

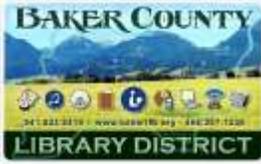
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jul 10, 2017

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:00 pm. The meeting was held in the Riverside Meeting Room. Present at the meeting were Gary Dielman, Della Steele, Nellie Forrester, and Betty Palmer, Directors; Perry Stokes, Library Director and Christine Hawes, Business Manager.</p>
<p>Consent Agenda</p>	<p>Dielman asked if there were any changes or additions the consent agenda. Stokes added item “e. Discussion of Check Signer” under New Business. There were no other changes to the agenda. Forrester had a correction to the June minutes, the minutes say that she was re-elected, that should be Betty Palmer was re-elected to the board. Forrester made a motion to approve the Consent Agenda with corrections; Steele seconded; the motion passed unanimously.</p>
<p>Conflicts or Potential Conflicts of Interest</p>	<p>Dielman asked for any potential conflicts of interest. There were no conflicts stated.</p>
<p>Open Forum for general public</p>	<p>Dielman stated for the record that there were no members of the public present. Stokes had no communications to report.</p>
<p>REPORTS: Director</p>	<p>Stokes started with a couple items to add to his report given in the packets. He filed the Budget documents today, July 10, with the County. The deadline is July 15. He has other documents to file with the County in September. Moving on to highlights of the detailed report.</p> <p><i>Friends</i> – The eclipse viewers have been selling at about 150 a week. So far approximately 2,500 have been sold (of the 3,000 original order). They have opted not to purchase any more. Stokes purchased another 3,000 for \$900 for the library to sell since the library is now well-known as a location to get them. The cost is assigned to the General Fund Programs budget. Stokes expects the library will recover that cost, at least. Stokes said that Barbara Haines is moving to Alaska so will be leaving the Friends. Palmer asked who is in the Friends. Stokes gave the names: Julianne Williamson, Jen Albright, Nancy Johnson (treasurer), and Barbara Prowell. Kata Bulinski recently resigned from Friends Board participation.</p> <p><i>Facilities</i> – Stokes said the removal of the massive cottonwood tree at corner of Resort and Campbell streets went well, on schedule, with no injuries to persons or property. Confirmation of the falling risk was confirmed as the tree came down. Several branches were found to be rotten and the majority of the main trunk was hollow. The total cost to remove the big cottonwood was \$3,000 plus other trees were trimmed</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jul 10, 2017

around the property. The wood is being donated for charitable uses.

With additional carryover funds of about \$14,000, Stokes also had Heavens Best clean the chairs and furniture in the library. That will cost about \$2,000.

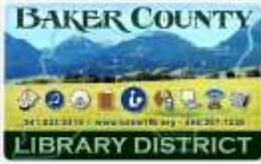
The soffit insurance claim is progressing. The District's facility maintenance staff analyzed the damage to the soffits and prepared an assessment. Stokes shared that assessment report with Dielman. Stokes gave a brief overview on the building analysis. They are scheduled to meet with Jim Kauth from Sid Johnson & Co (the original contractor) tomorrow to discuss the bid scope. They will put together a bid for repairs and submit that to the insurance company. Stokes said he appreciates encouragement from SDAO to craft a repair and maintenance plan sufficient to avoid recurring damage. Stokes added that Ed Adamson, Facility Maintenance, is doing a great job. Dielman said the assessment report was very impressive.

The office space recently vacated by Sara Durflinger upon retirement is now being occupied by Christine Hawes. The space is working well for the business office.

Programs – The district is advertising library activities on the radio this month with Elkhorn Media at \$350. On July 6-7 two library branches hosted a program "Engineer It-Explore Ancient Technology"; hosted at Richland and Huntington.

Training – Stokes and Hawes traveled to Redmond to attend an HR Seminar presented by Special Districts. It was well worth the trip. One of the items that came to his attention was the adoption of a policy covering social medial in the workplace.

