

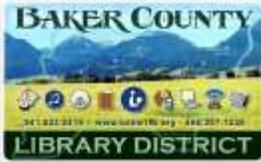
# Baker County Library District

Board of Directors

## Regular Meeting Minutes

Monday, Nov 13, 2017

<p><b>Call To Order</b></p>	<p>Gary Dielman, President called the meeting to order at 6:12 pm. The meeting was held in the Riverside Meeting Room. Present at the meeting were Gary <b>Dielman</b>, Della <b>Steele</b>, and Betty <b>Palmer</b>, Directors; Perry <b>Stokes</b>, Library Director and Christine <b>Hawes</b>, Business Manager. Also present at the meeting was District employee, Ed Adamson, Facility Maintenance.</p>
<p><b>Consent Agenda</b></p>	<p>Dielman asked if there were any changes or additions the consent agenda. There were no changes to either the agenda or the minutes. <b>Steele made a motion to approve the Consent Agenda as presented; Palmer seconded; the motion passed unanimously by those present (Dielman, Steele, and Palmer).</b></p>
<p><b>Conflicts or Potential Conflicts of Interest</b></p>	<p>Dielman asked for any potential conflicts of interest. There were no conflicts.</p>
<p><b>Open Forum for general public</b></p>	<p>Dielman stated for the record that there were no members of the public present. Stokes said that he did not have correspondence to share. Stokes said that he did want to report that a patron recently was angry that he felt we needed to do a better job alerting the public to library closure on Veterans Day. Stokes said that signage was placed on the doors and library bulletin boards about a week in advance per usual practice.</p>
<p><b>REPORTS: Director</b></p>	<p>Stokes gave highlights from his annotated Director’s Report in the packets.</p> <p><b>Friends &amp; Foundation</b> – The Friends have agreed to contribute \$1,500 to the teen room remodel project. The project will be implemented late December after the custom shelving arrives. The Friends will not be doing the winter book sale this year. The Library will invite the Literacy Coalition or the Rotary Club to take on the project.</p> <p><b>Facilities – Boiler repair</b> – Facilities staff noted a faint scent of natural gas in the vicinity of the boiler recently. The system was shut down until service technicians from Scott’s Heating &amp; AC were able to fix the problem. <b>Drainage system repair</b> - with the help of Baker City Public Works, an iron grate and drain was installed in the south parking lot to prevent water pooling in the depressed area of the parking lot. This has been a chronic safety issue for several years, particularly in winter. The library has tried several different solutions, which haven’t fully resolved it. So far the new drain seems to be working. <b>Meeting room door repair</b> – the locking mechanism of the south door in the Riverside meeting room has worn out. Adamson, facility maintenance staff, is looking into replacing it with a push button code entry lock so we can provide an access code for after-hours use rather than a key. <b>Haines gutter repair</b> – Adamson will be repairing a section of gutter that had pulled away from the building along with addressing some roof leak issues there next week.</p>



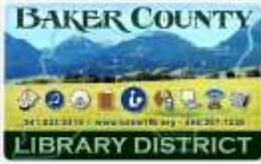
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	<p><b>Personnel – Cyber-Security Meeting</b> – Jim White, IT Manager, attended a meeting in Pendleton to provide information for a new State of Oregon project exploring how to establish a cyber-security center that would support public agency needs. <b>Drone Training</b> – Library Technical Assistant, Bryan Ames, went to a four-day drone pilot training course provided by SDAO. The course provided certification which would be a \$1,500+ value for the cost of travel. The Library purchased a drone for the course. We may be able to offer services to other agencies in Baker County. Dielman asked if we needed insurance for that. Stokes will contact our agent about that.</p> <p><b>Public Services – Children’s area display</b> - the red dragon suspended in the Children’s area will need to come down soon. It has been a fun feature for many years but after a wing was damaged by a passerby, staff discovered the materials used to make the body have become extremely brittle with age and crumble easily. Rather than rebuilding the whole thing, staff consensus is that it is time to move on from the dragon theme.</p> <p><b>Security</b> – SDAO Safety &amp; Security Grant – SDAO is offering matching funds grant again this year. Stokes said he and White are discussing a proposal to install network cybersecurity equipment and minimal security camera systems at all branch sites. The equipment will enable centralized IT management of branch networks.</p> <p><b>Gifts</b> – MaryAlys Urey has gifted the library a painting by a local artist, Tom Novak. A donor plate will be made for the display. Another local family wants to donate a park bench as a memorial to a loved one to be placed by the riverbank to replace the one that was removed for the storm drain repair. The bench would be an improvement to the bench that was there. S</p>
<p><b>Finance</b></p>	<p>Hawes passed out financial reports and check packets for signatures. She gave highlights of the Profit &amp; Loss reports.</p> <p>The <b>General Fund</b> has received two tax turnovers totaling \$243,824.60 to-date in November. It can now re-pay Other Funds for Interfund operating loans of \$85,000. General Fund has also received <b>Insurance Proceeds</b> for recent claims: reimbursement for bookmobile damage claim of \$1,814.20, and two refunds for building-related claims totaling \$29,749.19 to be used for soffit and roof repairs. <b>Personnel Services</b> is on target in total percentage with the PERS retirement line being a little under budget due to the November retirement payment being scheduled for payment on November 27<sup>th</sup> and therefore, not included in this report. <b>Materials &amp; Services</b> - In the collection budget, checks were written to Ingram \$3,954.87 books, Perma-Bound \$553.55 for youth books, Baker &amp; Taylor \$313 for audio books, and Value line for reference materials titled Investment Survey. Other checks of interest include the annual Sage membership of</p>



