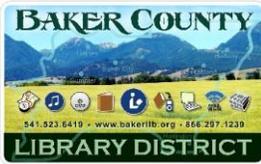


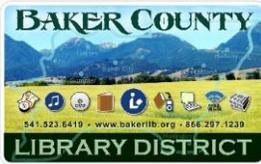
Baker County Library District
Board of Directors
Regular Meeting Minutes
Monday, Mar 13, 2017

Call To Order	Gary Dielman, President called the meeting to order at 6:03 pm. The meeting was held in the Riverside Meeting Room. Present at the meeting were Gary Dielman , Della Steele , Kyra Rohner-Ingram , and Nellie Forrester, Directors ; Perry Stokes , Library Director and Christine Hawes , Business Manager.
Consent Agenda	Dielman asked if there were any changes to items in the consent agenda including tonight’s agenda and minutes from the previous meeting. There were no changes. Director’s read through the minutes. Rohner-Ingram made a motion to approve the Consent Agenda; Forrester seconded; the motion passed unanimously.
Conflicts or Potential Conflicts of Interest	Dielman asked for any potential conflicts of interest; there were none.
Open Forum for general public	Dielman stated for the record that there were no members of the public present.
REPORTS: Director	<p>Stokes said that he would highlight a few items from the annotated agenda in the board packets. In <i>Facilities</i> – due to the severe winter snow/ice damage, the building soffits are looking ugly and will remain so until the insurance claim is complete and a contractor can be secured for the repairs. The temperature needs to be warmer and dryer for certain repairs to be done. The insurance claim is in progress. FEMA funds may be available to reimburse the district for its insurance deductible and other incidental expenses related to the January storm event. <i>Marketing</i> – Stokes is considering a subscription to the Eltrym theatre to advertise upcoming programs. The cost is \$75/mo (\$900/yr). He suspects it would reach a lot of people, particularly youth, which may not necessarily library users or newspaper readers.</p> <p><i>Personnel</i> – three longtime staff announced they are leaving BCLD. Linda Bergeron in Halfway is retiring at the end of April; Sara Durflinger will officially retire at the end of June; and Katie Ash our Haines Librarian will be leaving mid-March. Stokes is still working on an RFP to solicit public contracting bids for janitorial services; the district’s current custodian has agreed to continue through March. The annual staff team-building event was held at the library Friday, March 3. The main activity was a trial run of devices we plan to use in future youth programs. There were about 15 staff and spouses who attended.</p> <p><i>Public Programs</i> – The library hosted a local tournament of Battle of the</p>



Baker County Library District
Board of Directors
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	<p>Books in February. The Friends purchased the T-shirts for the teams and coaches. They will also support a pizza party at the end.</p> <p><i>Security</i> – Stokes reported he turned over drug paraphernalia evidence to law enforcement which was found hidden in a chair. He often checks under seat cushions to clean discarded litter. This time he found two glass pipes tucked away. He also reported that he has resolved the disappearing movie cases mystery. The individual confessed to the censorship and was trespassed for 6-months. A suspect in a Huntington incident in the city park was recently arrested in Baker City. Stokes drove out to Huntington to find that the security cameras were down; he was able to make the system operational again but unable to offer video coverage to law enforcement. Another possible security issue, in January a child reported seeing someone in the library with a holstered gun. He said someone with a permit and a concealed gun is legal, however open-carry is not allowed in public buildings. He looked into the report but didn't find anything.</p> <p><i>Statistics</i> – Total checkouts have declined for 2015 and 2016. Movie checkouts show the most significant downward trend while books and audiobooks remain steady or trending slightly upward. Visitation has increased in recent months although this past month was low. Magazine checkouts have dropped by nearly half as compared to 10 years ago. It is also a consideration that many people read them and put them back on the shelf rather than placing on the cart so we can track the usage. An in-house use report will be used to evaluate magazine titles to drop.</p> <p><i>Technology</i> – Technician, Jim White, had a long week. One of the core system servers experienced a catastrophic failure on Wednesday, March 7. The server hosted the SAM system, so most public workstations were down that day. The WiFi still worked so iPads were checked out as alternatives. Jim was able to implement a workaround to bring systems back online the next morning. Replacement equipment has been ordered. The Sandbox has been a popular item. Spillage is an issue but is more under control with placement of mats. The Powder River Watershed Counsel crafted an activity sheet and it is now posted beside the Sandbox. After the meeting, Stokes will give the board a demonstration.</p>
<p>Finance</p>	<p>Hawes passed out check packets for signatures and reported on financial highlights.</p> <p>The General Fund received tax turnovers of \$28,309 in March. It also</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Mar 13, 2017

received \$2,195 in **E-Rate** program refunds with another \$610 to come. These refunds cover the first six months telecom expenses in the current fiscal year with an additional \$2,642 anticipated for the remaining six months to be filed in June. Hawes explained that we receive another \$7,632 for Internet services to the main library that are billed direct by the vendor for a total of \$13,078 in funding available for the current fiscal year.

