

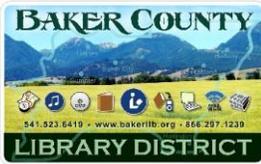
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jul 11, 2016

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:00pm. The meeting was held in the Riverside meeting room. Directors present included Gary Dielman, Nellie Forrester, Della Steele and Kyra Rohner-Ingram were present for opening with Betty Palmer arriving later in the meeting. 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 or potential conflict of interest</p>	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none declared.</p>
<p>Minutes Approved</p>	<p>Dielman asked for corrections to the minutes. There were no changes suggested. Forrester made a motion to approve both the Agenda and the 6/13/2016 Regular Meeting Minutes, both as presented; Steele seconded; motion passed (Yea – 3; Abstain – 1, Rohner-Ingram).</p>
<p>Annual Recurring Business: Annual Officer Elections</p>	<p>Dielman called for nominations for the two elected positions of Board Chair and Vice-Chair. Forrester nominated Gary Dielman for Board Chair and Kyra Rohner-Ingram for Vice-Chair stating they have done a good job and that it is best to have officers that are Baker residents and readily available. With no further nominations, Dielman closed nominations. Forrester made a motion to reappoint Dielman as Board Chair and Rohner-Ingram as the Board Vice-Chair for the one-year term; Steele seconded; Dielman stated by acclamation the voting has unanimously approved the motion.</p>
<p>Resolution to Establish Regular Meeting Time</p>	<p>Stokes said that he adjusted the resolution establishing the regular monthly meeting schedule to the second Monday at 6:00pm and removing the reference that it ends at 8:00pm. Rohner-Ingram said that she likes 6:00pm much better than the 7:00pm starting time. Forrester agreed. Forrester made a motion to approve Resolution No 2016-17.001 Establishing a regular meeting day, time, and location for 2016-17 as the second Monday each month beginning at 6:00pm as amended; Rohner-Ingram seconded; motion passed unanimous.</p>
<p>Resolution Appointing Insurance Agent of Record</p>	<p>Stokes said that the resolution to appoint the insurance agent is annual housekeeping. The District will continue with Clarke & Clarke as the official insurance agent working with SDAO. Dielman asked for any discussion to which there was none. Rohner-Ingram made a motion to approve Resolution No 2016-17.002 Appointing Insurance Agent of Record as presented; Steele seconded; motion passed unanimous.</p>
<p>Appoint Library Foundation Board Liaison</p>	<p>Stokes said that Rohner-Ingram is currently the liaison for the Foundation. The Library Foundation meets four times annually; the next meeting is September 9 at 2:00pm. Dielman asked Rohner-Ingram if she is willing to continue as the liaison. Rohner-Ingram stated that she is willing to continue. Forrester made a motion to appoint Rohner-Ingram as the Library liaison; Steele seconded; motion passed unanimous.</p>



