

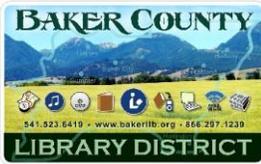
# Baker County Library District

Board of Directors

## Regular Meeting Minutes

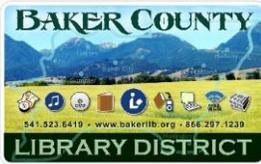
Monday, May 9, 2016

<b>Call To Order</b>	Gary Dielman, President called the meeting to order at <b>6:02pm</b> . The meeting was held in the Riverside meeting room. Directors present included: Gary <b>Dielman</b> , Della <b>Steele</b> , Kyra <b>Rohner-Ingram</b> , and Nellie <b>Forrester</b> present initially, with both <b>Betty Palmer</b> and <b>Kyra Rohner-Ingram</b> arriving five minutes later. Also present were Perry <b>Stokes</b> (Library Director), and Christine <b>Hawes</b> (Business Manager).
<b>Agenda Approved</b>	Dielman asked for additions or changes to the agenda. There were no changes.
<b>Conflicts of interest</b>	Dielman asked if there were any potential conflicts of interest to be declared. There were no conflicts stated.
<b>Minutes Approved</b>	Dielman verified that all present had read the minutes. No changes were presented. <b>Forrester made a motion to accept the Regular Meeting Minutes for April 11, 2016 as presented; Steele seconded; motion passed by three Directors present (3 yea; Dielman, Forrester and Steele).</b>
<b>Open Forum and Public Comment</b>	Dielman stated for the record that there were no members of the public present. Stokes had no correspondence to share.
<b>Previous Business: None</b>	Dielman noted there was no Previous Business on the agenda and moved on to New Business.  Palmer and Rohner-Ingram entered meeting.
<b>New Business: 2015-16 Budget Year-End Resolution</b>	Dielman asked Stokes to present the year-end budget revision.  Stokes said this is the annual resolution that adjusts budget line items at year-end. The Supplemental Budget has several attachments for review. The attachments include modified budget forms that include actual data and budget revision information.  Starting with the <b>LB-20</b> for the <b>General Fund</b> , the net budget increase totals \$4,108. Revenues increased primarily due to cash carryover of \$10,369 which was more than anticipated; that number is spread over the other lines that were reviewed. The largest decreases in revenue lines included Previously Levied Taxes (\$5,300) bringing that down to actual to date and Tech Support (\$3,190) as prior client libraries needing IT support no longer require services of the BCLD Technology Manager. Oregon Trail Library District, the last of the libraries which had taken advantage of these services, has now found a local vendor for network & computer maintenance. In the current year, <b>Personnel Services</b> was reduced in total by (\$14,986). Personnel lines were individually reviewed. <b>Materials &amp; Services</b> had a minor net increase of \$740 with a quick review of each line.  The big change is in the <b>Other Uses Fund</b> that increased by \$55,000 due to