Security – On June 13, staff discovered a small baggy of suspected street drugs in the bathroom sink. Stokes photographed the site and removed the material from the restroom, then notified police to collect the evidence. The responding officer said it appeared visibly to be crystal meth. Stokes commended staff for discovery and notifying him immediately. On incident review, Stokes said that if there are future incidents, rather than staff collection of the material he will have the area cordoned off and call the police for assessment. A synthetic opioid called Fentanyl in trending use as a street drug is extremely potent and has been reported to be causing overdoses in first-responders simply with



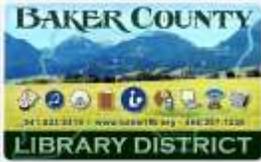
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jul 10, 2017

	<p>incidental skin contact or accidental inhalation. Staff will be required to use Personal Protective Equipment including gloves, mask and eye protection to secure and sanitize the area in any case. This is the second drug discovery incident this year. He is also considering implementing a bathroom inspection schedule into the daily staff routine.</p> <p>Stokes recently had to trespass an adult male patron from the library because he was disruptive and was intimidating library visitors and passersby. When approached, the man becomes instantly agitated, verbally combative, and physically aggressive. This same individual is also trespassed from the City park for disorderly conduct. Stokes authorized a trespass order for 3 months.</p>
Finance	<p>Hawes passed out check packets for signatures and proceeded with the report. You will note that the financial reports are for the fiscal year just ended June 30, 2017. The majority of bills being signed tonight are for June. There isn't much to share for July so far plus it gives a quick overview of how the District ended the prior fiscal year.</p> <p>The General Fund received three tax turnovers totaling \$33,047.38 in June. The taxes received for the fiscal year fourth quarter (April through June) totaled \$49,077 compared to Stokes' projections of \$44,785, an increase of \$4,292 over projections. A check was written to the Friends of the Baker Library of \$251.66 to remit the book and viewer sales through June 29. The E-Rate revenue line is low but will accrue another \$2,600 when billings are posted in July; this line will still be a little short due to differences in the Internet upgrade projects. <i>Personal Services</i> is currently 98.3% spent on a cash basis; this number will change when accruals are posted for the fiscal year. A check was written to SDAO Workers Comp \$1,173.77 tonight that is for fiscal year 2017-18; the final billing for fiscal year 2016-17 will come next month. The final report is due July 31.</p> <p>In <i>Materials and Services</i>, a check to Ingram of \$2,756.57 for books. Building Maintenance checks include Baker City \$722.98 for storm drain cleaning and inspection, Heavens Best \$1,947.25 for furniture cleaned, Blum's Backflow Testing \$140.00 for annual boiler testing, and Tony's Tree Service \$6,100 for the tree removal and trimming. As Stokes said earlier, the furniture cleaning and tree removal is being covered by the additional funds in carryover. Another point of interest, the shed project is nearly complete. It is in the north parking lot in one of the parking spaces. The storage shed kit was purchased from Costco \$1,099.99 a few</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jul 10, 2017

	<p>years ago; in 2017 the cost to complete the project has totaled \$721.41 to-date. The shed will primarily store the lawnmower and other grounds maintenance supplies. <i>Bookmobile Maintenance</i> also includes the library pickup for which a battery was purchased from Lew Brothers \$144.54. Included in Library Services, is Quill \$1,017.52 for copy paper, printer cartridges and other office supplies, and Demco \$580.88 for book cover supplies and summer reading program supplies. Stokes said that Jim White is also starting a robotics club in the fall. In <i>Utilities</i>, the City of Sumpter was reimbursed \$1,395.84 for 50% of the heating and electricity for the District's library space hosted in the museum building. They invoice us in June for the entire fiscal year.</p> <p><i>General Fund ending cash</i> at June 30, 2017 was \$262,160, the projected carryover was \$247,770, an increase in beginning cash of \$14,390.</p> <p>Other Funds ending cash at June 30, 2017 totaled \$156,015 as compared to the budgeted carryover of \$153,000. There were no noteworthy transactions in June.</p> <p>Sage Fund ending cash at June 30, 2017 totaled \$190,980 as compared to the budgeted carryover of \$160,350. The beginning cash was significantly more than budgeted coming into the fiscal year plus a savings of \$14,300 due to the loss of the System Librarian that has not been replaced.</p> <p>With no further questions, Hawes gathered the check packets after having been signed and lists approved. That concluded the financial report.</p>
<p>New Business: Election of 2017-18 Officers</p>	<p>Dielman asked Palmer to preside over this part of the meeting. Palmer said next on the agenda is the election of officers. Stokes said that the first board meeting of each fiscal year is when the Board elects its officers for the year. Forrester made a motion to continue with Gary Dielman as President and Kyra Rohner-Ingram as Vice-President; Steele seconded the motion.</p> <p>Dielman said that he is happy to let someone else be President this year. None of those present voiced an interest in taking the position. Palmer said there is a motion on the floor for President and Vice-President for Fiscal Year 2017-2018, and asked for any further discussion. There was none. She asked for a vote (3 yea, 0 nay, 1 abstained- Dielman). Motion passed. Palmer restated for the record that the motion passed electing Gary Dielman as President and Kyra Rohner-Ingram as Vice-President, assuming that Kyra will accept. Palmer passed chair back to Dielman.</p>