Personnel in on target at 71.6% spent compared to 75% expected for the 9 month period. In **Materials & Services**, the book budget includes a check to Ingram for \$5,694.79. The book budget is 76.9% spent which means there are funds available for the fiscal year end months.

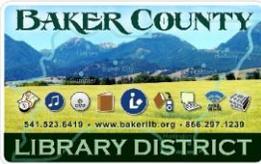
As a point of interest, the book expense line also includes total credits of (\$1,871) in collected reimbursements of lost books and other materials that are posted here to offset replacement costs.

Buildings Maintenance includes a check to Sid Johnson & Co \$1,425.02 the final payment on a building repair. The Liability **Insurance** annual longevity credit of \$1,148 that was recently received is posted to this expense line. The check to Visa is \$4,038.04 this month including a check order for 2000 laser checks for the General Fund checking of \$370.98. In Library Service Supplies, there are two items of interest; Demco \$782.31 for supplies including DVD hanging files, DVD album sleeves, and book cover materials; and Quill \$832.82 for printer cartridges for all library sites and copy paper. In **Youth Programs**, a check to the Alaska Zoo of \$50 for a Storytime Polar Bear program; this was an interactive Skype presentation for kids.

In **Utilities**, heating fuel totaling \$1,106.25 for two branches to Ed Staub & Sons. And a check to the University of Oregon, NERO Network of \$477 the quarterly Baker library Internet payment. Hawes explained that this is the vendor that bills the E-Rate program direct for services. The Baker County Public Library receives commercial Internet services valued at \$795 a month. The library pays 20% of that or \$159 a month; while E-Rate covers 80% of the cost. The savings to the District is \$7,632 this fiscal year.

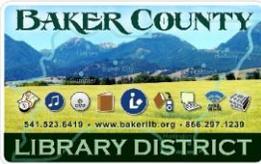
On the last page, the budgeted **transfers** have been completed and debt service has one remaining payment of \$1,000 due in May. The current **cash balance in General Fund is \$473,610.**

In addition, Hawes said that she updated the Projected Retirement Severance Liability report. This fund has a current balance of \$62,000 which more than covers the potential retirees who are currently eligible



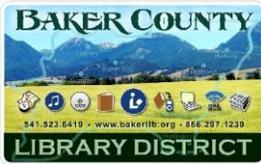
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 Board of Directors
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	<p>to retire, although actual dates are unknown. She also referred to a report already handed out titled Monthly Electric Bill Comparison report. This report starts in October, the month following the LED light project completion. It shows a marked decrease in electric bills compared to the past three years. The District has saved over \$800 in the last five months as compared to the same time period last year.</p> <p>Other Funds received \$468.87 in Amazon book sales in February for a total of \$4,325.51 fiscal-year-to-date. The \$4,000 budgeted from these proceeds was transferred to the General Fund book budget as budgeted. The Visa invoice includes Amazon postage of \$78.68 and Memorial fund expense of \$276.25 for staff team-building event. A summary of grant activity, the Vroom Grant is still in progress with a recent transfer of \$310.26 to General Fund to reimburse for grant related wages; the grant balance is currently \$4,901.07. The E-Rate Internet Project that was part of the Other Funds – Technology Department for this fiscal year is complete. There were two refunds totaling \$15,364.80 which covered 70% of the cost to upgrade wiring and equipment in the main branch. Total current cash in Other Funds is \$160,899 with department balances written on the financial report for reference.</p> <p>Sage Fund wrote a check to the General Fund of \$1,095.82 to reimburse for the PERS expense paid on March 10. A check to the Hood River Library District of \$8,058.93 for the final paycheck and benefit payout for system librarian, Brent Mills, who has resigned. Another unusual check of \$1,000 was written to the Software Freedom Conservancy to support the Annual Evergreen Conference. And a check to Beth Longwell-Ross for mileage to attend a courier committee meeting in Portland. The current cash balance is \$233,427.</p> <p>Checks and approval lists were signed.</p>
<p>Old Business: Board Member Elections</p>	<p>Stokes asked if any of the board had applied for re-election. Della said that she had. Kyra said she applied today. Gary offered to contact Betty to make sure she remembered. Stokes reported that he had an inquiry over the weekend of someone interested in becoming a board member so there could be another person on the ballot.</p>
<p>New Business: 2017-2018 Budget Calendar and Committee</p>	<p>Stokes said that the budget committee will meet May 24 with a follow-up meeting scheduled for May 31, although it is usually not needed. We have one budget committee member whose term expired, Tom Hudson, and due to health issues we will need to replace him. Others on the</p>