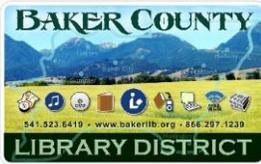
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<p>New Business: Gender Neutral Signage Proposal</p>	<p>Stokes said that he is working on signage for various things throughout the library. He reported many public libraries and other government agencies are changing signage on single stall bathrooms from segregated men/women use to non-designated use which shortens wait times and is more conducive to use by families and transgender individuals. Thanks to the library's Friends group, most of the bathrooms already have a baby changing stations, so there is no difference in their utility; one more baby changing unit and some additional sanitary disposal receptacles may be needed. Dielman asked for discussion. Steele said she likes the idea. Stokes reported the library does have a local transgender individual who uses the women's single-stall bathroom. A staff person informed him about it in case there were complaints but he hasn't received any. Stokes said there has been a national controversy in the past year with Target stores adopting a policy in support of the federal Equality Act and authorizing transgender persons to use any restroom according to their preference. The library district has no policy on that issue at this time. This signage change is intended to enhance privacy and convenience for all visitors. Forrester made a motion to approve Resolution No 2016-17.003 Implementing gender-neutral signage on single-user restrooms as presented; Rohner-Ingram seconded; motion passed unanimous.</p>
<p>Administrative Reports</p>	<p>Stokes began his report with the Friends of the Library activities. The Friends re-elected Barbara Haynes as President. The July meeting was cancelled due to the Book Sale activities. In April, the Friends and Foundation decided against combining their executive boards. Aletha Bonebrake is the President of the Foundation board. The Friends are working on implementing a Dolly Parton Imagination Library program; this is a good program for either the Friends or the Literacy program to manage. The Friends are looking for volunteers to help with the book sale and are also looking for new board members.</p> <p>Facility – the <i>Bookmobile</i> recently required repairs to its generator. The Bookmobile is also visiting the Summer Academy at the North Baker summer school. The <i>hallway leading to the Director's office</i> is still unfinished after the <i>leak repair</i>. Stokes will call the contractor this week to inquire about that schedule. The <i>prison crews</i> are being managed staff Jim White for now until a Facilities maintenance staff can be hired. White worked on a landscape project and had the prison crew install flowers in an area out front. White has also has some ideas about getting the fountain operational again. Stokes said that White has his approval to work on a fountain proposal, but White has several other projects that take priority. White has contacted two other contractors on the LED project; 1 legitimate bid was received and 3 vendors declined to bid so the project can now proceed.</p> <p>Grants – The <i>Pre-K Links Grant</i> (also referred to as the tablet grant) deadline was June 30th. The staff got a late start on this grant and technical difficulties that caused delays. The grant period is officially over. The grant allowed the district to purchase devices that will be distributed to schools, pre-schools, and</p>



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libraries in Baker County. The *Bookmobile displayed the new graphics* purchased with a Leo Adler grant in the Haines parade. Stokes said that he walked with the bookmobile and staff Donna Valentine drove it. Some cheered for the new design. The Bookmobile will also be featured in the Miner's Jubilee Parade.

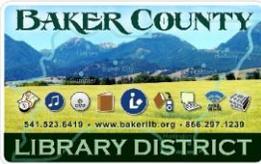
Other News – The *Record Courier weekly newspaper is being discontinued*. Gina Perkins is no longer able to publish for health reasons. They are looking for a place to archive the bound historical volumes and Stokes has agreed to consider adopting them into the district collection.

Personnel – Nearly a dozen applications were submitted for the open shelving position. Stokes said that he decided to hire two part-time library pages at 10 hours a week, rather than one at 16 hours. These positions will be filled by student workers as entry-level temporary positions available while they are enrolled in school. Once school begins, staff will coordinate with the high school about any student credit available. Each may also be trained to fill Substitute desk shifts. The positions are M-W-F and T-Th-Sat shifts which should allow them adequate time to keep up with academic work. The hiring team consisted of three staff. After a sorting test and interviews, they recommended hiring two people for these positions. Hawes said that she would verify that we are in compliance with the BOLI annual Certification to hire minors (Hawes later verified that the District is in compliance). Stokes went on to say that the volunteer coordinator dues have been re-assigned to Sara Durflinger. Also, several applications have been received for the Facility Specialist position and interviews will be scheduled soon.

Sage Library System – Stokes told the board that the Hood River Library Director, Buzzy Nielsen, and is leaving Hood River in late July and will become Director of Crook County Library. Stokes will encourage him to return Crook County Library to Sage membership. It left Sage about 6 years ago to partner with another area library system. Nielsen has been a tremendous asset to Sage and Libraries of Eastern Oregon.

Statistics – Stokes will begin compiling statistics for the Oregon State Library report due the end of August. Early analysis shows that circulation for 2015-16 is slightly less than the previous year which was a record high. Computer sessions have plateaued. More visitors (even many of the youth) have their own Wi-Fi enabled devices and connect to the library network; there has also been a significant loss of usage data due to software flaw allowing kids to circumvent the SAM login requirement.