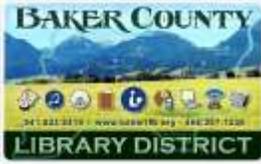
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jul 10, 2017

<p>Establishing Regular Meeting Dates</p>	<p>Dielman said there is a resolution in the packet to establish the monthly regular meetings for the fiscal year. There was no discussion. Palmer made a motion to adopt Resolution No.2017-18.001 Establishing a Regular Meeting Day, Time, and Location for 2017-18 as the second Monday of the month at 6:00pm; Forrester seconded; with no further discussion, the motion passed unanimously. Forrester thanked Palmer for participating on the library board; she acknowledged that Palmer has other significant obligations with the school district and her business and the library benefits from her experience. Forrester added that Mondays at 6:00 works well for her (referencing the distance she travels from Halfway to participate).</p>
<p>Appointing Agents of Record</p>	<p>Dielman said that next on the agenda is appointing the agents of record. Stokes said that the District must annual make this appointment. The only one we have currently is Clarke & Clarke Insurance, which assists the District with general liability, property insurance, and employee health insurance benefits which we currently get through Special Districts of Oregon. Clarke & Clarke representatives have been very helpful. Steele made a motion to adopt Resolution No. 2017-18.002 Appointing Insurance Agent of Record; Forrester seconded; with no further discussion, the motion passed unanimously.</p>
<p>Social Media in Workplace Policy</p>	<p>Stokes said that this new policy was recommended by SDAO at its Human Resources seminar that he and Hawes attended last month in Redmond. The proposed policy is modeled after the SDAO example they provided. It is intended to give District employees guidance on sharing workplace information. He has added a paragraph on page 2 titled "Using social media at work". The policy discourages the use of private social media or other accounts to conduct public business. It suggests avoiding mixing personal and business accounts. And states that doing so makes that information subject to public domain. Forrester asked if there have been any problems. Stokes said that a previous employee did appear to be using personal Facebook tools to conduct library business. To his knowledge, current staff are not using personal accounts for public business. There is some overlap in the case of Facebook. Library page contributors must first log into Facebook with a personal account but there are means to keep page and personal activity separated. The policy is mostly the same as the SDAO example with changes to fit the library and patron settings. Dielman asked if this was mainly addressed to the staff. Stokes replied yes, we already have a separate public social media policy. Palmer said that she recently went through the 10 most</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jul 10, 2017

	<p>common issues with teen accounts. This is a good idea. Stokes said this also gives us additional legal grounds to monitor employee accounts when references are made to library business and allows for discipline.</p> <p>With no further discussion, Palmer made a motion to adopt the Social Media in Workplace Policy as presented; Forrester seconded; motion passed unanimously.</p>
<p>Discussion of Check Signers</p>	<p>Stokes told the board that with Sara Durflinger retiring, we need to discuss whether to assign someone new on the bank signature cards or not. If so, we will have to make new signature cards. He suggested staff Carmen Wickam as a replacement, although she will be retiring in a year. The District updated its signature cards five years ago when Rohner-Ingram came on board. All of the board members are signers on the General fund checking. The Sage fund checking has Dielman and Rohner-Ingram, in addition to Stokes. After some discussion, Dielman said that the general consensus is to stay with the current check signers. The board can cover signatures next week when Stokes is on vacation.</p> <p>Dielman asked if there was any further discussion or comments.</p> <p>Palmer said that she was thinking of the Friends' need for additional members; she feels that the Future Business Leaders of America (FBLA) group at the high school may be a good option. They are always looking for community service hours. They would be good help with the book sales. Tony Zikmund is the teacher to contact. Stokes said that was a great idea and that they could gain valuable experience with book sale planning, marketing, sales, etc. He will pass along the information to the Friends.</p>
<p>Next Meeting Date</p>	<p>The next Board meeting will be August 14, 2017 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:04 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>