

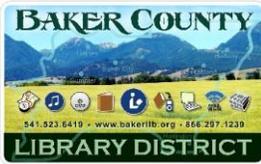
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Oct 10, 2016

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:03pm. The meeting was held in the Archive Meeting Room. Present at the meeting were Gary Dielman, Nellie Forrester, Della Steele, Kyra Rohner-Ingram and Betty Palmer, Directors; Perry Stokes, Library Director and Christine Hawes, Business Manager.</p>
<p>Agenda Approved</p>	<p>Dielman noted there were no additions or changes to the agenda.</p>
<p>Potential or Actual Conflicts of Interest</p>	<p>Dielman noted that there were no conflicts of interest to be declared by those present.</p>
<p>Open Forum</p>	<p>Dielman stated for the record that there were no members of the public present. Stokes said that he had one comment in the suggestion box asking for signage in the reading room to keep it quieter. He has already acquired Quiet Area signs and plans to put them up in various appropriate areas.</p>
<p>Minutes Approved</p>	<p>Dielman noted that the agenda was in a different order with Consent Agenda following the open forum and administrative reports moved to the beginning of the meeting. After some discussion on the Consent Agenda, Dielman asked for a motion to approve the agenda and minutes. Palmer made a motion to approve the agenda and Regular Meeting Minutes of September 19, 2016 as presented; Rohner-Ingram seconded; motion passed unanimously.</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. He had SDAO legal counsel review the policy. A section on workers comp was described as unnecessary because as a district employee, she is automatically covered. The attorney saw no reason for required on-site visits unless there were concerns. Also, no other agencies were recommended to have review the policy.</p> <p>Stokes noted updates implemented since last presentation of the policy including replacing the word "Supervisor" with "Library Director" in a few places. The suggested edits are in red. 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 to retain the right to make on-site inspections should a concern arise.</p>



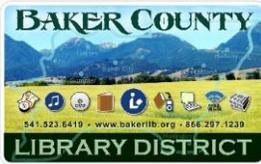
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Oct 10, 2016

	<p>With no further discussion, Palmer made a motion to approve Personnel Policy 6.5 Attendance – Remote Work thereby adding a new policy item 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 Ligett at US Bank regarding a possible TRAN loan and found that the loan process had changed. Loan applicants must now hire an attorney to do the paperwork. The attorney minimum fee started at several thousand dollars. They don't work with small amounts or tax exempt loans. The attorney suggested it may be more convenient and cost-effective to just seek a short-term loan at a local bank. He asked Hawes to look into the options with the local US Bank where the district has existing accounts.</p> <p>Hawes distributed a memo with information attached outlining US Bank Short-Term Loan Options. She explained that at the time short-term loan were being considered, the district had funds pending that would necessitate a small loan to operate for a few weeks depending on the timing for cash flow. 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 went over 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 group wanted to look at options at other local banks for comparison of rates and programs for future reference.</p>
<p>REPORTS: Friends & Foundation</p>	<p>Stokes said the Friends of Baker County Library group had acquired a new shelf for the book shop at the front of the library. They also approved purchase of "eclipse viewers" glasses, which they will sell to be used for the Solar eclipse event next August. He is also working with them on the book donations and how that system will work; there are overlapping duties in that area and there has been some confusion. There has also been some confusion related to their budget. He is working with them to create a process to balance operational efficiency while preserving Friends budget accountability and control.</p> <p>At a recent Foundation meeting, current President Aletha Bonebrake advocated that the Foundation pursue implementation of the Dolly</p>



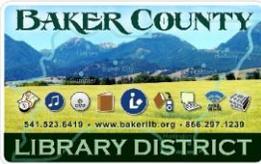
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Oct 10, 2016