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	<p>grants. Two grants are in progress: LSTA Grant titled Pre-K Links for children's tablets totaling \$42,000 and Vroom Grant of \$10,000.</p> <p>The <b>Sage Fund</b> had no changes.</p> <p>Referencing Exhibit A attached to Resolution No 2015-16.008, the budget revisions result in a cumulative increase of <b>\$59,108</b>, again primarily due to grants being added to Other Funds budget. A correction was noted on the resolution correcting paragraph 6 for changes to Other Uses Fund (Sage listed in error) of \$55,000.</p> <p>With no further changes or discussion invoked, <b>Palmer made a motion to adopt Resolution No 2015-16.008 Resolution Adopting Supplemental Budget 1 dated May 9, 2015 as amended; Forrester seconded; motion passed unanimously (5 yea; 0 nay).</b></p>
<p><b>Budget Draft for FY2016-2017</b></p>	<p>Dielman said that we have the budget draft to review and decide what goes to the budget committee meeting. Stokes said that he did make a couple changes from the draft presented last month. Those numbers are in red on the worksheets in the packets, in the column labeled Proposed FY16-17 Budget in gold.</p> <p>Stokes started with the <b>FY 2016-2017 General Fund</b>, Budget Overview – Highlights report. The tax revenue growth rate last year was 4%. He has projected conservatively at 3.5%. The Sage Fund fiscal agency fee will increase 2% above previous year costs. Under Special Contracts, the Tech Manager outsourcing is discontinued and has been reduced to zero. In <i>Personnel</i>, looking at historical COLI increases, Stokes has compared the CPI COLI and SSA COLI with BCLD COLI. The district attempts to keep its cost-of-living close to the County. Last year a 1% COLI was provided; he is proposing a 2% COLI for this fiscal year. For several years staff wages have depreciated with the district not being able to keep pace with the CPI. Steele asked if staff thinks so. Stokes replied yes, he believes they do. Stokes went on to review personnel lines and planned step increases. He discussed reasons behind proposed cuts on some planned and desired items including additional staff training and Director final step increase.</p> <p>In <b>Materials &amp; Services</b>, the <i>Book Budget</i> will start out at 9% of the operating budget (\$94,000); this is actually slightly higher than where we started a year ago. This budget line is usually increased throughout the year as unanticipated items or savings are known. Stokes is allocating funds to add new services including a digital magazine database subscription and database training module for patrons to learn how to use online resources. In <i>OCLC &amp; ILL</i>, there is a moderate increase due slight increase of Sage membership fees and distribution of costs after the loss of EOU services for interlibrary loans. To maintain efficient ILL services, a new subscription with OCLC was required.</p>



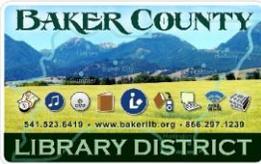
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	<p><i>Facilities Maintenance</i> will remain stable. Projects on the Maintenance Plan include eaves and parking lot at the Baker Library, trees pruned, and light fixtures converted to LED bulbs. The Huntington Branch needs its cement ramp approach and sidewalk repaired. In <i>Custodial Services</i>, Stokes aims to put the contract out for bid and anticipates a small increase in annual cost due to expanding the scope of work. <i>Computer Maintenance</i> will remain stable. Makers Club is being moved to Programs. Jim used \$2,000 this fiscal year in a trial start of the program. In <i>Insurance</i>, Kevin Bell recommended earthquake insurance. The US Pacific coastline is due for a major earthquake event. The budget includes \$1,600 for that if the Board decides to add earthquake insurance. Stokes said that the OPB website estimates a 9.0 quake at the coast could impact Baker City with broken windows and items falling off shelves; it could even result in structure damage. Dielman gave some history of a quake in the 1980's. <i>Youth Programs</i> is being expanded to include including Maker's Club, YA Geek/Gamer club (subscription box), and Halfway Art Camp. <i>Debt Service</i> remains the same. The preliminary budget anticipates adding \$9,400 to contingency.</p> <p>Other goals include increase marketing, public printing policy change, and using a collection agency. In Marketing, he plans to develop a new logo and increase use of boosted ads in social media. The Public Printing, he wants to create a new policy allowing a specified number of pages being printed free each patron. The Collection Agency has already been investigated and appears promising. The goal would be to relieve staff of the burden of collections activity and make the process of item recovery more consistent. A 3-month free trial period is available from an agency specializing in services to libraries.</p> <p>Looking at the budget sheets, LB-20 Resources, General Fund, the total proposed budget increase is \$34,906 or 2.8% over the prior fiscal year.</p> <p><b>Palmer made a motion to accept the proposed budget as amended; Steele seconded; motion passed unanimous.</b></p>
<p><b>Administrative Reports: Director's Report</b></p>	<p>Stokes reported a <b>personal injury incident</b> by a patron on district property. The incident was reported to SDAO. The individual was exiting the building toward Resort Street and fell on the one step down. Injuries were visible to the face and hand. The fall was captured on video by the district's security system. An SDAO claims adjuster indicated the district would not be liable for a personal injury in this case. There was no ice or weather to interfere and handrails present were not utilized. Nevertheless, Stokes intends to explore the option of an additional handrail in that area to increase safety.</p> <p>Public Safety Incident - Stokes told the group that there was a <u>firearm left in the building</u> recently. He was contacted late at night by local police after a citizen reported possibly leaving their concealed carry handgun in a library restroom. Stokes found and secured the weapon and cooperated with</p>



