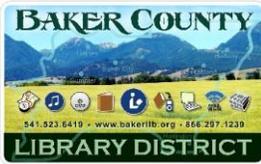


Baker County Library District  
Board of Directors  
**Regular Meeting Minutes**  
Monday, Apr 10, 2017

<b>Call To Order</b>	Gary Dielman, President called the meeting to order at 6:05 pm. The meeting was held in the Riverside Meeting Room. Present at the meeting were Gary <b>Dielman</b> , Della <b>Steele</b> , Nellie <b>Forrester</b> , and Betty <b>Palmer</b> , Directors; Perry <b>Stokes</b> , Library Director and Christine <b>Hawes</b> , Business Manager.
<b>Consent Agenda</b>	Dielman asked if there were any changes to items in the consent agenda and minutes from the previous meeting. The Directors had already read through the minutes; there were a couple of corrections to minor spelling errors noted. <b>Forrester made a motion to approve the Consent Agenda with corrections; Steele seconded; the motion passed unanimously.</b>
<b>Conflicts or Potential Conflicts of Interest</b>	Dielman asked for any potential conflicts of interest. There were no potential conflicts stated.
<b>Open Forum for general public</b>	Dielman stated for the record that there were no members of the public present.
<b>REPORTS: Director</b>	<p>Stokes reported highlights from the detailed report included in the board packets.</p> <p><b>Friends &amp; Foundation</b> – the Friends approved the District request of \$4,000, of which \$3,000 is for children’s programs, and \$1,000 is for a large screen television monitor for the Storytime Room. No reports from the Foundation.</p> <p><b>Facilities</b> – An RFQ was released for janitorial services at the Baker County Public Library. The bid period was open for two weeks. The board will award the bid at this meeting later on the agenda. SDAO is waiting an estimate from Sid Johnson &amp; Co for the soffit &amp; roof repair.</p> <p><b>Grants</b> – A \$100 donation to support the Summer Reading program was received from a local individual.</p> <p><b>Personnel</b> – The District has hired 2 new people to replace staff that recently resigned. <b>Ed Adamson</b> was hired for <b>Facilities Maintenance Specialist</b>. He brings extensive knowledge and experience as independent general contractor and as former FEMA employee. Stokes said he is looking forward to working with him on projects to make needed improvements to our sites.</p> <p>Interviews have been completed for branch staff at Haines and Halfway. <b>Nola Huey</b> was hired for the <b>Haines branch</b>. She has an MLS degree and</p>



# Baker County Library District

Board of Directors

## Regular Meeting Minutes

Monday, Apr 10, 2017

many years of library experience. The new hire for the Halfway branch will be announced by next week.

**Training** – Stokes will be traveling to the Oregon Library Association conference next week with two other staff, Missy Grammon and Courtney Snyder. Both employees work with youth programs. In addition, Brian Vegter, Executive Director for LEO, will be riding with our group to attend his first OLA conference.

**Public Services** – Four Baker teams attended the regional Oregon Battle of the Books competition Saturday, March 18, at BMCC in Pendleton. The teams were high school, middle school and two grade school teams. Their coaches, library staff Courtney Snyder and Heather Spry were proud of their efforts. Two teams made into the bracket rounds with one team making it through two rounds. There will be a pizza party celebration to conclude the season this Friday.

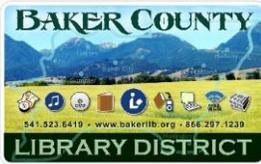
The library will soon be able to make public announcements throughout the building. Our technology manager has installed two new access points for WiFi that also have a speaker.

**Sage System** – The Sage Council has approved their 2017-2018 budget. It has no signification changes but did increase member fees by 3%. The search for technical staff continues. The initial job posting did not attract sufficient applicants. The job title was changed to Library Systems Specialist and was reposted.

**Security** – He has nothing to report in this area. Spring break was one of the quietest we have had with only minor incidents. The door counts were down; it is usually a much busier week.

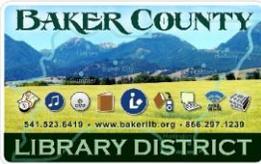
**Statistics** – Door traffic reports for 2017 Quarter 1 (Jan-Mar) shows a significant increase over the last couple of years.

