



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Sep 11, 2017

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:02 pm. The meeting was held in the Archive Meeting Room. Present at the meeting were Gary Dielman, Nellie Forrester, 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. There were no changes to the agenda or the minutes. Forrester made a motion to approve the Consent Agenda as presented; 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 none stated. Rohner-Ingram said that she always has a potential conflict with Sid Johnson & Co and wants to declare that since there will be discussion on building repair issues.</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 correspondence to share.</p>
<p>REPORTS: Director</p>	<p>Stokes gave highlights from his annotated Director’s Report in the packets.</p> <p>Friends & Foundation – The Friends President, Barbara Haynes has moved out of the state and resigned from her office last month. None of the current friends want to take the position so new recruits are needed. The remaining group has changed their meetings to quarterly, with the next meeting in November to plan for the winter book sale.</p> <p>Facilities – We are still waiting on a revised repair estimate from Sid Johnson & Company for the soffits. Facility specialist, Ed Adamson, received a memo from the insurance company that he can start on the soffits while the weather is good. The roof inspection report will be covered under new business.</p> <p>Six new garbage can bins have been ordered for the library grounds which the Friends have generously approved to pay for. The wood bins crafted by the PRCF crew have deteriorated and need to be replaced. The new bins will be similar to the new ones on Resort Street. After surveying the staff, a dark green was chosen, which also happens to be the Library District’s “official color”.</p> <p>The City of Baker City has approved placement of library logo banners.</p>



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Two will be placed on two resort street lamp posts near the front entrance; another two along the riverside, one on a bridge lamp post and another on the boardwalk railing. We will order other various signs in November after tax revenues begin to come in. These will include no smoking, dismount zone, quiet zone, and security-camera-in-use signs.

The Huntington Branch had a plugged toilet that overflowed on Saturday, September 2 with a fair amount of water flowing onto the carpet in the children and staff areas. Ed Adamson responded. Stokes appreciates and applauds his work on the Labor Day weekend, spent cleaning and drying the area. The cause is being investigated.

The Bookmobile repair was completed last week. The body and graphics look great.

The Halfway Branch has freshly painted trim around the building. Diana Pearson and a handyman in Halfway worked on the project. A photo was passed around for the board to review agreeing it improved the looks of the building.

Public Services – Library operations before and after the Eclipse weekend went smoothly. The library had extra staff scheduled that weekend. The janitorial staff cleaned two additional days, Saturday and Sunday, so the district assumed an extra charge for those services. The total door count for that week was similar to Miner’s Jubilee with Sunday being the busiest day. Total attendance was considerably less than the high estimates projected.

Baker County Community Literacy Coalition organized a special book sale for the eclipse weekend and was pleased with the funds they raised. Following the book sale, staff shipped two-and-half pallets of surplus materials to Better World Books. Dielman commented that it looks like more boxes have accumulated by the back door aisle than have gone out. Stokes agreed that donations have been heavy; the library is temporarily not accepting donations to help with that catch up effort.

The OPB crew that had requested use of the library Monday morning, apparently had a change of plans and did not visit.

Personnel – We are in the process of hiring two high school students for Library Page positions, mostly shelving and some desk time. One of the



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	<p>new positions will focus on processing book donations.</p> <p>Security – Stokes had nothing to report.</p>
<p>Finance</p>	<p>Hawes had already passed out financial reports at the beginning of the meeting. Check packets were handed out for signatures.</p> <p>The General Fund received tax turnovers on September 5th of \$4,777.21 in prior taxes. You will note that Fines & Fees has been expanded into several categories. Stokes requested this for better tracking of this revenue source. Under Other Revenues, a check has been written to the Friends for \$526.29 for book sale and eclipse viewer sales through the end of August. Other Miscellaneous Revenues includes a \$400 cash sale of surplus equipment and a new line for Insurance Proceeds includes recent insurance claim reimbursements for the bookmobile repair. Personnel Services is on target with its year-to-date total percentage; however, the PERS percentage is low as the wages for September will be reported later this week. Materials & Services, the book budget includes a check to Ingram for \$2,175.81. There are a number of checks in the Building and Maintenance lines including Scott’s Heating & A/C \$5,087.82 to repair the condenser fan motor and valve leak for the Baker A/C unit, Alan Hanley \$588 for painting trim on the Halfway library building, Thatchers Ace Hardware \$401.99 for grounds and building repairs (wood trash can bin repairs, gutter repairs, book drop/downspout repairs by the back door), Crown \$787.77 for extra janitorial supplies for the event weekend, and Eagle Valley Collision Repair \$2,314.20 for bookmobile repairs (we received reimbursements less the \$500 deductible of \$1,814.20; net cost to the District was \$500). In Library Supplies, a check to Quill of \$1,523.82 included restocking several printer cartridges, copy paper, Xerox toner and other office supplies. Under Youth Programs, a check to the Museum of Natural & Cultural History \$1,020 for summer reading programs at 4 library branches. The General Funds portion of the current Visa statement is \$5,391.97 included \$1,775.27 in new computers updating the teen and adult rooms plus two branches (Jim found PC’s for \$70 each and ordered 17 to replace older computers), staff training \$199 for cataloging, and facility equipment needed for upcoming projects \$606.35 (portable scaffolding and a work table). Under Utilities, a check to CenturyTel for \$425 this is the first full invoice for the new Internet service at the Huntington library with 80% being covered by E-Rate this fiscal year (net cost to the District is \$85/month).</p>



