

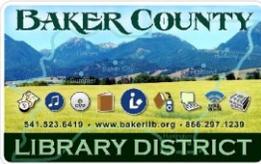
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Sep 19, 2016

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:06pm. The meeting was held in the Archive Meeting Room. Directors present included Gary Dielman, Nellie Forrester, Della Steele, Betty Palmer, and Kyra Rohner-Ingram. Also 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. Rohner-Ingram made a motion to approve the Agenda as presented; Forrester seconded; motion passed unanimously.</p>
<p>Potential or Actual Conflicts of Interest</p>	<p>Dielman asked if there were any conflicts of interest to be declared. There were none declared.</p>
<p>Minutes Approved</p>	<p>Dielman asked Stokes if they would be approving minutes. Stokes said that he added the August minutes to the packets that were completed today. The Directors read the minutes individually. There were no changes suggested. Palmer made a motion to approve the August 8, 2016 Regular Meeting Minutes as presented; Rohner-Ingram seconded; motion passed unanimously.</p>
<p>Open Forum</p>	<p>Dielman noted that there were no members of public present for open forum.</p>
<p>Previous Business: New Personnel Policy Article for Remote Work</p>	<p>Stokes said that this policy is primarily for Sage employee, Beth Longwell, who is moving to Idaho and will continue to manage the Sage System.</p> <p>He had SDAO legal counsel review the policy. Based on that feedback, the district does not need to add a section on workers comp because as an employee, one is automatically covered. The attorney saw no reason for required on-site visits unless there were concerns. There were no other agencies recommended to check with on the policy.</p> <p>Stokes referenced the draft policy in the packets, suggesting an edit of the first line and replacing the word “Supervisor” with “Library Director” in a few places. Palmer suggested striking the first bullet in keeping with the attorney’s advice; all agreed to remove the first bullet addressing workers comp. There was some discussion on the last paragraph to which Rohner-Ingram wanted to keep this statement to retain the right to make on-site inspections should a concern arise.</p> <p>With no further discussion, Palmer made a motion to approve Personnel Policy 6.5 Attendance – Remote Work thereby adding a new policy item</p>



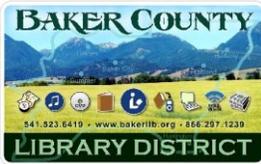
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	<p>to the Personnel Policy Manual under Article 6 – Attendance, Item 6.5 Remove Work, as revised above; Forrester seconded; motion passed unanimously.</p>
<p>New Business: FY2016-17 Potential Tax Anticipation Loan</p>	<p>Stokes said that he had contacted ZoeAnn Legitt at US Bank regarding a possible TRAN loan to find that the loan process had changed. The process has changed so that an attorney is now required to prepare the TRAN application paperwork. Stokes found the recommended attorney’s minimum fee started at \$4,000. They don’t ordinarily work with small amounts or tax exempt loans. As alternative, the attorney suggested the district consider a short-term loan at a local bank. Stokes asked Hawes to look into the options with our local US Bank where the district already has accounts.</p> <p>Hawes began her report by distributing an information sheet outlining US Bank Short-Term Loan Options. She explained that at the time short-term loan were under consideration, the district’s cash flow projections indicated a small loan may be necessary to operate for a few weeks, depending on the timing of reimbursement income. As it turns out, the anticipated funds have recently been received. The updated Cash Flow Projection confirms that the District will operate on its own resources. The District has not needed a TAN in at least three years.</p> <p>Hawes reviewed the two options US Bank offered: a revolving Line-Of-Credit and Municipal Leasing program. Discussion ensued on these topics. Since the District will not need a short-term operating loan this fiscal year, the board intends to explore options at other local banks for comparison of rates and programs for future reference.</p>
<p>Code of Conduct Policy Revision</p>	<p>Stokes said the changes to the Code of Conduct are highlighted in blue. The first change is in response to District policy requiring visitors to wear shoes being recently challenged by a local family primarily on the basis of medical exemption, but also on general grounds. Stokes found the challenger’s claims to be legitimate – he was unable to find substantiation to show that footwear should be required for safety reasons in public buildings. He also found that there is a barefoot lifestyle subculture that is challenging footwear policies around the country. The arguments for going barefoot range from health to religious reasons.</p> <p>The board suggested that District policy state that visitors assume their own liability if they choose not to, as long as the district has done its due</p>



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diligence in minimizing hazards. Stokes will insert language to that effect in the policy end note.

