



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Aug 14, 2017

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:06 pm. The meeting was held in the Archive Meeting Room. Present at the meeting were Gary Dielman, Betty Palmer, Nellie Forrester, Della Steele, and Kyra Rohner-Ingram, 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 had a couple changes. Under New Business, adding a new item (b) Paid Leave – Eclipse morning and renumbering item (b) to (c) Board Training. In addition, item (c)ii SDAO training will be tabled to the September meeting. There was already a meeting scheduled in the large meeting room, and with the board meeting being moved to the Archive Room there is insufficient space to share the training program. Gary Dielman had one change to the minutes. On page 4 under Election of 2017-18 Officers, in the first sentence “Dielman asked palmer to <i>preside</i> over this part of the meeting.” There were no further corrections. Palmer made a motion to approve the Consent Agenda with the corrections stated; Rohner-Ingram 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 and asked Stokes for correspondence. Stokes had one complaint to report. He received a copy of a letter addressed to the Mayor of Baker City and the City Manager. The complaint was from a patron who recently lost money in the pop machine in the library. The complainant claimed difficulty with getting a reimbursement from machine vendor. Stokes wrote a response for the patron, letting him know that the complaint was shared with the pop vendor and that future issues can be brought to Stokes’ attention. He explained that the library is an independent government agency, so seeking resolution from City and County representatives would be misguided.</p>
<p>REPORTS: Director</p>	<p><i>Friends</i> – The Friends grossed about \$2,800 from the Summer Book Sale which began Miner’s Jubilee weekend and ran a full week which was comparative to past years. The \$5 Bag Sale the final week was successful.</p> <p>Eclipse viewer sales have surpassed 3,000. The Friends sold out of their stock in late July. They raised about \$2,100 from the sales. Stokes</p>



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purchased another supply of 3,300 to meet demand the final week last month. This batch of viewers does have an ISO rating printed on them which is a new and recommended rating scheme. He has instructed the staff to assure patrons that the first batch was also properly rated, using the same viewer film, but were misprinted with an older rating template.

The Friends has a record high bank balance. Stokes funding request to purchase six outdoor garbage cans was approved. The pine wood units built by PRCE work crew years ago are in poor condition and need replacement. The new steel units will be purchased through a local company, Natural Structures, to match the style of bins used downtown.

Facilities – Stokes is still waiting on the numbers from Sid Johnson & Co for the soffit and gutter repair estimate. Our Facility Maintenance staff, Ed **Adamson**, is becoming anxious about the timeline for getting the funding approval from insurance and getting the project completed before winter weather begins. Adamson is working on ideas of things that can be done ahead to help the repair progress faster once it starts. They dread the prospect of the roof facing another hard winter in its present condition.

The Huntington Branch Library repair work on the ADA ramp is completed. An asphalt surface was laid over the top of the existing surface. Adamson is pleased with the result and feels confident it will be durable. Staff reports positive patron feedback on the repair. However, there have also been an increased number of violations of skateboarding on the new ramp.

The Huntington Branch Library also received an upgrade to the Internet service for the branch that was installed late July significantly increasing the bandwidth. Shortly after, it was discovered that the telephone service had inadvertently been disconnected as part of the work order to disconnect the DSL lines that were no longer needed. With service restoration, the branch did retain the same phone number -- happily.

The Bookmobile was involved in an accident the morning of August 1. The bookmobile damaged the drive up window counter and book drop while exiting the parking lot. An insurance claim was made for the bookmobile damage that will be taken to a body shop for repair. Facility Maintenance staff was able to repair the damage to the building at the drive-up window area. Stokes arrived back to work that morning, after reviewing policy, he took the staff person to have drug tested – that came



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back clear. The incident was a judgement error.

Stokes had a couple of additional items to report in this area. He and Adamson have discussed new signage for no smoking/no vaping areas, dismount zone for bicyclists to walk them past the back of the library; he passed around examples of the new signage and described placement of the signs. There was some discussion on creating a "Dismount Zone." Rohner-Ingram asked if it was a City Ordinance to which Stokes replied that it was not. However, because the walkway is on Library property, the library could add that restriction. There is a City Ordinance about dismounting wheeled vehicles that applies to the city park although it appears to be not well-enforced.

The picnic table that has been located on the south side of the building was found broken this morning. It appeared damage was primarily due to rot. Stokes is looking at replacing it with a heavy plastic table, if at all. He is not convinced one is necessary in that location.