**Technology** – Jim White recently visited a branch of the Boise Public Library in March to explore how BPL is incorporating innovative tech into services and public programs. Jim looked at 3D printers, virtual reality (VR) equipment and robotic gear. He is excited by the VR equipment which can be used for a variety purposes such as touring Mt. Everest, deep water oceans, or imaginative worlds. Jim used the virtual reality headset to look at Google Earth. While he found it somewhat disorienting, he was very impressed and is inspired to develop some of



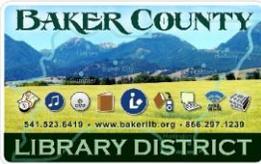
Baker County Library District  
Board of Directors  
**Regular Meeting Minutes**  
Monday, Apr 10, 2017

	<p>these programs for our community.</p>
<p><b>Finance</b></p>	<p>Hawes passed out check packets for signatures. She stated that the financial report will be short tonight. The reports have already been added to board packets.</p> <p>The <b>General Fund</b> received tax turnovers of \$8,767.65 on April 3. Under Other Revenues, the Friends line #4309 a check for \$372.68 was issued to the Friends to remit income from bookstore sales and sale of eclipse viewers.</p> <p>In <b>Personnel</b>, the amounts shown in #5700 for Vroom grant wages will be zeroed out when accruals are posted, life insurance #5403 is overspent with the actual being more than estimated; overall Personnel is slightly under budget at 79.7% spent. In <b>Materials &amp; Services</b>, starting with the book budget, checks of interest include Ingram \$4,311.18 and EBSCO for electronic subscriptions of \$1,006. In Computer Maintenance, checks include Davis Computer \$190 for an on-site call assisting Jim with the recent system failure and on the Visa - Aventis Systems \$1,052.30 for a new server. Travel &amp; Training include OLA expenses, 3 conference registrations totaling \$995 and 2 staff online catalog training courses \$398. The Bookkeeping Supplies line #6641 is overspent due to the Intuit annual payroll renewal of \$565 (an increase of \$46 over the prior year renewal of \$519) and a BOLI wage law reference book purchased for \$65. In Youth Programs, a check was written to Elkhorn Embroidery for \$480.75 for Battle of the Books team T-shirts; Stokes said that the Friends will pay for one-half of this expense. Current cash balances are written on the last page of the report for your reference.</p> <p><b>Other Funds</b> received \$606.32 in March for Amazon book sales. A check was written to Visa for \$85.14 for postage to mail the books sold. Again, cash balances are written on the report for this fund.</p> <p><b>Sage Fund</b>, there is nothing unusual to report. Checks written were courier services, mileage, payroll and related expenses. A check was written to Equinox Software March 31 for \$2,500 for Sage record maintenance.</p> <p>Checks were returned to Hawes having been signed and approved.</p>
<p><b>Old Business: Board Member Elections</b></p>	<p>Stokes confirmed with the County Clerk that everyone is registered for re-election. The clerk also reports that another person has filed to run for the position held by Steele. Palmer and Rohner-Ingram will run unopposed.</p>



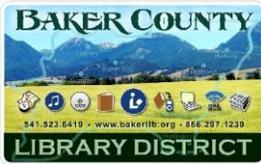
**Baker County Library District**  
 Board of Directors  
**Regular Meeting Minutes**  
 Monday, Apr 10, 2017

<p><b>2017-2018 Budget Committee Members Approved</b></p>	<p>Stokes told the board Bob Savage has agreed to serve on the Budget Committee. Dan Burton was not available this year. The appointed Budget Committee Member list includes Aletha Bonebrake, Linda Collier, Bob Savage, Joy LeaMaster, and MaryAlys Urey. With no further discussion, <b>Forrester made a motion to approve the five listed Budget Committee Members; Palmer seconded; the motion passed unanimous.</b></p>
<p><b>Janitorial Services Contract</b></p>	<p>Stokes told the board an RFQ was made available for janitorial service bids. He needed to expand the contract and the scope of work. The increase in services needed by the Library is primarily due to the loss of services from the prison crew several years ago, which has not been able to be resumed due to new Department of Corrections policy. The prison crew did a substantial amount of weekly cleaning and maintenance work in exchange for receiving weekly library service visits with the Bookmobile.</p> <p>The prior Janitorial Services contract was for \$860 a month but the scope of work was minimal compared to the new contract. Stokes had the new Facility staff, Ed Adamson, review the RFQ after which he did have a couple suggestions addressing safety protocols.</p> <p>Stokes stated that the library board is also the Contract Review Board so the group will need to make a decision. There were two bids received: one for \$1,495 a month from Goertzen Janitorial and another for \$3,600 a month from Hurley Building Maintenance Inc. The first is a new business and the second is an established maintenance company that does large contracts in town.</p> <p>Stokes reviewed contracting evaluation criteria from Special Districts. The board discussed the proposals in detail and information received from professional and personal references.</p> <p>With no further concerns or discussion, <b>Steele made a motion to award the contract to Goertzen Janitorial; Forrester seconded; the motion passed by unanimous vote.</b> The Janitorial Bid was awarded to Goertzen Janitorial, Stokes will contact him and ask if he can start immediately as there has been a lapse in services this week.</p>
<p><b>FY2016-17 Budget Outlook</b></p>	<p>Stokes referenced the legal size budget sheets in the board packets. The first four columns are actual numbers, for Quarters 1, 2 and 3 and Totals, whereas Quarter 4 is estimated. Next to Quarter 4 are the prior year actual Quarter 4 totals. That is followed by a Total Projected FY2016-17. Starting with highlights on the projected fiscal year end for 2016-2017.</p>



