

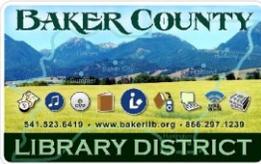
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jun 13, 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 include Gary Dielman, Della Steele, and Nellie Forrester present initially, with Betty Palmer arriving five minutes later. Also present were Perry Stokes (Library Director), Christine Hawes (Business Manager and Jim White (Technology Director).</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 no conflicts stated.</p>
<p>Minutes Approved</p>	<p>Dielman asked for any changes to both sets of minutes presented: regular meeting and budget meetings held in May. There were no changes stated. Forrester made a motion to accept the Agenda as presented as well as both sets of minutes, the Regular Meeting Minutes on May 9, 2016 and the 2016-2017 Budget Committee Meeting Minutes May 25, 2016 as presented; Steele seconded; motion passed unanimously by the three Directors present (3 yea; Dielman, Forrester and Steele).</p>
<p>Open Forum and Public Comment</p>	<p>Dielman stated that there were no members of the public present other than the guest, Jim White who is employed by the District. Stokes had no public correspondence to share.</p>
<p>New Business: Capital Outlay Project</p>	<p>Jim White, BCLD IT Manager, described the current lighting scheme at the main library and the benefits of an LED light conversion project. He has been working on the task for about four months. He distributed a print copy of his report to the board members and read through it for them.</p> <p>In summary, he was asked by Stokes to work with OTEC representatives on an energy efficiency project that would also improve lighting in the stacks. In preliminary assessment, he learned there was about a 40% loss of fluorescent bulb light from the source to the floor. The building has a large number of fixtures that hold fluorescent tubes. Half are not in use to save energy. Converting the fixtures to utilize LED bulbs would result in significant energy and cost savings.</p> <p>The project would involve removing the tubes, decommissioning the ballasts, and replacing them with LED lighting that can be retrofitted into the fixtures with a life span of over 10 years. The capital outlay for conversion is significant but by using the OTEC rebate program, the savings in electricity and replacement bulbs will recoup costs in 3-4 years.</p>



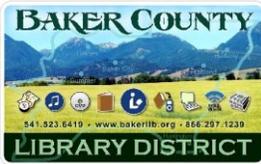
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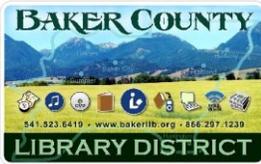
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	<p>There are two options to consider.</p> <ul style="list-style-type: none"> • Option 1 would replace both the inside and outside lights with LED at an estimated initial cost of \$48,000; the OTEC rebate is estimated at \$20,200 with an estimated annual maintenance cost savings of \$1,400. • Option 2 would replace only the inside lights with LED at an estimated cost of \$40,000; the OTEC rebate is estimated at \$20,300 with an estimated annual maintenance cost savings of \$1,200. <p>White obtained data from the Business Manager of the cost of lighting maintenance for the last five years; the average cost in parts alone was \$1,216 annually. He feels the OTEC estimated savings is low. He concluded by saying that our Return-On-Investment is estimated to be \$6,500 a year.</p> <p>Stokes said that the district does not have capital outlay funds set aside for a project of this size. The costs could be paid out of the operating contingency if the Board of Directors would agree to a temporary reduction for that purpose. The district would need to front the payment with rebate coming later. The contingency reduction may result in a resumed need of a Tax Anticipation Note (TAN) to cover the operating shortfall until the November taxes come in.</p> <p>Discussion ensued on the options and the need for a TAN. Everyone agreed to Option 1 and the benefit of the program. It was unknown how long the rebate program would be offered so the board consensus was to act quickly to take advantage of it.</p> <p>Palmer made a motion to approve sending out bids for Option 1 retrofitting the inside and outside lighting to LED using the OTEC/ Bonneville Program at an anticipated cost of \$48,000; Forrester seconded; motion passed unanimously.</p>
<p>2015-16 Budget Year-End Revision 2</p>	<p>Stokes said that another change to the current year budget is required in addition to the year-end resolution just passed in May. This is due to one staff person retiring unexpectedly for medical reasons more serious than anticipated. In addition, Hawes received payroll data requests from PERS that revealed potential back pay due for a period of several years.</p> <p>Stokes presented a budget revision with a retirement payout of about \$7,500 in the General Fund, and an additional transfer of \$4,000 out from</p>