One real hazard in allowing bare feet is that during summer people do often enter barefoot and dripping wet from being in the river. Pools of water do cause a safety hazard so that condition will continue to result in a person being asked to leave until dry.

In re-examining the basis for the traditional No Shirt, No Shoes, No Service standard, Stokes has also reconsidered the assumptions for requiring "appropriate clothing". Stokes feels policy should focus on protection of District property only. The district's interest is not to regulate fashion choices of library users but to mitigate direct bodily contact with library furniture since it may transfer sweat, oils and other bodily substances -- which does present cleaning issues as well as safety concerns.

Therefore, Stokes' proposed policy change establishes that unless a visitor's attire appears to violate state or local laws or risks a property loss or hazard of some type, district staff will not restrict library use and access based on attire or lack thereof. The revised element is proposed to read:

Please do...Wear sufficient clothing, including tops and bottoms, to minimize direct skin contact with furniture

In effect, this means that a person who is shirtless and shoeless will be permitted to remain in the library as long as they don't sit and rest back into a chair, which risks significant skin contact.

Relevant local and state laws include:

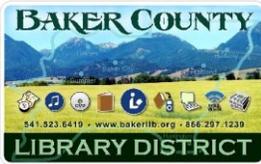
Baker City Ord. 130.04 : Indecent Exposure

No person shall willfully and indecently expose his or her person in any public place or any place in which other persons might be offended thereby or make any exhibition of himself or herself to public view in such a manner as to be offensive or designed to excite vicious or lewd thoughts.

ORS 163.465 : Public Indecency

(1) A person commits the crime of public indecency if while in, or in view of, a public place the person performs:

- (a) An act of sexual intercourse;
- (b) An act of deviate sexual intercourse; or



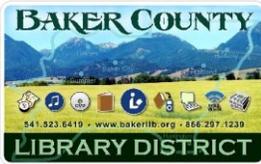
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	<p>(c) An act of exposing the genitals of the person with the intent of arousing the sexual desire of the person or another person.</p> <p>Stokes said that in looking at Oregon Revised Statutes, he found that saliva is among the bodily fluids regarded as dangerous substances which if “knowingly propelled” at a public staff member could result in a charge of Aggravated Harassment (ORS 166.070). With that in mind he has added spitting as a prohibited action which causes a “nuisance or hazard.” While tobacco use itself on library grounds is prohibited by policy, staff enforcement of that statute typically only occurs when a nuisance is presented. Spitting into a library garbage can or other receptacle is one such nuisance and could be hazardous to staff or custodial contractors who may inadvertently come into contact with that bodily fluid.</p> <p>There was some discussion on language. Rohner-Ingram suggested stating in the “you may not” bulletins, coming into the library wet is not allowed. The bullet was edited to read</p> <p style="padding-left: 40px;">You may not...Litter, spit, or otherwise cause a nuisance or hazard from food, beverage, liquid, debris, bodily fluid or other dangerous substance</p> <p>Further discussion included clarification of and changes to some language. Dielman asked for a motion. Rohner-Ingram made a motion to approve the Code of Conduct as revised; Palmer seconded; motion passed unanimously.</p>
<p>SDAO Ethics Law Best Practices Checklist</p>	<p>Dielman asked Hawes to proceed with the Best Practices Checklist. Hawes had handed out packets for the board prior to the meeting. The packet includes a cover memo, a copy of the checklist, a copy of the District policy including Oregon Ethics Law, excerpts from ORS Chapter 244 Government Ethics, and a complete copy of A Guide For Public Officials.</p> <p>Hawes reminded the board that in order to qualify for a 10% credit on the annual general liability insurance, there are five items each worth 2% that need to be completed. She has already submitted two items for credit: proof of affiliate membership with the Oregon State Library and the District policy including the Oregon Ethics Law requirements (the policy is titled Person Use of District Resources).</p>