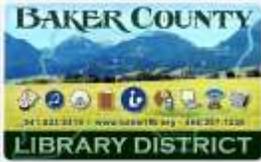
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	<p>\$11,914; Building &amp; Maintenance repair checks include Arros Electric \$291 for adding 2 new electrical outlets, Baker County Window Cleaning &amp; Snow Removal \$994 for cleaning windows and gutters, Baker Welding \$297 for the new handrail installed at the front entrance, Baker City \$4,505.96 for storm drain repair and parking lot repairs, Department of Consumer &amp; Business Services \$89.60 for annual boiler room permits, Grainger \$198.79 for various parts for fountain repairs and door repairs, Valley Metal \$864.00 for gutter repairs, and Natural Structures \$238.00 for a bike rack installed in Huntington. Library Service Supplies includes Demco \$1,319.71 for book covering related materials and Showcases \$472.65 DVD/CD cases. And finally, a <b>Debt Service</b> check to Baker City \$1,000 for the LID payment due in November. The statement will arrive any day so Christine is preparing a check to send out.</p> <p><b>Other Funds</b> had Amazon book sales revenue of \$341.82. Other Funds also received \$1,500 from the Friends for the Teen Room Project and was added to the remaining grant funds (\$12,676) for this project. This fund wrote checks for Vroom grant supplies \$127.39, and Visa \$496.22 for Amazon shipping costs of \$97.56 and staff day supplies (memorial fund expense) \$398.66.</p> <p><b>Sage Fund</b> has begun receiving membership dues currently \$52,350 having been deposited. Sage Fund has written 8 checks for courier services totaling \$2,264.96, an expense reimbursement to Beth Ross \$1,075.84 for purchase of a laptop, and an electronic vendor payment \$5,000 sent to Jon Georg for monthly IT support services.</p> <p>The checks were signed and check lists approved for three funds.</p>
<p><b>Old Business: Roof, Gutter &amp; Soffit Repair Project</b></p>	<p>Stokes said that we have received about \$30,000 for the severe winter claim settlement which is only about 25% of the full projected cost of \$120,000 to make repairs and correct significant construction deficiencies. Ed Adamson is here to go over the report on his assessment, repair work accomplished to date, the repair strategy recommendation, and answer any questions. The board will need to make a decision of how to cover the costs so we can proceed with repairs.</p> <p>Ed Adamson started his report with an overview of the building drainage system. An underground section of the drain system from the gutters to the river was found to be collapsed. With help from the City, that has been repaired. Ed gave an overview of the gutter issues and how faulty design and disrepair factored into the cycle of soffit damage the library has experienced. He is having metal inserts made to place as downspout foundations. Drainpipes and gutters have all been cleared and are at least functioning again to direct water off of the building.</p>



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	<p>As for the roof, Ed projects that the condensation issues will continue in the building due to parts of the roof lacking a good moisture barrier. He described how it should work and what is currently happening. The company that did the roof no longer exists. The Upson Company is working on the emergency roof repairs and will come back next week to complete the work.</p> <p>In contrast, the Haines Branch has the same membrane roof system but hasn't had issues like the Baker branch because it does have good insulation and vapor barrier. There has been a minor roof leak at Haines where the new construction meets the old structure. He will repair that next week.</p> <p>Stokes said the damage from the severe winter is due partially to deferred maintenance and partially to legacy constructions defects. Unfortunately, the proposed repairs and improvements are expensive.</p> <p>Adamson said that at the end of the day, investing in these repairs will extend the life of the building, reduce the cost to operate (heat), improve morale amongst the staff and patrons, and protect this public asset.</p> <p>Palmer told Adamson that he did an outstanding job on the report. She said the board appreciates having someone with his skilled background on staff and is grateful for the information in the report. The district has needed this evaluation and solution for a long time. Dielman asked about his long term plan to remain in Baker City. Adamson replied that he expects to be permanent. He and his wife moved here to be near family. He added that he enjoys working for the Library District and enjoys a challenge. He greatly appreciates the service the Library provides to the communities. Adamson left the meeting.</p>
<p><b>New Business: FY2017-2018 Supplemental Budget</b></p>	<p>Dielman asked Stokes what needed to be done to come up with the funds this fiscal year to complete the repairs. Stokes said the total project is estimated at \$120,000 total. The \$30,000 contributed from the insurance claim plus the remainder of budgeted building maintenance funds currently leaves \$70,000 still to come out of the budget. Stokes outlined the options. A publicly financed bond would take time, which we don't have. Grants are possible but not really a viable option again due to the timing which requires immediate action. If reserve funds are used, it will put the District in a position to require borrowing from a short term loan (Tax Anticipation Note) next year to operate. He has drawn up a budget showing where the funds would be moved from—primarily the collection development, training, and public programs budgets, which are some of the few non-fixed “discretionary” spending lines.</p> <p>Stokes guided the board in reviewing the proposed Supplemental budget in detail. The repair significantly impacts public services, but cannot be avoided.</p>



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	<p>With winter weather coming, the longer we wait the higher the chance of water intrusion, additional building damage, and greater safety issues. The mold test that Adamson had conducted turned up negative, fortunately. Stokes will explore a Ford Foundation grant for emergency needs and possibly a Collins Grant to support kids programs.</p> <p>After some discussion, <b>Palmer made a motion</b> to adopt <b>Resolution 2017-18.004 Supplemental Budget 1</b> as presented. <b>Steele seconded</b>. The motion was approved by unanimous vote. Dielman and Stokes signed the resolution.</p>
<b>SDAO Board Training Video</b>	Stokes recommended tabling the board training until next meeting. All agreed.
<b>Next Meeting Date</b>	The next Board meeting will be December 11, 2017 at 6:00pm.
<b>Adjourn</b>	<p>The meeting was adjourned at 7:24 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>