

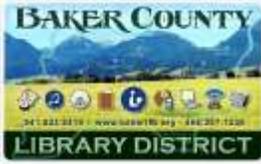
# Baker County Library District

Board of Directors

## Regular Meeting Minutes

Monday, Nov 14, 2016

<p><b>Call To Order</b></p>	<p>Kyra Rohner-Ingram, Vice-President called the meeting to order at 6:15pm. The meeting was held in the Riverside Meeting Room. Present at the meeting were Kyra <b>Rohner-Ingram</b>, Della <b>Steele</b> and Betty <b>Palmer, Directors</b>; Perry <b>Stokes</b>, Library Director and Christine <b>Hawes</b>, Business Manager. With President, Gary Dielman, absent, Kyra Rohner-Ingram lead the meeting.</p>
<p><b>Consent Agenda</b></p>	<p>Rohner-Ingram asked for any changes to the agenda or corrections to the minutes. There were none. <b>Palmer moved to approve the Consent Agenda as presented, which includes the agenda and Regular Meeting Minutes of October 10, 2016; Steele seconded; motion passed unanimously.</b></p>
<p><b>Potential or Actual Conflicts of Interest</b></p>	<p>Rohner-Ingram asked if there were conflicts of interest to be declared. There were none.</p>
<p><b>Open Forum</b></p>	<p>Rohner-Ingram commented that there were no members of the public present. Stokes had no other communications to share.</p>
<p><b>REPORTS: Director</b></p>	<p>Stokes gave an administrative report.</p> <p><b>Friends &amp; Foundation</b> – The Friends group is preparing for the Winter Book Sale scheduled in late January. With holiday activities they decided to move it to January. The group questions whether or not they can continue the winter book sale due to lack of volunteers. He encouraged them to continue the second book sale as it relieves the pressure on large quantity of donated book storage and generates some additional revenue. No report from the Foundation.</p> <p><b>Circulation Services &amp; Collection</b> –Stokes reported the development history of the Graphic Novels collection. When he started as Director, he found that BCLD had a small Graphic Novel collection in one location. He separated the collection into juvenile, young adult (YA) and adult collections. The adult collection was recently separated from the Non-Fiction to its own shelving location. We now actively build on each of these collections. He recently ordered a core collection reference book for these. Graphic Novels continue to be highly popular and a focus of library operations across the country.</p> <p>Staff recently reported what appears to be a type of censorship activity by someone at the Baker branch. Several DVD cases with GLBT themes have been found missing from their proper shelving locations. Some</p>



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have been discovered in areas of the library in a way that indicates the items are attempting to be hidden. Some missing items have not yet been found. It is unknown if this activity occurred as a one-time event or is ongoing. Stokes is considering adding a security camera to that area to be able to review activity.

**Facilities** – At the Baker Library, LED “Open” signs have been installed at the front and rear entrances. Public response has been positive. We recently had outlets installed at the desired signage areas. Currently, staff has to turn them off with remote controls. He has ordered timers to install so they turn on/off automatically.

In addition to the LED lighting upgrade project, a contractor quote was requested for light switches to be installed beside the electrical panel in the staff closet. The installation of regular switches relieves the wear and tear on the aging breaker switches which are costly to replace. Boardwalk lights were also converted to LED having been installed today.

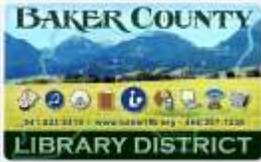
Facility maintenance staff began to trim the bushes on the corner of Madison and Resort Streets. Due to an equipment failure, that work is halted until replacement equipment is obtained.

The Storytime room remodel is in progress. It has been painted and an area rug was ordered. New early learning interactive toys will also be added.

An assessor contracted by Special Districts Insurance Services (SDIS) visited Baker County on October 26 to conduct site visits on BCLD properties. In addition to the Baker City branch, Stokes escorted him to each of the other three properties owned by the District – Haines, Halfway, and Huntington.

The Baker Library continues to have rainwater damage to eaves. Birds regularly try to nest in the overhang, finding openings. Facility maintenance staff periodically applies wire mesh patches to block nesting.