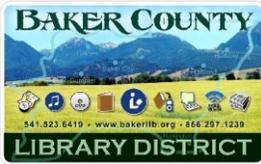
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	<p>Hawes said that one piece the board can do to contribute to the program is to complete the checklist she is presenting tonight. The checklist has 16 questions. Palmer volunteered to complete the checklist during the process. Hawes read through each item and read excerpts already identified in the attached reference materials pertaining to the questions. There was discussion held on many of the topics. The group was familiar with most of the topics and materials but agreed it was a good exercise. Palmer signed the completed checklist and gave it to Hawes for submitting with Special Districts.</p>
<p>Administrative Reports</p>	<p>Stokes reported on the activities of various divisions, including:</p> <p>Friends of the Library -- The Friends made about \$2,200 on the book sale after expenses and advertising.</p> <p>Facilities – The Baker library building <i>LED Lighting Project is about half done</i>. The contractor is waiting for a supply order to complete the replacement of fluorescent with LED bulbs. Staff is pleased with the improved lighting. The <i>natural gas bill is high</i>; Hawes discovered it was at winter levels. Stokes contacted Scotts Heating to investigate the problem. Apparently, due to a bad sensor and peculiarities with our HVAC system, the HVAC tech recommended the boiler be manually shut off in the summer months. Stokes said that to his knowledge the district hasn't taken such action in the past and the system has operated without the overage. Nevertheless, he has made a calendar reminder for next year. <i>Janitorial supplies have been purchased</i> to control staining and odors in restrooms. Stokes has received complaints from the public and staff about bathroom odors. The supply closet will be locked at all times due to the toxicity of some of these new products. <i>Carpet cleaning has been scheduled for October 9-10</i>. The <i>sidewalk repair was estimated at \$2,400</i> to repair the front sidewalk where parts of it are elevated and uneven. Jim thinks that he and Sara (Facility Maintenance) can make the repair for half the cost.</p> <p>Grants – The <i>2017 Ready-To-Read Grant</i> has been completed. Our new Youth Services staff completed the grant application. The Summer Reading Program has been re-designed to focus more on incentivizing reading.</p> <p>Statistics – Stokes is currently <i>working on the OSL annual library statistics report</i>. Early indications are that checkouts are down to levels seen 4-5 years ago. Data also shows that patrons are moving from using library</p>



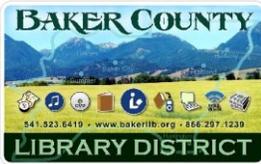
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	<p>computer stations to their own Wi-Fi enabled devices.</p> <p>Technology – The new server array is operational. Jim White has been working on the installation of new network equipment. He will have more to do pending E-Rate project approval.</p> <p>Sage Library System – The district has been using a new checkout receipt template. An element added to the bottom of the receipt states “you saved \$XX.00” by borrowing from the Library. The saved value amount is calculated from the suggested retail prices on each item’s record. Baker has been using it for about 6 weeks. The information is intended to demonstrate the surprising value of using the library. Reaction has been mostly positive but he has received one negative comment that it was “tacky and cheap - we should not be emulating Safeway”.</p> <p>Other News – Stokes said that he and Aletha Bonebrake were recently interviewed by the La Grande Observer on Baker County Library District history and operations. A group is again seeking to create a library district for Union County and views BCLD as a model to emulate.</p>
<p>Business Manager’s Report</p>	<p>Hawes had already passed out financial report packets before the meeting. Check packets were handed out for signatures during the presentation.</p> <p>General Fund - Revenues included \$6,637 for September tax turnovers. The E-Rate program approved funding for basic services with Internet funded at 80% and Telephone at 40% for fiscal year 2016-17 which will mean a total of \$13,078 in telecom support. This fund had a cash carryover at June 30 of \$254,365 which exceeds the budgeted carryover of \$235,000 by \$19,365.</p> <p>In General Fund - Personal Services, the Vroom Grant wage expense shown will be accrued into the prior year removing it from the report (the grant has already reimbursed the expense). Both the group health insurance and PERS budget lines are on target at with 3 months posted to-date. The Workmans Comp line was high at 90% spent; the initial estimated expense is paid in July with a final bill coming at the end of the fiscal year. The amount paid for the prior fiscal year will be accrued back into last year. Overall, Personal Services is on target at 24% of budget to-date.</p> <p>In General Fund - Materials & Services, the book budget spent \$10,191</p>



