget committee for two-year terms and approve the Budget Committee Membership list as presented; Forrester seconded; motion passed unanimously.</p>
<p>Budget Outlook for FY2015-2016</p>	<p>Dielman asked Stokes to present the budget information. Stokes started with the current 2015-2016 fiscal year year-end outlook directing the board to reference reports in their packets. These reports show General Fund actual income and expenses in quarterly figures with the final quarter estimated. The projected year-end total column is followed by the original budget for comparison and an early draft of a revised budget for the current fiscal year. Stokes went through revenue lines, quickly highlighting that the bottom line shows that the District anticipates adding approximately \$10,300 to its cash carryover.</p>



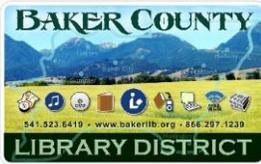
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	<p>Total Personnel expenditures are estimated to decrease by \$22,000 due to various factors including a decrease in bookmobile hours after revising the winter schedule, a decrease in Tech Manager Contract wages as all libraries which previously required Jim’s skills have found local solutions, and the youth services position being vacant a couple months. In Materials & Services, book acquisitions have been slowed to allow focus on back stock. He will be making year-end book purchases soon. Reviewing a few highlights, the Sage fee will be increasing a small amount next fiscal year. The building & grounds line is under budget but may increase with the current repair scheduled. The maker space program will be moving out of computer budget to its own line. Expenditure lines will be adjusted at next month’s meeting. The anticipated year-end savings is anticipated to increase contingency from a budgeted \$215,704 to \$247,898.</p>
<p>Budget Draft for FY2016-2017</p>	<p>Stokes moved on to a draft for the next fiscal year 2016-2017, again referring to budget reports included in the packets. Starting with General Fund LB-20 both the cash carryover and tax revenues are anticipated to increase slightly. On the LB-31 Personnel Services, he projects a 2% COLI will be needed to keep staff wages up with inflation as reported by the Consumer Price Index. Each personnel line was reviewed. On the LB-30 Requirements, Personnel costs will continue at about 70% of the budget. The largest anticipated increase is in the Corporate Costs, with the insurance being increased with the possibility of earthquake insurance at the recommendation of the District’s agent. At the bottom, the District can anticipate increasing Operating Contingency by another \$15,000. Stokes said that the District needs to continue to grow the contingency fund. With no further questions, Dielman moved down the agenda.</p>
<p>New Business: Approval of new Bookmobile graphics</p>	<p>Dielman asked Stokes about the new bookmobile graphics. Stokes reviewed the progress of the design and said changes will only be applied to the side that has deteriorated from direct sun exposure when parked. Staff and the public were invited to comment on the design drafts through the Facebook site and a circular in the staff workroom. Suggestions were incorporated in several revisions. The “Knowledge is Power” slogan is popular so will be retained. The Oregon Sign Company worked with a designer with Boise State University to come up with the new design. The board was asked for input; discussion ensued. The consensus was that the design is a great improvement.</p> <p>Forrester made a motion to accept the design for the bookmobile; Steele seconded; motion passed unanimously.</p>



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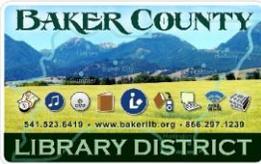
Administrative Reports: Director's Report

Stokes started administrative reports with an update on *recruitment for the Youth Services position*. The hiring team has made a determination and will making a position offer this week. In *other Personnel news*, he has reassigned a couple of odd duties to staff to make sure they are getting done regularly (mainly aquarium maintenance and watering the Library's many plants) and will be advertising for on-call front desk substitutes. Hours have been temporarily increased for some staff that have been doing much of the sub work.

