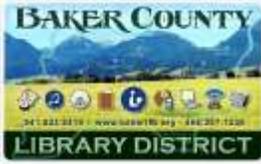


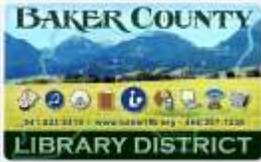
**Baker County Library District**  
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**Regular Meeting Minutes**  
 Monday, Feb 12, 2018

<b>Call To Order</b>	<p>Betty Palmer, Director called the meeting to order at 6:02. The meeting was held in the Riverside Meeting Room. Present at the beginning of the meeting were Betty <b>Palmer</b>, Della <b>Steele</b>, and Nellie <b>Forrester</b>, Directors; Perry <b>Stokes</b>, Library Director and Christine <b>Hawes</b>, Business Manager. Board President, Gary <b>Dielman</b> arrived at 6:15pm at which time Palmer handed the meeting over to him.</p>
<b>Consent Agenda</b>	<p>Palmer asked if there were any changes or additions the consent agenda. Stokes wanted to remove an item from the agenda; Board Training under New Business due to technical difficulties. The remote for the TV is missing so he won't be able to broadcast the program. There were no other changes to the agenda. There were no changes made to the minutes. <b>Forrester made a motion to approve the Consent Agenda as presented; Steele seconded; the motion passed unanimously</b> (by three Directors present).</p>
<b>Conflicts or Potential Conflicts of Interest</b>	<p>Palmer asked for any potential conflicts of interest. There were none.</p>
<b>Open Forum for general public</b>	<p>Palmer stated there were no visitors present for the open forum. She asked Stokes if he had any comments or correspondence to report. Stokes said that he had a couple items. He received a <b>compliment on the Oregon Library Passport Program</b>. A local library user patron requested BCLD become a participant to enable reciprocal use at other Oregon libraries while traveling. Stokes also conveyed <b>one complaint</b> from a patron about the prohibition of sleeping in the library per the district's Code of Conduct. This patron was recently observed by staff to be sleeping for at least 10 minutes. He was then awakened and told of the policy prohibiting sleeping, or appearing to sleep, in the library. The man said he would contact the Board President to file his complaint, which he did by phone. Stokes explained the reason for this policy element. When a patron is found unconscious on library property, staff needs to check on them for the individual's safety and liability reasons. This is a standard element in library conduct policies. The topic was recently discussed in a library forum online. Stokes said library staff is sympathetic to those needing sleep, but libraries do experience people passing out from drug use or health issues and need medical attention. Even when sleeping for short periods, the heavy breathing and snoring can be disruptive to other library users and the sleeper's seat is not available to person's who may wish to use the library as intended. BCL staff protocol is to check on persons found napping for 5 or more minutes, both in the interest of that person's health and welfare and to maintain an appropriate library environment. The group agreed with the library policy and encouraged Stokes to continue enforcing the policy.</p> <p>When Dielman arrived he added to the complaint report, stating the patron tried to contact him but he was unable to talk with the man. He had been out of</p>