	<p>Parton Imagination Library program. The group agreed, provided it could be realistically funded and operated by the Foundation. They approved exploration of fundraising to launch the program and to sustain it. They are looking for volunteers to help with that effort.</p>
<p>Finance Report</p>	<p>Hawes passed out financial reports and check packets to the Directors. The District has not received tax turnovers for October to-date in the General Fund. At this point, General Fund has borrowed \$50,000 from Other Funds for operating with another \$53,000 loan for operating anticipated for payroll and bills to get through the rest of the month. Looking at the cash flow report included in the packets, there is \$15,600 in bills being paid tonight with late monthly bills to come, a possible final invoice for the LED lighting project in progress and the November 1st payroll, the District will have sufficient funds to make it through the month.</p> <p>The General Fund financial report shows that Personal Services (page 3) is on target with the budget at 31.4% spent. PERS and health insurance are current. In Materials & Services, starting with the book budget, there were minimal purchases this month with Ingram at \$3,765.14, periodical renewals totaling \$880.77, audios totaling \$617.11, and a database subscription \$1,064.00. The book budget is at 28% spent and below budget at this time. In the Computer budget, there were annual subscription renewals that were due including SAM Comprise \$3,169.00, Open DNS \$880, SysAid administrative software \$342 and Tech Soup Windows licenses \$300. With recent projects in progress, the computer maintenance budget is at 67.9% spent. This line is over budget, for this time of the fiscal year, due to projects including the building Internet re-wiring and equipment update, most of which is being paid by the Schools & Libraries E-Rate program funded in Other Funds. There have been some unforeseen items that needed to be purchased and our Tech Manager has updated staff with new computers. Highlights in other budget line expenses include a reimbursement to Nellie Forrester for motel last month of \$59.84, YMCA swim passes (half supported by a grant) for the Summer Reading Program of \$225, and U of O Nero Network quarterly Internet billing of \$477.00 (billed at the discounted rate, most of this is paid directly by the E-Rate program). The current cash balance in this fund is \$6,430.38.</p> <p>Other Funds has applied for the remaining \$5,000 available from the Vroom grant; that program is making progress. Expenses paid by this fund include postage of \$107.04 to mail amazon book sales, Vroom</p>



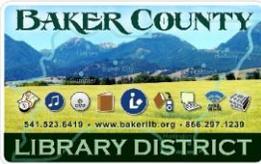
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Oct 10, 2016

	<p>program supplies \$244.87 and the other half of the YMCA swim passes \$225. Ending cash in this fund is currently \$91,763.38.</p> <p>Sage Fund has submitted a request for grant reimbursement of \$45,242.11 for courier services to-date. Expenses include Visa \$458.50 for courier program shipping labels. Ending cash in this fund is currently \$66,889.55. Membership billings typically go out in October, so I anticipate revenues coming in the next 30-60 days to fund operations the rest of the fiscal year.</p> <p>And finally, an update on the SDAO Best Practices program, Hawes said that she will be attending a Best Practices Regional Training in Ontario tomorrow. The workshop will be the final piece to meet all five of the requirements for the 10% insurance credit Special Districts offers annually. For the first two, Hawes submitted proof of affiliation with the Oregon State Library and a copy of the policy containing Oregon ethics reference mid-September. The board helped complete the Best Practices Checklist at the September 19 board meeting which was submitted. Hawes completed the online course Government Ethics through the SafePersonnel online software that satisfied the fourth requirement. The District has completed the program. Hawes thanked the board for their participation.</p> <p>Checks and the Approved Bills Checklist were signed by the Directors and returned to Hawes.</p>
<p>Director Report</p>	<p>Stokes started his report with facilities.</p> <p>Facility – The <i>LED Lighting Project is nearly complete</i>. A final walk through with the contractor identified a few fixtures that were missed. Facility staff, Sara Jury, trimmed back the Oregon Tall Grape bushes on the corner of Resort and Madison. It had gotten too tall and had become a safety hazard for automobiles using that stop sign. A group of 7 volunteers from Payne West Insurance came October 6 to do a community service project. They worked on weeding and winterizing the landscape beds at the front of the Baker Library along Resort Street. The Storytime Room is getting renovated with the assistance of the PRCF work crew who took out the tiered stage and carpeting on the walls. The vision for the room is a work in progress, but with the stage removed there will be a larger and safer area. The stage was a distraction for kids and a falling hazard. Our children’s staff wants to do presentations in the southwest corner to allow people coming in late to</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Oct 10, 2016

join at the back and for her to have a better line of sight. In the future, Stokes aims to acquire wall-mount interactive learning panels for that room. Shelving for collections and seating to accommodate parents are challenges that are still being worked out.

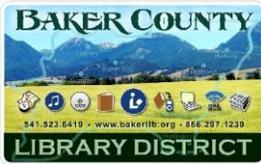
Grants – A grant for Leo Adler has been submitted requesting \$2,000 for special shelving to house the Record Courier archive volumes.

Marketing & Outreach – Stokes said that he was interviewed by a reporter from the Baker County Press about the record courier archives. The article ended up being a headline story on the 10/7/16 edition. The article written by Todd Arriola was well done, Stokes said. The reporter indicated he would like to do more articles on the library.