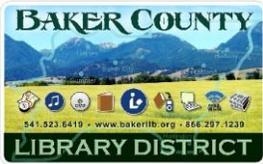
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 Board of Directors
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	<p>Committee are Aletha Bonebrake, Linda Collier, Joy LeaMaster, and MaryAlys Urey. Stokes recommends inviting Dan Burton to serve on the committee. He has served on the committee in the past and frequents the library. Dielman asked the board if there were any other suggestions. Dielman said he thought of Bob Savage, but believes he is already busy with other committee service. There were no other suggestions. Stokes will contact Mr. Burton. There was some discussion on the budget calendar which Stokes reviewed the deadline dates.</p>
<p>Big Eclipse Management Plan</p>	<p>Stokes said that thousands of people are anticipated to visit Baker County and eastern Oregon overall for the Solar Eclipse event on Monday, August 21, 2017.</p> <p>Stokes provided County eclipse borders marked on a map in the board packets. The impact for library branches was reviewed with the hot spot being Huntington with the longest duration of visibility, second Sumpter and then Baker areas. Stokes introduced items of concern including increased library visitation traffic, managing the parking area, condition of the library grounds, and possibly increased janitorial services for the weekend leading up to the event. He wants to work on a plan and asked if the board wanted to be involved or he can work with staff and bring back a proposal to the board.</p> <p>Stokes said that he attended a Director’s meeting in Salem recently; many libraries plan to close that morning. Stokes proposed a special library closure for the morning of 8/21/17 with the library to open at 1:00pm. He plans to close all branches that morning.</p> <p>The eclipse will begin about 9:09am, ending at 11:46am. Opening at 1:00pm will allow for the crowds and traffic to disperse. He feels there will be a lot of visitor traffic the weekend before the event so additional staffing will be needed and possibly reducing computer session time to allow for more usage.</p> <p>There will be possible issues with people using the parking lot overnight and long-term parking creating issues for regular patrons; we may need to arrange for security enforcement. Another idea was renting parking spaces which would require re-striping the parking lot. We may want to order port-a-potties to be placed on the grounds; he plans to talk to the City about their suggestion. Three of the branches are really not our concern.</p> <p>The Huntington library is in the City park so the City will manage the parking and usage. The Sumpter and Richland libraries are tenants in their buildings so no concerns there. The Haines library only has a few</p>



Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, Mar 13, 2017

	<p>parking spaces on the street so minimal concerns there and the Halfway library is at the outer edge of the eclipse. The main concern is the main library in Baker City. The board agreed that Stokes could come up with a plan for them to review and approve. Rohner-Ingram suggested asking the City about any special permits needed.</p> <p>Stokes also reported that the Friends of the Library purchased 1,000 eclipse viewers that are being sold for \$1.00 each. They have sold about 400 so far.</p>
<p>Parking Lot Policy Revision</p>	<p>Stokes included 3 policy documents in the packets: the current policy and 2 drafts, one showing the proposed changes and a second with the changes. He included the statement that “BCLD reserves the right to restrict lot access and/or charge for parking area use for special purposes” with the Eclipse event in mind. But it would also apply to other events like Miners Jubilee; during this event the parking lot is reserved for handicap parking only and is free.</p> <p>Rohner-Ingram asked about the bullet on short-term parking restricted to one hour. Stokes replied he intends this for people using the wireless from the parking lot which happens a lot. The changes were all reviewed with some discussion. Rohner-Ingram stated that she didn’t like the word “recreational” added to the bullet addressing drugs and alcoholic beverages prohibited on library property. She declined to suggest a change to the word.</p> <p>With no further discussion, Dielman called for action on the revised Parking Lot Policy. Rohner-Ingram made a motion to approve the Parking Lot Policy with proposed revisions; Steele seconded; the motion passed unanimous.</p>
<p>Historic Photo Acquisition</p>	<p>Stokes said that he received an email about Sumpter historic photos being listed on eBay auction. Dielman said that he looked at the photos. They appeared to be legitimate photos with the exception of one of a dredge that was not one of the three in Sumpter. The photos were in a family album.</p> <p>Dielman said that he recommended offering that the man could donate the photos to the library. We have thousands of photos on the website and many more in the archives that are not scanned. We historically do not purchase photos with one exception a few years ago when the library paid \$25 for an amazing collection. There was discussion on photos acquired by the library. Dielman said there are many in the collection taken by a local photographer Jack Eng who owned the Royal Café in</p>



Baker County Library District
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	<p>Baker.</p> <p>The group agreed with Dielman’s suggestion not to purchase the photos but rather suggest to the owner that they may be donated if they are not sold. Stokes will contact him.</p>
Next Meeting Date	<p>The next Board meeting will be April 10, 2017 at 6:00pm. Agenda items include insurance outlook, a supplemental budget and policies to review.</p> <p>Stokes reminded the board to stop at the Sandbox on the way out.</p>
Adjourn	<p>The meeting was adjourned at 7:28 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>