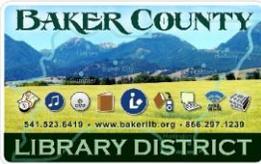
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	<p>investigation of the incident by Baker City Police. Additional security measures are being added to staff closing procedures. Since the number of concealed carriers is increasing and restrooms are one of the more common locations for firearms to be left behind, he is also considering whether scheduled and/or periodic random drills with staff would be beneficial.</p> <p><u>Parking Policy violations</u> – In recent weeks Stokes has needed to place Parking Policy Violation Notices on two vehicles in the north parking lot. One of those was a second notice to a vehicle which remained overnight in the parking lot on several occasions.</p> <p><u>Building Plumbing Repair Update</u> – after the contractor chiseled out the floor, they found it was surprisingly dry. No asbestos was found in the wall. A plugged pipe or valve located in the ceiling is now suspected to be the leak source. With the drip running down through the door frame, it appeared the water was coming up through a crack in the cement. The area has been sealed but won't be finished until sufficient time has passed that the leak can be confirmed as resolved.</p> <p><u>Tablet Grant</u> – The district has until the end of June to expend grant funds on tablet devices for early learning. Stokes has identified a vendor that provides tablet especially for libraries; they come pre- loaded with apps and are easily reset after use. A variety of different units re designed to meet specific educational needs.</p> <p><u>New Youth Services Staff</u> – The district's new hire for Youth Services, Missy Grammon, is doing a great job. Story Times are going well and the Summer Reading Program is being re-envisioned with particular focus on achievement and recognition of reading goals. The end-year carnival will likely be discontinued.</p> <p><u>Programs</u> – Two events provided by the LEO ArtplaceAmerica grant were well attended, a Writing Workshop and Animation Workshop. Stokes discussed LEO activities since its Director resigned last fall. At the time of resignation, LEO had just begun to implement the ArtplaceAmerica grant. There has been some delay and coordination challenges but a new Director has recently been selected. The position was offered to Brian Vegter of Baker city. Stokes is confident Vegter will be a great asset.</p> <p>Stokes wanted to state for the record that he has been taking time off, using his own vacation time, to assist the Friends with levy promotion and signage placement. He cannot do that on library hours.</p>
<p><b>Business Manager's Report</b></p>	<p>Hawes passed out financial reports and check packets. The <b>General Fund</b> received tax turnovers totaling \$5,526.63 in May. E-Rate refunds of \$2,148 are anticipated in June and July for the last half of this fiscal year. Personnel</p>



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	<p>Services is slightly under budget as already explained by Stokes. Materials &amp; Services, Book Budget, includes a check for a large Ingram order of \$10,557.72 and Visa purchases of books (\$224.41), DVD/movies (\$602.69) and magazine subscriptions (\$271.73). Other periodical subscriptions paid direct to magazine vendors totaled \$956.83 this month. The Building budget includes a purchase of 6-child sized carts for \$317.55 to be sent to branches. In Youth Programs, Visa also included Paizano’s Pizza \$146.50 for a Battle-of-the-Books party for participants.</p> <p>In addition, the final scheduled debt service payment of \$1,000 due to Baker City will be written at the end of the month (due May 23). And General Fund has an account receivable of \$1,803.89 moving grant expenses to Other Funds.</p> <p>The <b>Other Funds</b> financial report shows Amazon book sale revenue of \$227.23 in April. Visa included Amazon related expenses of postage \$76.40. Visa also included \$2771.38 in grant expenses for LSTA – tablet grant including 5-Apple iPad Mini’s, 1-Amazon Fire Tablet, and a Tripp-Lite tablet charging station. Other Funds has an account payable to the General Fund of \$1,803.84 for reimbursement of grant expenses. The reimbursement will be transferred this week.</p> <p>The <b>Sage Fund</b> financial report, in addition to the usual monthly bills, had expenses for travel to the Evergreen Conference held in North Carolina. An additional report showing the Travel detail for the fiscal year is attached and a summary by individual for this conference written on the sheet. The two key individuals who manage Sage attended the conference.</p> <p>Checks were signed and returned to Hawes along with three Approved Bills Lists that had been initialed by those present.</p>
<p><b>Next Meeting Date</b></p>	<p>The next regular board meeting will be June 13, 2016.</p>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 8:00 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>