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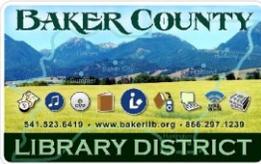
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(Ingram) for new books and \$2,530 for an annual electronic subscription (Tutor.com). The building budget is 94% spent, expenses included Scott's Heating \$100 for a service call and \$30,000 to Arros Electric for a progress billing on the LED Lighting Project (approved by the board in June). The computer budget included Open DNS \$880 for subscription for access points, Enfold \$432 for an annual subscription, and Carbonite \$59.99 for Tech off-site backup. Association Dues of \$759.24 was paid to SDAO for its annual membership dues. Utilities included a bill for Cascade Natural Gas of \$468 that is very high for this time of year, as Stokes reported, the issue was resolved.

Other Uses Fund received revenues from two sources. It received a grant reimbursement of \$35,809 most of which was accrued into the prior fiscal year, with the balance pertaining to the current fiscal year expenses. It also received an E-Rate refund of \$6,562 for Phase 1 of the Network Update that was completed in fiscal year 2015-16. In expenses, a check order was placed for new laser checks totaling \$243.26. The manual check supplies had finally been used and it was time to update to laser style. The Vroom Grant expense line shows current expenses totaling \$771.44; this grant received \$5,000 revenue in June and the program is in progress. Phase 2 of the Network Update project through E-Rate has been completed totaling \$9,242 in equipment purchased; we are waiting on funding approval for this phase which is long overdue as we are well into the fiscal year. Phase 3 of the Network Update project is the re-wiring of the Internet cabling in the building; this final phase is on hold until funding approval is received. Hawes stated that she has sent multiple inquiries to the program through its online system; and has contacted Congressman Walden's office for assistance in finding when the delay in processing applications is expected to end.

Turning the page to the **Cash Flow Projection** report included in the financial packets, the cash available in General Fund and Other Funds will sustain operating through November 1st payroll. General Fund is anticipated to borrow \$100,000 from Other Funds for operating in October. The detail and projects in progress were reviewed.

Sage Fund has no revenue at this point; it sends out annual membership billings in October. A grant reimbursement request was recently submitted for courier services for the first quarter and typically come in a couple weeks. In Personal Services, Hawes said that Sage is now able to pay its Federal payroll taxes directly through the EFTPS online system. The system now supports the use of more than one bank account. Sage



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	<p>still reimburses General Fund for the Oregon payroll taxes as that system still only supports one bank account. In operating expenses, it was noted that the Tech Services Contract budget line was low; Hawes requested the September invoice from Hood River Library. The new director was behind and just submitted the invoice that will be paid on the next check run. This fund has a cash balance of \$86,871 and is on target with its budget.</p> <p>There were 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 October 10, 2016 at 6:00pm.
Adjourn	<p>The meeting was adjourned at 7:40pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>