In Huntington, staff reported an incident of property damage Friday, October 28. A plank on a bench of an exterior picnic table had been broken. He directed staff to report the incident to the Baker County Sheriff’s office. Stokes made a special trip to retrieve video footage. The bench manufacturer will be sending a replacement plank at no charge.



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Jim White will repair the bench on his next regular visit to Huntington.

The City of Halfway sent a Notice of Public Hearing for a meeting to be held on 11/10/2016 regarding a proposal to install a 68 foot wooden pole to be utilized to provide wireless Internet service and a webcam view of the city on property at 241 S Main Street. BCLD was notified since the Halfway branch library is within 100 feet of the exterior boundary of the proposed location. Halfway staff was aware of the proposal and had no objections. Stokes reviewed the information packet and also had no objection.

**Grants and Gifts** – A new “Statement of Gift” form has been created to help capture information of donors of archival materials and document their acquisition. The form will both establish District ownership of the materials and provide Dielman with contact information for questions.

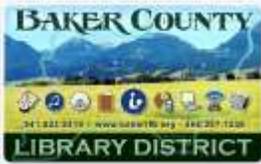
**Marketing and Outreach** – Live Homework Help brochures were delivered to Baker Middle and High Schools for the parent-teacher conferences this past month. A receptionist at BMS reported the math teacher was already referring students to the service. Usage of this service is improving. Stokes had to increase the number of sessions per year on the subscription.

Recently a full page article featuring BCLD and biographical information on Stokes appeared in The Hells Canyon Journal, November 2 2016 edition. He appreciates HCJ writer, Sherry Kvamme, for the exposure and supporting library activities.

**Personnel Training** – We are utilizing SDAO SafePersonnel online training resources for staff again this year. With Christine’s assistance and recommendations, the new topics of ergonomics and proper lifting techniques were selected. We are also having all staff take either the refresher or full course, as applicable, of the blood borne pathogens.

At the LEO (Libraries of Eastern Oregon) meeting held in John Day on October 28, Stokes was elected as the LEO Board Chair. Stokes said that he is pleased to be working closely with new LEO Director Brian Vegter of Baker City. LEO administration is now firmly centered in Baker with the Executive Director, bookkeeper, and Board Chair all located here.

**Technology** – The network wiring installation is complete. White is now working with software vendors on the server closet project including



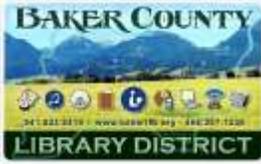
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	<p>migrating data to the new equipment and then installing equipment in the actual location.</p>
<p><b>Finance</b></p>	<p>Check packets had been handed out at the beginning of the meeting. The Directors signed the checks and the Approved Bills Checklist which were returned to Hawes.</p> <p>Hawes reviewed the financial reports. The <b>General Fund</b> has received 3 tax turnovers since the October meeting; a small amount in October of \$2,359.37 and two turnovers in November totaling \$191,348.84. The District usually receives three turnovers in November so another turnover is anticipated to come. Expenses being paid tonight include Ingram Books \$3,545.40, Apple Books \$2,197.67 and ProQuest for Heritage Quest subscription \$2,239.65. The Sage Annual Membership of \$11,567 was paid on November 1. Building expenses include Heavens Best for carpet cleaning \$2,041.20, Alpine Alarm \$817 additional work related to cable installation, Arros Electric \$19,272.95 final payment on LED Lighting Project, Arros Electric \$798.01 for installation of switches to relieve the breaker box and “Open” sign wiring, Scrivner Painting \$800.00 for Storyroom dry wall work, and reimbursement to Perry Stokes \$59.88 for 4 safety cones for the parking lot. And finally, a check to The City of Baker City \$1,000 bi-annual debt payment on the LID sidewalk project.</p> <p>Other Funds had one large check to Alpine Alarm of \$11,799 for the new Internet cabling project. This project was funded by the E-Rate Program and was one of two E-Rate projects completed this fiscal year. The first one completed was Davis Computer \$9,242 paid in September. The reimbursement request forms for these two projects will be filed this month; the funding approval for 80% support recently came through. Hawes anticipates \$9,400 and \$7,300 in reimbursements from E-Rate which will go back into the Other Funds – Technology Department to pay for these projects. Total operating loans to General Fund total \$106,000 and are anticipated to be re-paid by the end of November.</p> <p>Sage Fund has received membership dues totaling \$107,878 to-date, which is 71% of the budgeted revenue. Expenses include an expense reimbursement to General Fund of \$1103.28 for a PERS payment, courier expenses totaling \$2893.00 and the monthly tech contract payment \$4,438.09 to the Hood River Library District.</p>
<p><b>NEW BUSINESS: PERS Outlook</b></p>	<p>Stokes said that Hawes has calculated the PERS costs for BCLD will spike by approximately \$19,000 in the next fiscal year and continue to increase</p>