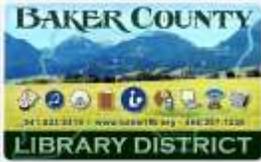
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	town.
<b>REPORTS:</b> <b>Director</b>	<p>Stokes gave highlights from his annotated Director’s Report in the packets.</p> <p><b>Foundation</b> – <i>Dolly Parton Imagination Library</i> - The program is up and going in Baker, Union, Grant and Harney Counties. Funding for at least 3 years has been secured thanks to the Rippey Foundation and OTEC, our local electric utility company. Custom printed brochures and fliers are on order. The program provides one book each month to a child under five years of age. The rate of registrations is reported to have a strong start. The Library Foundation is the host affiliate of the program for Baker County.</p> <p><b>Facilities</b> – <i>Baker Library Roof/Gutter/Soffit Project</i> – To facilitate proper drainage of the gutter, a rain chain has been installed at the southwest corner of the Baker building. It seems to be functioning as intended, though there has been some runoff over the sidewalk during prolonged rain. Another major element of the building project is that a smoke wall is missing under the roof the children’s area. A smoke wall helps to contain fire from spreading quickly through the ceiling. The work will start on Feb 19, the President’s Day holiday, and is anticipated to take two weeks. That area will be cordoned off from the public for safety. Staff will retrieve materials for the public during the construction period.</p> <p><b>Baker Library Teen Room Project</b> – The room conversion is scheduled for the week of March 19, just prior to spring break. With staff vacations and the Battle-of-the-Books, the work was pushed back to March. Shelving and furniture have been delivered and the carpet is on order. Some demolition work has begun; the computer counter was removed and teens are being detoured to use other computer workstations for the time being. The remodel team also plans to have the soda machine removed primarily due to insufficient use. Public notice signage has been posted.</p> <p><b>Haines Library Roof Repair</b> – Facility staff, Ed Adamson made repairs to the Haines branch roof to fix a small leak. He also secured the gutter in areas where it had pulled away from the building. Ed recommends replacement of the gutter assembly, but for now securing it with support straps will fix the problem and the drainage onto the sidewalks causing ice. Technology staff, Jim White has also installed a couple of new Ubiquiti security cameras inside the Haines building for testing. Cameras are planned to be installed in other branches thanks to a Security &amp; Safety Grant from SDAO.</p> <p><b>Huntington Library New Staff</b> – We have hired a new branch lead in Huntington. Ms. Juanita Klosky brings training and experience in Behavior Intervention for both adults and children. We are sorry to lose Brandy Wilson who resigned at</p>



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	<p>the end of January for personal reasons but she will continue as a branch sub.</p> <p><b>Baker Library Shelving Staff Kudos</b> – The district is on its second year of the Library Page student worker program which employs high school age youth to do shelving work. Stokes presented a photo of the empty re-shelving shelves taken on January 24. He said they are doing a fantastic job. When the re-shelving workload is caught up, they have time to “shelf read” which means they visually inspect shelves to look for anything out of place, straighten materials, and shift to other shelves as needed.</p> <p><b>Public Services</b> – A test batch of <i>archive photo files</i> was migrated to <i>Washington’s Rural Heritage</i> digital platform. Stokes is excited to now have about 200 photos on the WRH site. He is not sure how many files may be transferred under this pilot project. There are over 9,000 files to do. Dielman likes the prospect of moving away from the current photo archive software. One of the primary drawbacks is the difficulty to make edits or upload new additions. Stokes said staff is impressed with the site features. The pilot project is scheduled to complete in August 2018.</p> <p><b>Programs</b> –<i>Battle of the Books</i>– the local Oregon Battle of the Books (OBOB) competition was held Saturday, February 10. Participation was down slightly this year due to practice time having to be scheduled after school which often conflicts with sports practices and other extracurricular activities.</p>
<p><b>Finance</b></p>	<p>Hawes passed out financial reports and check packets for signatures. There are over 60 checks to sign and several highlights tonight.</p> <p>The <b>General Fund</b> received tax turnovers totaling \$11,819.59 on February 5. E-Rate reimbursements were submitted with \$1,995.47 confirmed and an additional \$850.48 in process. In <b>Personnel Services</b>, the monthly PERS liability payment was \$10,498.22 with \$1,410.11 of that reimbursed by Sage Fund. Personnel Services is at 65.3% spent or a little under the anticipated 67% for this time of year. In <b>Materials &amp; Services</b>, starting with notable expenses in the Book Budget. Checks were written to EBSCO \$1,075 for the Novelist subscriptions, Ingram \$1,607.25 for book orders, New York Times \$447.20 for the “Sunday Only” subscription, and Oregon Career Information \$250 subscription. The Building &amp; Grounds Budget includes Arros Electric \$8,655.95 for installing heat tape in gutters, installing exterior lights, and power to the new TV in the Storytime room; and new hand railing out front including Baker Welding \$132 metal pieces and Diversified Fabrication \$93.50 to paint it. The details for line #6310.2 <i>Soffit &amp; Gutter Repair Expense</i> have been attached to the back of this month’s report for your review. The Janitorial Contract budget includes the monthly check to Goertzen Janitorial \$1,495; this check is written on the first of the month with the payroll check run. A check was written to Mike Bork Auto</p>