Technology – White is exploring options for the library to host a Minecraft game realm. The program encourages creative thinking, collaboration, strategic thinking, and literacy skills including spelling and reading. Security factors are under review. Forrester asked about the Pokémon Go game. Stokes said this is



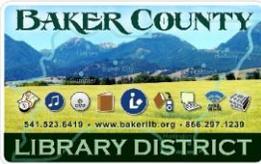
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	<p>a new and hugely popular fad played on mobile devices. The name Pokémon is a Japanese word meaning “pocket monster”. Dielman asked if it was a geocaching type game. Stokes said that is a good analogy, but instead of physical objects players “capture” creatures in their virtual reality worlds. Stokes said that he was pleased to find the library is a “Poke-Stop” which may encourage visitation.</p> <p>Staff Training – the spring staff training was cancelled due to the Director and admin staff being otherwise occupied on various projects. The next training will be the annual October event.</p>
<p>Business Manager’s Report</p>	<p>Hawes passed out a report packet before the meeting that included a financial report for the fiscal year just ended June 30, 2016, an updated Memorial Funds Report, and a separate financial report for the month of July 2016, which begins the new fiscal year.</p> <p>Looking at the General Fund Profit & Loss report for the period July 2015 through June 2016, tax turnovers received in June totaled \$39,175.29 (compared to last year of \$37,271.08 for the same period). The current tax revenues are over budget by \$10,554 most of which is anticipated to be moved down to the Interest Income line that had been budgeted at \$10,000. E-Rate Refunds totaling \$2,424 have been accrued into Other Revenues and will come in the next 60 days. In Personnel, the PERS line is over-budget due to the additional billing related to the unanticipated retirement. We had estimated the bill to be \$4,415; the actual bill was \$5,642 or \$1,227 over what was estimated. However, in total the Personal Services category is at 97% spent with a \$19,000 buffer for upcoming accrual adjustments. In Materials & Services, the bookmobile maintenance line is slightly over-spent. The bookmobile repair to the generator and regular maintenance was \$710.52. We received the City of Sumpter annual utility invoice on June 27 and paid it on June 29 totaling \$1,469.82. The General Fund year-end cash totaled \$252,950.11.</p> <p>Turning the page to Other Funds Profit & Loss report, Memorial grant income included the Adler Grant \$2,500 for the bookmobile graphics, a Ready-2-Learn grant reimbursing the District for an Ingram order of \$3,970.62 with another \$1,177.81 to be invoiced, and Vroom Grant revenue of \$5,000 received electronically on June 28. In the Technology Department, the E-Rate program will be invoiced for \$6,562.05 when the equipment is installed. In Expenses, the Memorial Fund grant expenses have been noted by project (there is also a Memorial Funds Report attached for a summary of grant activity). The Other Funds year-end cash totaled \$133,449.62. The prior year ending cash was \$158,476.89; the difference of \$25,000 was primarily due to expenses paid at the end of June for the tablet grant \$9,031, the US Bank Visa for Vroom grant and tablet grant expenses totaling \$9,423, and an Ingram order for the R2L grant \$1,177.81.</p>



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	<p>Looking at the Sage Fund Profit & Loss report, revenue from the LSTA grant is anticipated to come totaling \$22,823 reimbursing the balance due on the Catalog Grant. It was noted that the Auditing Services line is 0% spent; an email was sent to Kent Bailey asking about the Sage Fund financial review that had been approved back in January for last fiscal year 2014-15. The Office supplies line is over-spent mostly due to a check order totaling \$226.64. The Sage Fund year-end cash totals \$148,801.19.</p> <p>Moving to the July 2016 financial report, there is no revenue activity at this time. The July 1 payroll will all be accrued into the fiscal year just ended so there is no need to look at Personal Services tonight. Under Materials & Services, the book budget includes Ingram order of \$2,851.83. A check totaling \$2,089 to LEO was for a database subscription \$1,400 and annual membership \$689.</p> <p>With no further questions, checks were signed and returned to Hawes along with the Approved Bills Lists that had been initialed by those present.</p>
Next Meeting Date	The next Board meeting will be August 8, 2016 at 6:00pm.
Adjourn	<p>The meeting was adjourned at 7:58pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>