

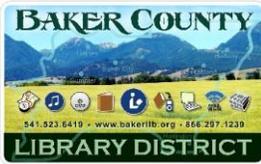
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Aug 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. Directors present included Gary Dielman, Nellie Forrester, Betty Palmer and Kyra Rohner-Ingram. Others present were Perry Stokes, Library Director. Christine Hawes, Business Manager, was unable to attend.</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 July 11 2016 Regular Meeting Minutes, as presented; Palmer seconded; motion passed.</p>
<p>New Business: Personnel Policy 8.2 – Workplace Attire (Dress Code)</p>	<p>Stokes said that with new staff on board there has been some question about appropriate attire when representing the library. Currently, there is no clear BCLD standard. The only district policy reference to attire is Personnel Policy 8.1.8. General Provisions – Behavior in the Workplace in which “employees are encouraged to...Maintain a neat and clean personal appearance.”</p> <p>A couple of months ago, Stokes directed administrative staff to create a taskforce committee to formulate a guidance document. About three weeks ago, a draft policy from that group was presented to staff for comment and additional input, of which there was very little. Some of that feedback was incorporated into the final draft policy presented to the board.</p> <p>Stokes said that as a strong supporter of free expression, his intent is to have a workplace at which staff feel comfortable and encouraged be creative with fashion provided that safety standards and taste levels are upheld. With that in mind, the final policy primarily attempts to provide guidance on what is commonly out-of-bounds and “unacceptable” rather than what is “acceptable.”</p> <p>Dielman commented that he is surprised a policy would be necessary. He voiced support for the policy given that it was crafted by staff and with opportunity for feedback and collaboration.</p> <p>Palmer made a motion to approve the Workplace Attire policy as presented as part of the Personnel Policy; Forrester seconded; motion passed unanimous.</p>



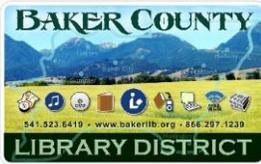
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Aug 8, 2016

<p>New Business: Remote Work policy</p>	<p>Stokes said that other Sage library directors recommended a Remote Work Policy be adopted given the relocation of Sage Administrator Beth Longwell to Boise, Idaho this year.</p> <p>The policy model was provided by Hood River County Library District. It serves to define various issues such as authorization protocol, liability, travel reimbursement eligibility, and property ownership.</p> <p>Dielman recommended limiting agreement authority to the Library Director only by striking the several references to “his/her supervisor.” Other board members supported that change.</p> <p>Rohner-Ingram expressed concerns about the Worker’s Compensation liability. She wondered if an on-site inspection would be required to make the policy enforceable. She strongly recommended that SDAO and/or state officials from the Workers’ Comp department review and advise on the document. Other board members agreed.</p> <p>Stokes will present the policy to SDAO and Oregon’s Workers’ Compensation Division for feedback and report back in a future meeting.</p>
<p>Administrative Reports</p>	<p>Friends/Foundation – The Friends have not yet met following the Summer Book Sale so there is no figure available to report on the amount raised.</p> <p>Facility – Huntington staff reported a failure of the HVAC system during a heat wave. The issue required a service visit from Scott’s and was fixed quickly. This fall, Stokes aims to complete the HVAC maintenance contract RFP process and secure a vendor for regular preventative maintenance.</p> <p>The carpet in the aisle to the Director’s office has been replaced. There is still a bit of finishing work to do such as re-installation of the door, but the job is very nearly complete.</p> <p>Grants – The Record Courier archive was delivered to the library in Baker City after closure of the publication. The collection consists of 87 annual volumes for years 1928 - 2015. One volume for 1930 is the only one missing. The library currently has no suitable or available secure space to keep the oversize volumes from being publicly accessible without staff authorization. They will be stored on top of Archive and Genealogy Room cabinets until a better solution can be arranged. Stokes also aims to have a Gift Agreement form signed by the donor Gina Perkins.</p> <p>Digitization is the long-range strategy for these volumes. Stokes has</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Aug 8, 2016

reached out to Oregon Historic Newspapers and received a brief pricing outline for digitization projects. Given the many years of publication, this would be a massive project for which grant funding would be necessary to accomplish. Identification of other possible funders would be needed for a grant project proposal.

The request for continued Ready to Learn project funding from an LSTA grant was denied for reasons unspecified. Participating libraries will continue program of newsletter production and encouraging OCSF accounts with other small prize drawings.

Personnel – Ms. Sara Jury was hired as Facilities Specialist. Sara is a local BHS graduate with a versatile maintenance background gained from working on a family ranch. She is a veteran of the USMC, former officer with BCPD, and reserve officer with the BC Sheriff Dept.

Also, a new youth volunteer intern Oren Black has begun working with Technology Manager Jim White. Black will be trained on various things including computer maintenance, security, and networking issues.

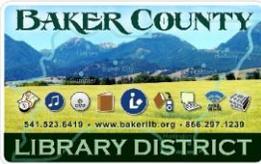
Programs – Stokes shared an email from Haines staff Katie Ash on the success of the Summer Reading Program at that branch. He commended Katie for her excellent work and inspiring report.

Technology – OSL hosting support ends in August 2016. Billing for independent hosting from Enfold Systems is expected in Aug-Sep. The website is in dire need of changes to make it optimized for mobile devices. Stokes plans to explore alternative templates from Enfold.

Jim has completed installation of servers in a professional grade “server closet” as part of the E-rate funded upgrade of our Internet network infrastructure. The unit will be moved into the server room after testing is complete.

Staff Training – Missy Grammon will be attending the Oregon State Library Focus on Children and Young Adults Institute September 25-28 at Menucha Retreat Center in the Columbia Gorge. This is a training opportunity for public library staff who work with children and teens and do not have a Masters in Library Science. This costs \$85 total for the trainings, lodging, and meals.

Other– Stokes proposed to move the September meeting back one week to Sep 19. He will be attending a conference in Montana at which his wife



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Aug 8, 2016

	is expected to win at least one award for her OTEC work.
Business Manager's Report	<p>With Hawes unable to attend the meeting, Stokes passed out the financial statement for the fiscal year to date (8/6/16) that she had prepared for the board.</p> <p>Looking at the General Fund Profit & Loss report, tax turnovers received in July totaled \$3,065. Fines and fees to date amount to \$1,812. In Materials & Services, book purchasing has been limited so far with an Ingram invoice of just \$635. White has been getting busy with computer purchasing to replace older models and upgrade the server room. Current cash balance totaled \$137,788.</p> <p>Turning the page to Other Funds Profit & Loss report, an E-rate refund request was submitted for \$6,562 for a project completed last fiscal year. The total current cash balance is \$108,090.</p> <p>Looking at the Sage Fund Profit & Loss report, there is no activity of note. The Sage Fund current cash balance totals \$77,179.</p> <p>Checks were signed and returned to Stokes along with the Approved Bills Lists that had been initialed by those present.</p>
Next Meeting Date	The next Board meeting will be September 19, 2016 at 6:00pm.
Adjourn	<p>The meeting was adjourned at 6:45 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>