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	<p>\$497.02 for Bookmobile lube and oil change. A large check was written to SDAO for the annual liability insurance \$17,813 of which \$1,631 was flood insurance. On the SDAO invoice, we received credits totaling \$1,659 for participating in the Best Practices Program offered every year. We also renewed the CNA Surety Bond \$350 bonding for Stokes and Hawes. In travel, a check was written to Nellie Forrester \$66.15 for motel reimbursement to attend last month's meeting. In Association Dues, a check was written to Oregon Government Ethics Commission of \$475.12 for annual dues. The check to Visa of \$3,272.93 includes Summer Reading Program supplies of \$173.44 the theme is "Libraries Rock". In Utilities, a check to Ed Staub &amp; Sons of \$205.02 for Haines Library heating fuel. And finally a check to CenturyLink \$425.00 for the monthly Internet for the Huntington Library. ERate will reimburse the Internet service at 80% costing the District \$85 a month. Funding for the first 4 months of this new service has been approved with reimbursement of \$1,254 coming soon.</p> <p><b>Other Funds</b> received Amazon book sales revenue of \$597.31 and wrote a check to Visa of \$247.85 for shipping costs and a commission check of \$50.27. In addition, checks to Visa included Costco \$899.99 for the pondless fountain kit, another \$2,402.63 to Carpet One for teen room carpeting and \$550 Touch of Modern for special display shelving. Another check to Spacesaver Specialists Inc \$8,937.74 for teen room new shelving and panels. The Teen Room Remodel Project has spent \$13,174.37 of the \$14,176.43 funds available leaving a current grant fund balance of \$1,002.06 to-date. The detail of the Teen Room Remodel Grant line and Memorial Funds cash report are attached for your review.</p> <p><b>Sage Fund</b> has received notification that the LSTA Grant Claim For Payment of \$53,562.13 has been approved. Those funds will be distributed within 30 days. Sage wrote checks to reimburse General Fund for its portion of the monthly PERS liability \$1,410.11 and 7 checks to couriers totaling \$1,603.25. The Sage Visa totaling \$993.20 due included \$451.30 ILL labels, \$275 for OLA conference registration, \$90 OLA membership and postage of \$177.90 for courier expense.</p> <p>The checks were signed and check lists approved for all three funds.</p>
<p><b>Old Business: Budget Committee</b></p>	<p>Stokes reported that he had contacted 3 of the 4 committee members, all of which are willing to serve again. We will need to replace MaryAlys as she has moved closer to family. He asked the board for suggestions for whom to invite. After a short discussion, it was agreed for him to contact Ann Mehaffey. It was also suggested to place an ad in the paper asking for volunteers with no action taken.</p>
<p><b>New Business: Requests for BCLD Resources</b></p>	<p>Stokes said he was contacted by a representative of the US Forest Service working on the 2018 Capitol Christmas Tree Project. Oregon will provide the Christmas tree this year to be displayed at the US Capitol. The USFS is exploring</p>



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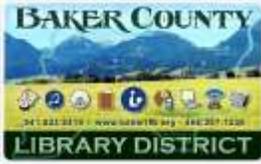
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<b>US Forest Service Capitol Christmas Tree Project</b>	<p>the idea of a parade event with a wagon train theme also promoting libraries and literacy. They asked if the District would be interested in having the BCLD Bookmobile participate in the parade that would start in Sweet Home, travel north to Portland and east on I-84 as far as Baker City. The event will be in early November. The project would take 12-14 days of staff and bookmobile time estimated to cost \$3,500. Fundraising is planned to cover costs although the committee could not guarantee the reimbursement of the costs at this time. Stokes said in addition, the event coordinators would like to distribute surplus books provided by the Library of Congress to library participants. Stokes said that the district has a sufficient stock of books, so that is not a significant incentive. Discussion ensued.</p> <p>Dielman said his concern was the two weeks that a staff person and the bookmobile would be out of public service for a public relations event. Stokes said public image may also be a concern. Some library users both locally and beyond may object to the appearance of BCLD supporting or endorsing an administration which is antagonistic to supporting public libraries. In its FY2019 budget proposal, the Trump administration has once again proposed the permanent elimination of the Institute of Museum and Library Services and with it virtually all federal library funding. This would significantly impact library services in eastern Oregon by eradicating funding for the statewide databases, half of courier costs for the Sage Library System, and more.</p> <p>Based on the information provided, the group advised Stokes to decline to participate in the 2018 National Christmas Tree event.</p>
<b>Memorial Exhibit Space Request</b>	<p>Stokes said the Baker County Community Literacy Coalition recently received a significant amount of memorial donations in remembrance of a local woman who was active in the literacy program. They have inquired about using space in the library to display a plaque in memoriam of their volunteer. Based on past discussions, the board has declined to establish permanent memorial exhibit rights in the library, but have kept it open to discussion. Stokes is reluctant to dedicate space for memorial plaques since it establishes restrictions and emotional complications to future remodeling. It increases the chance that changing the space use will offend someone. He is not opposed to having a display space for the Literacy Coalition to use for promoting the group. The best space would be to relocate the Ron Walrod painting. Discussion ensued. Forrester asked that if one memorial is set up, then how many more will come and what is the criteria for allowing them. The library does not have space to host them all. Dielman asked if there was interest in creating a dedicated memorial space; there were no motions made. Palmer commented that one appropriate place for the one memorial plaque they have asked to place would either be in the Children's area or perhaps at the Haines branch where the volunteer lived. She also suggested working with the Literacy Coalition</p>