**Baker County Library District**  
 Board of Directors  
**Regular Meeting Minutes**  
 Monday, Apr 10, 2017

	<p>The district started out with \$19,000 more than expected cash carryover. The prior taxes for this year have come in higher than expected and are projected to end at \$8,000 over budget. Part of this was additional income from Sunridge Inn back taxes so that was a one-time payment. He will have Christine look at the E-Rate funds; the actual is considerably lower than the budget. He suspects the refunds are in Other Funds. Personal Services is projected to be underspent. We will look into some of the lines that are suspect.</p> <p>In Materials &amp; Services, the book budget is anticipated to be slightly over budget with some orders coming. The Building budget is overspent \$16,000 due to the LED lighting project. The overage will be covered by cash carryover funds. Software subscriptions are underspent in both book budget and computer budget lines; we will look into this to see if there are additional subscriptions anticipated. There were no further questions on the projected fiscal year end 2016-17 budget.</p>
<p><b>FY2017-18 Budget Proposal Draft 1 Review</b></p>	<p>Stokes said we will continue to use the same sheets to talk about next year. The columns on the right side are the preliminary first draft of the fiscal year 2017-18 budget. The County growth rate this year was budgeted 3.5%, compared to the previous year of 4.7%, which dropped to 2.8% actual rate. Stokes said that this was highly unusual. He had not seen this since he has been here. We will use 2.5% for this coming fiscal year in order to budget conservatively. Looking at the local option, it is anticipated to be flat, with compression rising slightly. The cash carryover is currently estimated at \$265,000.</p> <p>The best practice for Personnel Services is to keep it under 70% of the operating budget (Total expense of Personnel Services + Materials &amp; Services). The preliminary budget projects 69%. He has started with a 2% cost-of-living increase. Longtime employee, Sara Durflinger, is officially retiring at the end of June so her hours will be re-allocated. Two new staff will be starting at the top of their categories due to their advanced experience. He hopes to increase facility maintenance position from 16 to 19 hours a week to work on needed building improvements. He is exploring the addition of another part-time page position to work on sorting donations; staff have not been able to keep up with the incoming volume. The largest expense increase is PERS estimated at \$19,000 and a small increase of 4.4% in group health insurance. The benefits will increase \$20,000.</p> <p>Materials &amp; Services, the book budget will start at 8.7% of the operating</p>



**Baker County Library District**  
 Board of Directors  
**Regular Meeting Minutes**  
 Monday, Apr 10, 2017

	<p>budget, which is low. The facilities maintenance budget will be a primary focus. There are many building repair, parking lot, and groundskeeping projects to complete. The goal for the coming year will be to get the buildings back in shape. The Janitorial line is also increased due to the expanded scope of work. The Insurance budget has \$1,600 extra in there if the board wants to add earthquake or equipment failure insurance. With equipment aging, Equipment Failure insurance may be a good investment. Steele asked what the risk of earthquake is in this area. Stokes said that geologically Oregon is overdue. Dielman thought that Eastern Oregon would be a pretty low risk. Stokes said we looked at projections last year, if a major earthquake were to strike the coast of Oregon, the implications to our County. The projection indicated broken windows, bookshelves falling over, and possible minor building damage. He wanted to present the option. Dielman felt it would be unlikely that we would need to use the insurance. Overall, Materials &amp; Services is estimated at \$11,000 increase. The capital outlay of \$5,000 is for another LED project, likely starting with the Richland branch. The contingency would remain about the same as prior years at \$226,000.</p>
<p><b>Earthquake &amp; Equipment Insurance</b></p>	<p>Stokes asked to table this item. He left those quotes behind. The matter can be addressed next month.</p>
<p><b>Next Meeting Date</b></p>	<p>The next Board meeting will be May 8, 2017 at 6:00 pm.</p>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 7:18 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>