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	<p>The General Fund has an ending cash balance of \$51,780. We will go over cash flow after reviewing the remaining 2 funds.</p> <p>Other Funds had minimal activity all related to Amazon book sales, revenues of \$455.70 in August and shipping costs of \$58.61 on visa.</p> <p>Sage Fund had no revenues recently but will be sending out membership dues shortly (last year in October). The PERS line is also low; again, the wages will be reported this week. Checks of interest include Umatilla County Special Library District \$9,236 for annual Intermountain ESD courier services, and 8 checks for small monthly couriers totaling \$2,223.80. This fund has a cash balance of \$117,125 which is ample for operations until memberships begin coming in. Beth Ross will also be submitting a grant reimbursement request for over \$40,000 anticipated in the next month. Dielman asked why such large amounts for annual services are paid at the beginning of the year before services are rendered. Stokes said that these vendors are under an annual contract to provide the services. He believes it is standard to pay the full year services up front. There are two major vendors (Orbis Cascade and Umatilla County SLD) that provide the main backbone of the Sage courier system. The smaller couriers are paid monthly.</p> <p>In addition, a Cash Flow Projection report was included with financial reports passed out earlier. The report starts with current general fund cash deducts the remaining bills anticipated for September and payroll prepared at the end of the month will bring the General Fund cash balance to \$8,000. The District is projected to borrow \$77,000 to operate in October from the Other Funds–Memorial cash currently available of \$97,500; it appears we will not need to use other available funds in this account, held there for other purposes, the largest of which is the severance savings for future retirements. There are no known retirements this fiscal year.</p> <p>The first round of audit documentation was delivered to the auditors on September 1 when it was scheduled.</p> <p>The check packets were handed back after having been signed and check lists approved for three funds.</p>
<p>New Business: Roof Inspection</p>	<p>Stokes said that a roof repair estimate has been submitted by Upson Company based in Caldwell. The roof inspection report shows repairs</p>



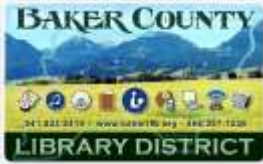
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Report	<p>\$60,659 and cost to the District of \$12,370 for remedial items (primarily heat tape in the gutters to prevent ice buildup). A full roof replacement would cost \$117,353. At this point we do not know what will be covered by the insurance. The roof company is offering warranty with the repairs. SDAO has hired a structural engineer to inspect the roof damage and provide their recommendations for the repair for damage due to the ice and snow. Dielman commented that in his experience heat tape in the gutters can be a safety liability, giving the Baker High School fire as example.</p> <p>We are still waiting on the final estimate for the cost of demolition and repair of the soffits from Sid Johnson & Co. SDAO felt the initial soffit repair estimate was higher than expected. They are in the process of reviewing the repairs needed to determine what will be covered. We can proceed with soffit repairs, but they cannot guarantee how much will be covered at this time.</p> <p>SDAO has scheduled a structural engineer to inspect the roof on Friday. Originally, they wanted to come in October, but Adamson was able to expedite the date. Another representative from SDAO had already come to inspect the soffits.</p> <p>At this point, there is no action required. He wanted to update the board on this project.</p>
Proposal to modify fountain basin	<p>Dielman moved on to the next agenda item. Stokes is presenting a proposals to modify or remove the fountain basin in front of the library building. Facility Specialist, Ed Adamson, has proposed two options to do something with this structure, both costing about the same. The drain doesn't work in the fountain, so it fills up with water, becomes gross and has to be treated and pumped out to keep it clean.</p> <p>Option 1 – sculpture pedestal: one idea is to make a pedestal platform on which local art can be displayed. This would require filling it in and repair to landscaping. Adamson has contacted the art teacher at the high school who is very excited about the idea. We could also schedule time frames for other local artists that are interested. Adamson is suggesting using solar lighting for night. Stokes said there is already a camera on that area for security. The total cost is estimated at \$1,206.</p> <p>Option 2 – removal: the second idea is to simply remove the concrete,</p>