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	<p>coordinator, Jim Tomlinson, to come up with a month to honor volunteers like this. The group agreed to leave it up to Stokes discretion.</p>
<p><b>Meeting Room Policy Revision</b></p>	<p>Stokes presented the proposed revision of the Meeting Room policy. It was last reviewed in April 2014. He is proposing to add new elements to manage the Study Rooms which enlarge the policy. He has weeded some of the rules that will be moved to procedures rather than be included in policy. He has added a disclaimer that use of Library facilities does not constitute endorsement. A new section titled Special Use is added on page 2. This class requires special permission from Stokes. For example, there is a concealed weapons course coming up. This is one of the circumstances in which the instructor will need to provide a certificate of liability insurance. New section titled Study Rooms. These rooms have been getting quite a bit more use. Often it is kids who cannot be quiet in other areas. The rooms are at the north end of the building and are not checked often. Policy has been added for safety; the policy stipulates the patron cannot cover up the windows or barricade the door.</p> <p>Discussion started with Palmer stating she is concerned that the district even allows under age individuals to use these rooms unobserved. She recommended adding security cameras to the rooms. Dielman asked why the district needs to accommodate kids in an isolated room at all. Stokes said some kids want a space that is quiet, or just to get away from the peer group due to bullying. There are some the library should accommodate youth use but needs to manage it for safety and security. Palmer agreed that the district can try it but would like to revisit how the policy is working after about six months. Steele stated she agreed with Palmer. Palmer asked about a record of who is responsible for the room. Stokes replied the rooms have to be checked out by an individual that takes responsibility. In the event of a violation of the Code of Conduct, that individual will lose room use privileges for a minimum of 90 days. Dielman voiced a concern that it will require more involvement of staff. Stokes said the only real change from current practice is that ages 12 and under are not allowed to check out a study room on their own; they must have a parent make the reservation. Kids 13 and up may have a parents authorize room use, which is noted on their library account. Forrester asked if there was a maximum number allowed in the rooms; Stokes replied 4 to 6 people are allowed at one time. Stokes added that if we have problems we can go back and lock the rooms. With no further discussion, <b>Palmer made a motion to approve the updated Meeting Room &amp; Study Room Policy as proposed; Steele seconded; motion passed unanimously.</b></p>
<p><b>Board Training: District Annexation</b></p>	<p>Stokes said that there was a change a few years ago in the annexation process set in <i>ORS 198.857 Annexation without election by petition of landowner</i> which allows individuals to petition to be annexed into a district. Previously, elections were the only option to annex those outside a district and those already within</p>



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	the district boundaries. The new option is an easier and less expensive process for individual property owners. He wanted to bring this option to the board attention since the idea of expanding the district to annex North Powder and other areas resurface from time to time.
<b>Next Meeting Date</b>	The next Board meeting will be March 12, 2018 at 6:00pm.
<b>Adjourn</b>	The meeting was adjourned at 7:16 pm.  Respectfully submitted,  Perry Stokes, Secretary to the Board  PS/ch