In *Facility news*, the *Baker Library has a water leak* that appears to be from under the cement pad foundation. The leak is contained with the suspected source being a pipe that services the staff bathroom between his office and the staff workroom. Stokes described how the leak was discovered by staff noticing an unexplained wet area on the carpet. A contractor inspected the matter and looked over old building plans looking for any possible access entry for the area; there is none. After isolating the problem, the staff bathroom was posted as out-of-order until repaired. A budget estimate will be forthcoming based on the contractor's best guess of the problem. The original pipe in that part of the building was installed in 1970. Stokes suspects the pipe condition is as poor as the main pipe had fed the building from the water main on Resort Street. It was replaced when Baker City did the Resort Street Improvement project. He anticipates this being a \$15,000 project; insurance will cover most of it, but the District cost is anticipated at around \$2,000. Staff is being relocated as needed. Shelving and other supplies have been moved to accommodate the repair work scheduled to start next week.

Under *Programs*, LEO will be providing a *creative writing workshop from an acclaimed Oregon author*; also, a *lecture plus workshop from a professional stop-motion film animator* will be provided at the end of April. Stokes will be purchasing 5 iPads and stands for the animation program that will be funded by a grant awarded to LEO. Stokes is also working on a purchase of dozens of child-friendly tablets focusing on building early learning skills that will also be funded by an LSTA grant. Finally, the new Star Wars movie will be publicly shown at the Library later this month.

Dielman addressed an email of complaint recently received by the board about Library Director Stokes. Dielman investigated by inviting the complainant to provide evidence and clarification for any of the



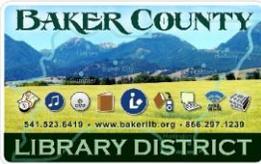
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	<p>allegations either by email, phone or visiting a Board meeting. To date, none of the criticisms are supported by evidence. Dielman has determined that the complaint is without merit and has been dropped.</p> <p>Stokes reported getting a phone call from Baker City Police dispatch late Sunday evening, 4/10/16, stating that a concealed carry firearm was reported as possibly lost at the library during business hours that day. Stokes immediately went down to the library to search and found a semiautomatic handgun (Smith & Wesson Bodyguard 380) on a sink in one of the public restrooms. No officer was available to come down to the library to pick up the weapon; at that time they were involved in another serious incident involving a gunshot wound. Stokes secured the weapon for pickup the following day. The next morning, BCPD advised Stokes that the gun owner would be picking up the firearm. Stokes turned the weapon over to the individual who matched the name given by BCPD. Stokes considers this incident is a severe public safety concern. The firearm was left unsecured in a public area of the library for over 3 hours. The gun owner, library, and entire community are extremely fortunate that consequences were not catastrophic. He has fully cooperated with BCPD's investigation of the incident, providing testimony and evidence in case charges are warranted. Dielman stated his dissatisfaction with BCPD procedural response in this situation and plans to inquire about the matter with Chief Lohner.</p>
<p>Business Manager's Report</p>	<p>Hawes passed out financial reports and check packets. The General Fund received tax turnovers totaling \$7,386.93 in April. The current cash balance is \$397,869.27 as compared to the same date last year of \$374,976.17 (the District is ahead by \$22,000). Noting the Friends Bookshop Income line; a check was written to the Friends for \$217.74 to remit net visa sales from the bookshop. Moving on to page 3, Personnel Services is below budget at 79% spent as Stokes had described previously. Checks written for books include Ingram \$414.31, Perma-Bound children's books \$1,782.12 and Visa includes book purchases of \$1,182.37 and movie orders of \$1,904.03. One unusual check was written to the HF Group for National Geographic bindery \$87.04 which the Friends usually pays directly; a reimbursement check was received from them today so the invoice is being paid tonight. Other checks include Lowry \$3,138.00 for a new batch of patron library cards and bar code sheets. A check was written for \$101.00 to University of Oregon for a <i>Move Like A Mammoth</i> program coming to the Haines Branch Library in June. The Visa total expense was \$6,333.40 this month and also included</p>



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	<p>new Story Room toys and educational games \$320.39, and \$916.58 for Vroom Grant promotional materials and 2 children’s tablets.</p> <p>The Other Funds financial report shows Amazon book sale revenue of \$467.74 (with the past three months being over \$400) and related expenses of postage \$51.04 and commissions \$164.46.</p> <p>There was nothing noteworthy on the Sage Fund financial report; the checks written were the monthly carriers and Tech contract.</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 May 9, 2016.
Adjourn	<p>The meeting was adjourned at 7:40 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>