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	<p>Other Fund severance savings to cover the PERS liability related to the unexpected retirement. Stokes said that Resolution 9 included in the board packets will adopt these changes.</p> <p>Palmer asked Hawes about the cause of the error. Hawes briefly explained PERS rules and speculated that the District’s prior bookkeeper began withholding PERS when she was given direction from PERS. knowing that individual to be very diligent.</p> <p>Palmer asked if there were other staff that may need verification of the accuracy of their historical PERS reporting. One individual was identified as having potential issues to investigate. Dielman asked for further discussion; there was none.</p> <p>Forrester made a motion to adopt Resolution No. 2015-16.009 Resolution adopting Supplemental Budget 2, June 13, 2016; Palmer seconded; motion passed unanimously.</p>
<p>Election Report</p>	<p>Stokes said that the County Clerk sent a <i>Proclamation</i> certifying the recent election. He passed out copies of <i>Votes by Precinct</i> report. All precincts passed the Library levy by a high margin. The group discussed the report.</p> <p>Stokes said that he believed that one of the factors for the favorable increase in support was the change to the first line of the ballot measure stating that “this will not change your tax rate.” Previously, this information was in the promotion materials but was not included in the ballot statement. The group agreed that the outstanding voter support was indicative of the quality of the library services available.</p>
<p>Annual / Recurring Business: 2016-2017 Budget Adoption</p>	<p>Dielman asked Stokes to present the budget for adoption.</p> <p>Stokes said that he has made changes to the General Fund budget in both the Revised Budget 2015-16 and the Adopted By Governing Body 2016-17 columns. If the LED project was approved, it changes the resources going into next year. The grant line was increased by \$25,000 for the rebate and the requirements page shows an increase in Capital Projects of \$50,000, moving \$25,000 from contingency to cover the balance of the project. The changes in the Revised Budget 2015-16 column reflect the changes due to the severance payout.</p> <p>The Other Funds budget also includes some changes in both the Revised</p>



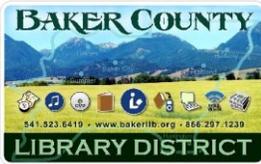
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	<p>Budget column and the final Adopted Budget 2016-17 column for the severance payout.</p> <p>Forrester made a motion to adopt Resolution No FY2015-16 R.010 Adopting the Budget for the fiscal year 2016-2017 in the total amount of \$1,878,893 and the appropriated categories as presented. The District is imposing a tax rate of 0.5334 per \$1000 of assessed value for the permanent rate and a tax rate of 0.249 per \$1000 for the local option tax. There is no debt service tax being imposed. In addition, we are adopting the Budget documents for all three funds with the changes as presented at this meeting. Steele seconded the motion. Dielman asked for discussion; there was none. The motion passed unanimously.</p>
<p>Renewal of BCLD/ Sage, Hood River IGA</p>	<p>Dielman moved on to the next agenda item, the renewal of the IGA with Hood River for the Sage Library System contract.</p> <p>Stokes said there are no real changes in the contract. This continues the contract with Hood River for the services Sage System Technician, Brent Mills. Stokes said that Mills does a good job and is a good addition to the Sage team. The consortium agreed to have Hood River Library District employ the technician with the idea that their location would have access to a larger pool of qualified individuals to apply for the position. He is on the Hood River payroll and is reimbursed monthly for the direct costs. He works primarily from Hood River being able to access the software and equipment remotely. EOU personnel typically services the equipment housed there, although Mills does travel to La Grande when needed.</p> <p>After the board members read through the agreement, Steele made a motion to approve the Intergovernmental Agreement between Baker County Library District, on behalf of Sage Library System, and the Hood River County Library District for the Library District Employee Services dated May 17, 2016 as presented. Forrester seconded. With no further discussion, the motion passed unanimously. Dielman signed the contract original supplied by Stokes.</p>
<p>Discussion of 2016-17 board officers and regular meeting schedule</p>	<p>Dielman said that at the July board meeting, the board officer positions Chair and Vice-Chair will be up for re-election for the fiscal year. Currently, he is the Chair and Rohner-Ingram is Vice-Chair. Also on the agenda is discussion of the meeting dates and time for next fiscal year.</p> <p>He asked the group if 6:00pm meeting time still works well for everyone. All agreed that 6:00pm was a good time and preferred over the previous</p>