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	<p>add soil and incorporate the area it into the landscaping. The cost of removal is estimated at \$1,300.</p> <p>Rohner-Ingram said she likes the sculpture idea. Dielman agreed, adding his main concern is getting rid of the “mosquito pond”. He asked if Baker has a local foundry; we may want to approach them for art to display. Forrester liked the idea of placing sculptures for 3-6 months at a time. She was concerned about the liability, asking if the District would need to insure the art against theft or damage. Stokes said that is a good question. He will check into the requirement to insure the art. Stokes added that there is a foundry, although its works are not as visible in the community as the one in Joseph. Stokes said the current landscaping is susceptible to weeds, requiring intensive maintenance; he would like to transition to the grounds to a low-maintenance commercial landscaping. Ideally, the district would have a professional landscape plan done, focusing on low-maintenance, drought-resistant, native plants. He anticipates that to cost \$5,000. Rohner-Ingram asked if we had volunteers that may be interested in keeping up the landscaping. Stokes replied that no one has offered to take on the gardens. There is one person who maintains the rose garden area. The library used to have volunteers that took care of the gardens and the PRCF inmate crews did it for a few years, but without them it is a lot to maintain. Dielman suggested we prioritize and update plants and maybe take out the old fountain. Stokes asked for direction on how to proceed; should he explore whether or not we can actually get sculptures to place there. If not, we would just be making a bigger block of cement to remove. After some discussion, the consensus was that if appealing sculpture can be obtained, then the board liked the idea of the pedestal. Dielman said he would like to see a picture of the first sculpture.</p>
<p>Proposal to install bike repair station</p>	<p>Stokes is proposing to install a bike repair station on the south side of the building. There is a small patch of grass there that used to have a picnic table which was recently removed due to damage from rot. Adamson reports the sprinklers are damaging the siding there and recommends capping those sprinkler nozzles and removing the grass. A bike repair station will cost \$1,100 at home depot; tools are tethered to the pole and the pump is manual. Adamson would pour a cement base for it. The rest of the area would be filled in with gravel for drainage purposes needed in that area. There is a camera on that corner of the building; he may upgrade the camera with infrared for night visibility of the area. Dielman asked what inspired the idea of placing a bike repair station at the library.</p>



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	<p>Stokes said he has seen other libraries which have done this and colleagues report it is very popular. Dielman was fine with the placement of equipment there if the Friends will pay for half or all of the project. Stokes will proceed with removing the grass and capping the sprinklers. The sprinkler system is scheduled to be blown out this week to prepare for winter. The weather has dropped so there really is no need to continue watering the grass.</p>
<p>Resolution to recognize Indigenous People's Day</p>	<p>Stokes said that last month he briefly presented an idea to recognize Indigenous Peoples' Day (IDP) in conjunction with Columbus Day. A staff person actually proposed the idea of officially recognizing this day in addition, or as alternative, to Columbus Day. He explained that IDP is not a recognized holiday by the federal, state, county or city governments, whereas Columbus Day is. Shortly after this he saw an article on this topic that there is a growing trend for cities and other government agencies to recognize the Indigenous Peoples' Day. Stokes showed a large map of the United States with native American tribes listed. Focusing on the history in Oregon, the district's resolution need not specify tribes, since several may have utilized the Baker County region. There was discussion on the tribes and history in our area. Dielman asked if we should have input from a local native American. Rohner-Ingram said she is in favor of the resolution but felt that wasn't necessary. We would simply be recognizing another day. Stokes stated again we are not replacing Columbus Day, but rather adding the other side of the place in history. He felt it was a politically correct, but more importantly "ethically correct" thing to do. The UN passed such a recognition several years ago. Stokes said the effect of the resolution would be to allow the day to be referred to as IPD on signage and publicity releases. With no further discussion, Rohner-Ingram made a motion to pass Resolution No. 2017-18.003 Recognizing Indigenous Peoples' Day; Forrester seconded; motion passed unanimously.</p>
<p>SDAO Board Training Video</p>	<p>Stokes suggested tabling this training until we have a full board present. All agreed.</p>
<p>Next Meeting Date</p>	<p>The next Board meeting will October 9, 2017 at 6:00pm. The Library will be hosting the annual staff training on that day.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:28 pm. Respectfully submitted,</p>



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	<p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>
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