Outreach – the bookmobile was in the Miners' Jubilee parade. Staff Donna Valentine drove and had several of her grandchildren volunteer to dress up in costume and pass out candy. Stokes was riding along to manage distribution of the candy. The Bookmobile group entries were unaware of the tragic Dylan Thomas accident until completing the parade route. They were deeply distressed by the news. In light of the accident, Stokes intends to implement safety precautions at future events. For the next couple years, he recommends adult staff only participate to represent the library. Rohner-Ingram suggested having waivers for volunteers, especially children, even if they are only riding on the bookmobile. Stokes said that the library sent a gift of books on grieving to the Thomas family that was paid for by the Friends along with a note.

Programs – The Summer Reading Program wrapped up on August 2. He had not reviewed the participation assessment with Children's Services staff. This was the first year that online registration was available. He will report on that at a future meeting.

The Eclipse Event is on Monday, August 21. The Baker Library will be closed for the morning, opening at 1:00pm that day. The Richland and Sumpter branches will be closed. Extra hours and staff are planned for Huntington and Baker branches. All branches have been supplied with an abundance of restroom supplies.



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	<p>For the Eclipse Event, Stokes decided against renting out parking spaces primarily due to insurance concerns. The usage of the Baker library north parking lot will be left open on a first-come-first-served basis. Stokes discussed the matter with Special District insurance representatives and learned the District would face significant liability exposure by engaging in rental activities for the space on its property. SDAO recommended not doing it. The library will be open at 1:00 pm, anticipating facilities and services, such as bathrooms and WiFi being in high demand.</p> <p>The library is preparing to host an OPB reporting team for the Eclipse Event serving as the headquarters for the team. Jim White will set the team up with a secure Internet connection to ensure their content is delivered without interruption from tourist traffic.</p> <p><i>Personnel</i> – IT Manager Jim White reduced his hours from full-time to 32-hours per week effective July 1. He is now working Monday-Thursday. He requested this reduction for health issues. The balance of his funding was used to retain an IT Intern, Bryan Ames, working 2 days a week. He is regularly scheduled on Wednesday and Friday. He works one day with Jim, and one day on his own. Staff have been pleased with his quality of work.</p> <p><i>Security</i> – On Tuesday August 8, Baker City Police officers discovered a wanted suspect in the library. The individual was apprehended after attempting to escape police. In another incident, an individual was arrested for trespassing in the library after closing time. During Miners Jubilee, one of the cleaning staff neglected to secure a door. A person entered the library and passed out in the reference room, apparently intoxicated. Baker City Police responded rapidly to the motion alarm and removed the individual.</p>
<p>Finance</p>	<p>Hawes passed out check packets for signatures and proceeded with the report.</p> <p>The General Fund received tax turnovers on August 1 of \$3,848.98 all prior years' property taxes. Palmer surmised it was from real estate sales. Beginning cash has been posted to the P&L report for the fiscal year operations. Note that the beginning cash is \$14,686 more than budgeted. As previously discussed, Stokes used some of those funds to have the large cottonwood tree removed and other needed trimming done. The budget numbers have also been added to all of the funds for this report.</p> <p><i>Personnel services</i>, highlighting PERS expense. The August PERS paid was</p>



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\$9,347.11, less the amount reimbursed by Sage and employee withholdings, the General Fund liability of \$6,046.72, compared to the monthly average for last fiscal year of \$4,480.98; that is a 30% increase (\$1,565). We have allowed for that increase in the budget, but thought the board would like a report on the increase.

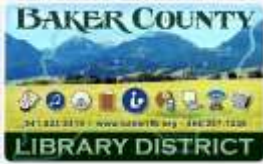
Materials & Services, Books Electronic Subscriptions includes checks to AtoZ Database, \$1,064, Tutor.com \$2,530, OCLC \$312.71 WebDewey subscription; and a small order from Ingram books \$1,348.05. Building & Grounds includes a check to Valley Paving of \$1,000 for the Huntington Branch handicap ramp repair, Orbit Oregon LLC \$951.65 for second eclipse viewers order, and MMW \$263 for A/C unit motor which Adamson installed. Computer maintenance checks include a subscription for Open DNS Cisco Umbrella \$968, and the Tech Programs line is the Robotics Club startup expenses paid on the visa including 4 laptops \$595, instructor set \$417, 2 programmable construction sets \$651 and other small supplies totaling \$1,774.84. The program is anticipated to start in September. IT Manager and Intern are coordinating efforts with the junior high teachers to mirror the science program and hopefully add something to what is happening there. Vehicle maintenance expenses include bookmobile repairs \$474 at Mike Bork Auto and pickup maintenance of \$244.84. Nothing unusual to highlight in the other expense lines.