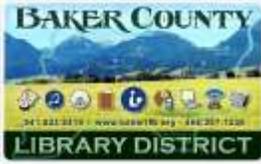
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	<p>for successive bi-annual years, which will significantly strain the district budget. Fortunately, the cash carryover for this fiscal year is approximately \$19,000 more than anticipated so if preserved that can offset the increase for next year.</p> <p>Stokes went on to say that unfortunately, the Baker County Assessor millage report shows a significant drop in TAV (Taxed Assessed Value) growth. The budget is based on a 3.5% growth rate (down from 4.7% last year). The actual rate is 2.8% for the current fiscal year. The decrease of nearly 2% is the biggest single year drop we have seen in 10 years. The decreased growth results in a surge of compression loss and a revenue shortfall for this year of approximately \$15,000. At the January board meeting, he will propose a mid-year revised budget to accommodate the shortfall.</p>
<p><b>Collection Development Policy Review</b></p>	<p>Stokes is presenting an update to the Materials Selection and Withdrawal Policy. The last revision was in 2009. The biggest changes are in regards to challenges. He spoke with Gary Dielman earlier today. He was fine with section on procedures to appeal to the board. There are a couple paragraphs highlighted on the last page that Dielman wanted to remove, he didn't think the section was needed. Stokes gave an example of a case where materials were challenged but not removed from the collection.</p> <p>Discussion ensued on cases where materials are removed. Palmer suggested a change on page four, the reference to the review committee, to be consistent with the word <i>committee</i>. Steele asked how often items are challenged. Stokes reviewed a couple of cases and said he anticipates additional challenges may be received due to efforts to improve the diversity of the collection, such as acquiring GLBT movies. Steele asked how Stokes feels about using a review committee. Stokes said he feels it is a good evaluation and appeal procedure method; in extreme cases, having a jury of appointees representing key community stakeholders to evaluate a challenge would be best for public relations and accountability. With no further discussion, <b>Steele made a motion to adopt the Materials Selection and Withdrawal Policy as revised; Palmer seconded; motion passed unanimously.</b></p>
<p><b>Policy on Animals in the Library</b></p>	<p>Stokes said this next policy is new and is necessary to codify current practice. He used a policy found at the King County Library as a model. In contrast with KCLS, which does not allow animals other than service animals, BCLD allows small animals that can be contained or held.</p>



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	<p>Discussion ensued on various animals that have come to the library. Per ADA requirements, the district does not have to allow therapy animals; they are in a difference category. Service animals that assist people with a disability are allowed and protected by law. Staff are limited in how to address a person with an animal. They can't ask if a person has a disability, but can ask "is that a pet?" and "what task does the animal perform for you?" He will instruct staff on how to approach people entering with an animal. The proposed policy is one page. Directors read through the policy. Rohner-Ingram asked for any further discussion, there was none. <b>Palmer made a motion to adopt the Animals In The Library Policy as presented; Steele seconded; motion passed unanimously.</b></p>
<b>Next Meeting Date</b>	The next Board meeting will be December 12, 2016 at 6:00pm.
<b>Adjourn</b>	<p>The meeting was adjourned at 7:00 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>