Statistics – Stat report highlights. Several key indicators are down for this past fiscal year. Adult and YA circulation is down while the Children’s checkouts are up 11%. Stokes is pleased with the latter as additional efforts have been focused on kids the past couple of years. Interlibrary loans continue to skyrocket. One issue is a growing demand for TV series. Due space issues primarily, however, BCLD doesn’t collect many TV series but other libraries do. Traditionally, more items are borrowed from other libraries than are loaned from our District, but the FY14-15 stat report saw that ratio reversed. This past year the ratio returned to the number loaned being fewer than borrowed. The visitor count is down 5% which he attributes to a malfunction in the door traffic counter equipment this past year. Public Computer usage continues to decline matching a national trend as people log into the WiFi and use their own devices; another factor is that user sessions were changed from 60 minutes to 90 minute sessions. Volunteer hours have increased although the number of volunteers is about the same; he believes we are doing a better job of having them log their volunteer hours.

Staff Training – The annual fall staff training event was today. Special guest presenters talked about Baker County resources for at-risk youth and the Vroom program for parents to engage children with brain building activities. Technology training covered computer network basics and tablet computers. Collection changes to graphic novels and procedures for movie circulation were among other topics covered.

Other News – Stokes said that last month he received a formal challenge to an item in the BCLD collection. The foreign film, Amores



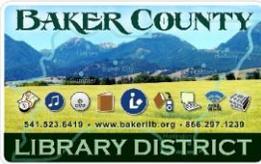
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Oct 10, 2016

	<p>Perros, was the target; the complaint alleged promotion of animal cruelty. Stokes' has researched the work and found that it meets the district's collection development criteria so it will be retained.</p> <p>BCLD is one of seven libraries in the Sage Library System that have this movie in its collection. The film was nominated for an Academy Award for Best Foreign Language Film in 2001. It is an early work by director Alejandro Iñárritu, a prominent filmmaker who has won four Oscars and many other awards and nominations. Iñárritu is particularly hot in the film industry right now. In the last two years, he has won Best Director twice and Best Film once. The American Humane Society is satisfied that no animals were injured though it did have concerns with use of tranquilizers. Stokes has reported the challenge to the ALA Office of Intellectual Freedom and is now reporting to the Board. The complainant will be notified of Stokes decision by letter.</p> <p>Stokes added that the incident has revealed a need for clarification in the Collection Development Policy about who is eligible to submit a challenge to library materials. The complainant in this case is not a Baker County resident, but does have an account with a Sage partner library. Stokes plans to recommend that the district will only consider challenges from Baker County residents.</p>
<p>NEW BUSINESS: New Programming & Outreach Policy</p>	<p>Stokes introduced a new policy for Programming and Outreach. The district currently has no policy on this service. He reviewed the highlights; it is adapted from models found at other libraries. The policy establishes general parameters for library sponsored programs and outreach efforts in the community. Directors read the policy individually. With little discussion, Dielman called for a motion. Rohner-Ingram made a motion to approve the Programming and Outreach Policy as presented; Forrester seconded; motion passed unanimously.</p>
<p>Fines & Fees Schedule Policy Revision</p>	<p>Stokes passed out copies of the Fines & Fees Schedule policy that were not included in the Board packets. The revisions update the policy for current practice and new items. There is a new section for Launchpads which are 5x7 tablet computers that have been circulating for about 2 months. They are occasionally returned with missing or damaged parts; the most common parts that require billings are the AC adapter and cable. The tablets themselves cost \$80-\$140 to replace. Staff have found an inexpensive vendor for some of the peripheral part replacements. Dielman asked what age can check out these</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Oct 10, 2016

	<p>Launchpads. Stokes replied any age, though checkout is limited to one per child unless accompanied by an adult; adults can check out multiple units. Dielman suggested borrowers be alerted to replacement costs at checkout. Forrester asked if there was a sheet inserted that shows the cost of items if they are lost. Stokes said that as with multimedia items, staff contact borrowers about missing parts and give them an opportunity to return them. Discussion ensued on making the patron aware of replacement costs and whether to have an agreement to sign that they will pay for lost parts. Stokes said no units have been lost yet, just parts. The library does have other pricey items that circulate such as oversize and audiobooks, as well as a high maximum total checkout of 50 items, but does not warn borrowers about replacement cost risk at checkout based on the idea that it would unnecessarily cause a usage chilling effect. Currently, non-returned DVDs comprise the bulk of losses for the district and a trial collections agency service for recovery assistance will be put into effect this coming year.</p> <p>With discussion concluded, Rohner-Ingram made a motion to approve the revised Fines & Fees Schedule; Palmer seconded; motion passed unanimously.</p>
	<p>Dielman asked if there were any further items before the meeting was closed.</p> <p>Stokes said that he did see an article in the paper on the cost increase of PERS for the City. He anticipates a 20% cost increase for the District which we will look at the next meeting. He read highlights in the article that the increase may cause the City to cut staff.</p>
<p>Next Meeting Date</p>	<p>The next Board meeting will be November 14, 2016 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 6:57pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>