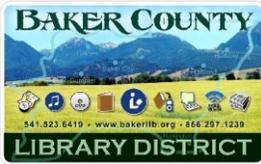
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	<p>later time. It was agreed that the board meetings will continue on the second Monday at 6:00pm every month. Dielman asked if a motion was needed to which Stokes replied that a Resolution will be presented at the July meeting.</p>
<p>Board Training: Discussion of ALA State of America's Libraries 2016 report</p>	<p>Stokes referred to a report titled The State of America's Libraries 2016 included in the board packets. The ALA is promoting libraries with "Libraries Transform" and "Libraries are Essential" marketing themes. Recent national trends including maker/tinkerspaces and increased programming for arts and education. The report also gives the top 10 challenged books. These are books challenged as being inappropriate in a school or library. A couple of the titles were described briefly. He encouraged the board to read the full report online to stay informed of the trends in libraries.</p>
<p>Administrative Reports: Director's Report</p>	<p>Stokes addressed Administrative Reports:</p> <p><u>Personnel changes</u> – Long-time employee, Candy Arledge retired at the end of May due to health reasons. She will be greatly missed. And also Facility Specialist, Vinnie Russo, has given his resignation effective the end of June. He is working multiple jobs and hasn't been able to give adequate time needed here at the Library. Job announcements have been posted for both open positions. Several applications for the shelving position have already come in. Also, Sage Administrator Beth Longwell is getting married and moving to Idaho soon. She has obtained approval from the Sage Council to continue her employment remotely with Idaho as her primary residence and trips to eastern Oregon as needed. The Sage Council approved the request, leaving the final decision to BCLD with regards to the effect on the District saying that Sage is willing to absorb any additional related costs. Hawes has done some research on setting up Idaho taxes and will set that up in July.</p> <p><u>Policy change request</u> – <i>Barefoot in the Library</i>: Stokes reported that in late May, he received an informal request for an exception allowance to the library Code of Conduct. An 18 year-old who wasn't wearing shoes was asked to leave the library. He was somewhat argumentative but complied. His mother returned later to explain that he has autism and is unable to tolerate shoes. She asked for an exception for his disability. Stokes said he would research options on making the accommodation, but is concerned about safety and library operation issues. The parent claims there are no OSHA requirements for shoes in public buildings. Stokes said another concern is ADA laws and whether we must make the</p>



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allowance. He will check with Special Districts to make sure it's not a liability issue.

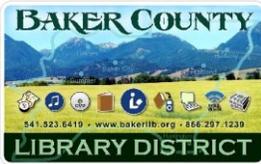
Forrester proposed that the parent or individual given the accommodation be required to sign a Liability Waiver in case of injury. Stokes said that another library has apparently done just that, so that may be a viable option. Stokes commented that his library operations concern is that this person is high-functioning autism so a disability is not obvious. An allowance may leave other library users the impression that going barefoot in the library is either allowable or selectively enforced.