Other Funds beginning cash has been posted by department to the P&L report. Activity includes Amazon book sales of \$481.45 and related expenses of postage \$79.16 and commissions \$144.82.

Sage Fund beginning cash was considerably more than budgeted primarily due to the vacant Sage Tech Support position. Sage notable checks include Orbis Cascade \$41,278; this is the backbone courier service for the Sage System. The courier is historically paid at the start of the fiscal year. There is also a check to Equinox for \$2,500, the annual Evergreen Tech Support subscription.

Other items of interest. The General Fund June 30 ending Accounts Payable will increase from the anticipated \$14,000 previously reported, to over \$22,000 due to additional services in June. The two largest items contributing to the increase were the tree removal \$6,100 and furniture cleaning \$1,947.

Hawes did a quick review of cash flow projecting that the Library District will not need a tax anticipation note again this year. The current funds at



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	<p>August 15 of \$124,800 will carry us through September. October requirements estimated at \$82,000 can be borrowed from the Other Funds which has considerably larger balance. The short term Interfund loan will be paid back in November. The Director’s appreciated the update on cash flow projection. An updated report will be included at the next meeting.</p> <p>The audit will begin earlier this year. Guyer & Associates has contacted Hawes and scheduled delivery of the initial documentation on September 1. Hawes will likely deliver the boxes a day or two earlier. The accounting firm often gets bogged down in the large audits they do; she is looking forward to getting a jump on the District’s audit this year. A lot of the information is already boxed and ready. The confirmation letter should come next week.</p> <p>The check packets were handed back after having been signed and check lists approved for three funds.</p>
<p>New Business: Staff Use of Collections Policy</p>	<p>Stokes he schedules policies to be reviewed regularly simply to keep them current. He has a small change to present on the Staff Use of Collection Materials; adding a few words in the last line of the fourth paragraph for clarification. With no discussion, Rohner-Ingram made a motion to approve the policy as amended; Forrester seconded; motion passed unanimous.</p>
<p>Paid Leave – Eclipse morning</p>	<p>Stokes said that this decision is made by the administration but he wants to bring it to the attention of the board. District policy allows paid leave due to inclement weather. Palmer said that the School District does pay employees if closed due to bad weather. Stokes said the options were for those affected to use vacation leave or make up the hours. He feels this event can be categorized similar to a natural disaster and wants to extend paid leave for the hours closed from 8:00am to 1:00pm only to those that would have worked during that time. With the Directors authorization he will go ahead with the plan. Dielman said this doesn’t require a motion, but rather a consensus among the directors. Everyone agreed to the closure and paid leave.</p> <p>Further discussion on the Eclipse closure. Forrester asked why not close altogether for the day. Stokes replied that he expects there will be high demand for library services later in the day. People will be needing public computers, Internet, printing, restrooms, and just a space to be. It is not a Federal holiday. Giving a half day paid leave, he felt, was sufficient.</p>



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	<p>Stokes said that another Holiday has recently come to his attention – Indigenous Peoples Day which is the same day as Columbus Day. It is now recognized by the U.N. He passed around a resolution adopted in 2016 by the City of Hood River recognizing the day. Stokes offered to present a similar resolution at the next meeting. The board welcomed the proposal.</p>
<p>ALA State of American Libraries</p>	<p>Stokes presented an American Library Association report titled State of America’s Libraries 2017. It describes trends in libraries. This year one of the biggest topics is <i>fake news</i> and how to determine legitimate authoritative information. Stokes noted that maker’s clubs continue to be popular feature though the report doesn’t much cover that this year. It also discusses the diversity in collections and related challenges. Dielman said he looked at the 10 most challenged books and was surprised by a couple listed. Stokes reported to the ALA and OLA on the patron that was hiding videos as a type of censorship. He anticipates that information will be in the national report. He recommended everyone read the article.</p>
<p>SDAO Board Training Video</p>	<p>Stokes had hoped to present an SDAO short training video to the board but with needing to move the meeting to a smaller room, this is tabled to next month.</p>
<p>Next Meeting Date</p>	<p>The next Board meeting will be September 11, 2017 at 6:00pm. Palmer and Steele said they will not be at the September meetings; both will be out of town. Dielman asked the others to confirm a quorum. Both Forrester and Rohner-Ingram intend to be at the meeting.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:02 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>