Because of the proximity to the river, many people of all ages already attempt to come into the building without shoes, whether to use the phone, bathroom, or library space in general. He feels an allowance would lead to misunderstandings about library policy and possible feelings of discrimination. He is just beginning to do research but wanted to have this discussion early with the board in case they are contacted. Dielman commented that this is a four-season County; there are seasons that a person must wear shoes primarily in winter months. Stokes will follow-up on this topic with a recommendation to the board in the next month or two.

Bookmobile graphics – The new graphics have been installed and Stokes feels it looks great. Steve Marlatt of Boise/Sumpter did the design. He is the same graphic artist that designed the library card and signage for some branches. The group took a walk out to the bookmobile; everyone liked the new look.

Stokes said that he recently had a parent request the bookmobile come to the Harvest Christian Academy school. He will investigate if there are any issues with service delivery to a private religious school, but feels it would be appropriate as long as the same opportunity is made available to all private schools in our service area. He would also want a formal request to come from the administrator. Palmer asked if we currently serve preschools to which Stokes replied not currently, but in the past we have provided services to daycares and preschools. He will do more research and report on this again in the future.

Dielman added that his understanding of current policy is that a minimum of 5 persons served at a location is required for the bookmobile. Stokes confirmed and said that a similar policy is in place for magazine subscriptions; this prevents district resources from being used



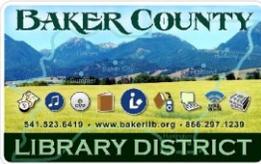
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	<p>for too narrow of a purpose, such as a magazine being of interest only to a certain individual rather than a group.</p> <p>Dielman said servicing the prison made more sense; there are a lot more in a single location there. Forrester said that she liked the idea of serving locations with a contained population where people can't get to the library. Stokes said that the last time bookmobile visitations were evaluated, the number of miles to the nearest library was primary criteria determining what locations were eligible for bookmobile service. Stokes said the first step to continue consideration of the proposal is for a Harvest Academy administrator to make a formal service request. He'll send a letter of invitation.</p> <p><u>Programs</u> – the 2016 <i>Summer Reading Program</i> kickoff is on June 15. A theatrical troupe from Portland will present the play "Vladimir Goes for Gold" both in Baker City and Richland. The theme this summer is health and fitness. Our new Youth Services staff Melissa Grammon is to be highly commended for stepping in and developing a program on short notice. The main change is that the year-end carnival event will be discontinued. Instead of for game playing, prizes and certificates will be awarded to kids reaching their reading goals. Also, Stokes plans to make <i>park games and sports equipment</i> available for checkout and use at the park.</p> <p><u>Equipment</u> – The <i>digital microfilm reader</i> (ScanPro 2000) is in need of an upgrade. Some of the parts are outdated. To replace the computer workstation, adapters are currently needed to connect it to the new type of ports. Stokes said a conversion unit is available to upgrade it to the most modern version for about \$3,000, which is a third of the cost of a new unit. This will be part of the 2016-17 technology plan goals.</p>
<p>Business Manager's Report</p>	<p>Hawes passed out financial reports and check packets. The General Fund received tax turnovers totaling \$28,232.85. Another \$6,000 is expected at the end of June; last year \$6,097 was received on 6/25/15. The Sage Fiscal Agency Fee of \$300 was deposited on May 27. In Personnel, the retirement severance package was paid on June 1 and a small final paycheck issued on June 10 for a part-time person assisting with special programs who moved. The June PERS payment won't post until June 27 so the PERS line will be 100% spent by the end of the month. Total Personnel Services is 97% spent at this time. In Materials & Services, in Books, the Ingram bill was split between general fund and Other Funds – Grants. Books were purchased for a program through InterMountain</p>



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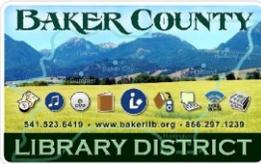
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ESD. Also books were purchased from United For Libraries of \$175 for the Books for Babies program. In **Building expenses**, a check was written to Sid Johnson & Co for \$3595.29 for the work on the pipe leak and a check to Visa for a Touch of Modern purchase of \$561.68 for replacement lights for the boardwalk path. Janitorial Contract has 11 months on the books so another \$860 will be accrued at the end of June. **Association Dues** includes a check to the Chamber for \$135 and OLA on visa of \$130 for annual memberships. In **Library Supplies**, a check to Quill of \$1029.33 for printer cartridges and copy paper. The office manager orders printer supplies for all of the branches. In **Programs**, a check to Traveling Lantern for \$395 for the play Stokes mentioned earlier. In **Postage** expense, the Visa included \$322.22 in postage and mailing costs. The Postage line is over spent at 147% but the costs are actual for supplies needed for operations. In **Utilities**, a check was written to Ed Staub & Sons for propane, heating fuel at the Haines Library \$344.25. The tank was empty so another delivery was required. The annual utility reimbursement bill from the City of Sumpter for the Sumpter Branch utilities has not yet been received. And a check to University of Oregon, Nero Network for the final quarterly payment of \$715.50 for Baker Internet services for the fiscal year. Transfers to the **Severance Liability** is at 25% due to the budgeted transfer to Other Funds of \$10,000 in March and a transfer back of \$7,500 to pay for the retirement severance. In total, **Expenses** are at 95% spent leaving room for accrual adjustments. There were 66 checks signed tonight totaling a little more than \$30,000.

The General Fund current cash balance is at \$282,000 with anticipated tax turnover revenue of \$6,000 and expenses totaling \$37,000 in payroll and bills through the end of June. The anticipated cash carryover is \$251,000 in this fund.

The **Other Funds** financial report highlights include the Leo Adler grant of \$2,500 received in December 2015 and the Ready-2-Learn grant of \$3,970.64 received today from the InterMountain ESD in Pendleton. May revenue also included Amazon book sales of \$299.73. In expenses, a check was written to the Oregon Sign Company of \$2,500 for the bookmobile graphics using the Adler Grant in full with the balance due being paid by General Fund. A check was written to Ingram for \$3,970.64 for a R2L book order that was reimbursed as shown above. Another check was written to Findaway for \$623.94 for Kids Launchpads purchased through the LSTA Pre-K Links grant, also being called the "tablet grant."



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	<p>The Other Funds current cash balance is at \$137,480.49 (checking and pool funds combined). The breakdown by department is written on the reports. A detail print out of grant expenses is included in the financial report for your review. And a copy of the most recently updated Memorial Funds Report that shows the balances of designated funds by purpose and non-designated funds by general category.</p> <p>On the Sage Fund financial report, I have highlighted the catalog grant. That grant is completed at the end of June. A Reimbursement request of \$20,730 is anticipated for expenses through June 30 which will bring this line to about 90% spent. Checks written include 6 checks totaling \$1672.70 for courier services, Visa \$279.00 for postage that is courier expense, Hood River Library District \$4191.69 for contracted services, Beth Longwell \$442.12 for member library visits, and Visa \$161.37 for motels for traveling. The Sage Fund cash balance is currently \$154,658.</p> <p>Checks were signed and returned to Hawes along with three Approved Bills Lists that had been initialed by those present.</p> <p>Stokes said that he will be out of the state on vacation the last week of June. Payroll will be processed that week, so a check signer will need to take his place for that check run. Dielman said that he is available. Palmer said that she was available. And it was agreed that Hawes would contact Rohner-Ingram as she is also on the Sage Fund checking. Possibly the two of them can split the task.</p>
<p>Next Meeting Date</p>	<p>The next regular board meeting will be July 11, 2016. The main Agenda items will be Board Officer elections and a Resolution establishing the meeting time and dates.</p>
<p>Adjourn</p>	<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>