



Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, Mar 12, 2018

Call To Order	Gary Dielman, President called the meeting to order at 6:03. The meeting was held in the Riverside Meeting Room. Present at the beginning of the meeting were Betty Palmer , and Della Steele , Directors; Perry Stokes , Library Director and Christine Hawes , Business Manager.
Consent Agenda	Palmer asked if there were any changes or additions the consent agenda. There were no changes to the agenda. A typing error was pointed out in the minutes – page 2 correct spelling for Haines. Betty made a motion to approve the Consent Agenda; Steele seconded; the motion passed unanimously (by three Directors present).
Conflicts or Potential Conflicts of Interest	Dielman asked for any potential conflicts of interest. There were none stated.
Open Forum for general public	Dielman stated there were no members of the public present for the open forum. Stokes had no comments or correspondence to report.
REPORTS: Director	<p>Stokes gave highlights from his annotated Director’s Report in the packets.</p> <p>Friends of the Library – At the Friends meeting on February 14, the group approved funding to support the Battle of the Books youth event, library promotional materials, Free Comic Book Day in May, and volunteer recognition program in April. They discussed staffing concerns with continuing future book sales. The Literacy Coalition stepped in to help host the recent Winter Book sale and the proceeds will be split with that group according to time logged by Literacy group members.</p> <p>Facilities – The <i>Persian rug repairs</i> was completed by Atiyeh Brothers. The rug is back in the Oregon Room and will be added to the District’s asset list.</p> <p>Baker Library Roof/Gutter/Soffit Project – Repairs to the smoke wall at the south end of the building work is complete. That work was less disruptive than anticipated, requiring sequester of the Story Time Room only. Facility Manager, Ed Adamson, is in the process of adding insulation to the soffit spaces around the south side. Adamson recommends the district upgrade the roof this year. As is, he believes, it is at risk of leaking again given another severe winter. Based on bids, he anticipates proposed upgrade work to cost about \$80,000.</p> <p>Baker Library Teen Room Project – The room conversion is scheduled to begin the week of March 19, just prior to spring break. Most all materials are on hand except the carpet, which is on order. With staff vacations and the Battle-of-the-Books, the work was pushed back to March. Some demolition work been done by facility staff removing the computer counters. Stokes also plans to have the soda machine removed. Public notice signage has been posted.</p>



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Baker Library Outdoor Outlet Vandalized – The outdoor electrical outlet used for the Bookmobile on the south side of the building was vandalized. The cover was broken and the extension cord stolen. The cover has been replaced with a heavy duty lock box and the new cord now stored inside.

Baker Library Self-Service Bike Repair Station – Site preparation work has begun for installing a bike repair station at the south end of the building. The space formerly had a bit of lawn and picnic table, which was problematic since the sprinkler system caused water damage to the building siding and youth regularly left litter in the area despite a garbage bin being just feet away. Adamson utilized the prison crew to remove grass and earth. The area will be filled with compact gravel. Stokes said that self-service bike repair stations are increasingly popular in cities along greenbelts and commuter paths. Stokes was disappointed that the Friends of the Library declined to contribute funding. The library could pay for the station out of memorial funds, but he will explore funding sponsorships such as from local service groups. He anticipates it to cost about \$1,500. Palmer said that she thought it was a good idea. Stokes added that we may add another bike rack, depending on space.

New Security System – Stokes demonstrated the new security video system for the board. He said that six cameras have been installed so far. He highlighted that cameras are in the tutor rooms now as recommended by Palmer. Each branch will have at least two cameras and all can be accessed from the main library. We are using the Ubiquiti UniFi components with which Technology Manager, Jim White has been impressed. Stokes said the company that makes high-quality products at a price point affordable for small businesses and agencies. White is also experimenting with storage capacity and backup drives for the system.

Personnel – There will be a celebration of life for former employee, Bill Albright, who recently passed. The memorial service is scheduled at Crossroads Art Center March 31 at 4:00pm.

Annual Staff Party – Since we did not schedule the previously annual bowling party in January, this year the staff party will be a Mystery Theatre role-playing game on Friday, March 23. The party will be after hours in the large meeting room.

Volunteer Appreciation Event – A volunteer appreciation event is being planned for April 12. The program will be short. It will be along the lines of a meet-and-greet. Flyers were handed out to the board members present. Stokes encouraged board members to attend if they were available.



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Finance	<p>Hawes passed out financial reports and check packets for signatures. She had about 60 checks this round to sign. Hawes pointed out that she is trying a new report that adds the current month as the first column. She thought this information would be helpful to identify the activity in the month and asked for the boards input. Those present liked the change.</p> <p>The General Fund received tax turnovers totaling \$29,852.21 on March 1. We received E-Rate reimbursements totaling \$2,846.99 as anticipated. One of the checks written was to the Literacy Coalition for \$207.83 to remit the net PayPal funds for the Winter Book Sale; since the week of the sale covered the end of February, the line appears to be over spent. The amount paid simply zeroed out that line. In Personal Services, the Vroom Grant wage and related expenses totaling \$388.24 were reimbursed by the grant for recent months program wages, so that line appears to be overfunded; again the amount zeroes out the line and moved the expense to the grant. There is a check for \$1,500 to reimburse a staff person for meeting their medical deductible for 2018. In total, Personal Services is 73.6%, slightly lower than the 75% anticipated. In Materials & Services, the current <i>Book Budget</i> expenses include Ingram \$3,892.85, the Visa payment totaling \$3,639.08 includes \$827.27 in books, movies and audios recorded in this category. Under <i>Building & Grounds</i>, a check to Sid Johnson & Co of \$14,432 was written on March 1 for the soffit repair work completed. The <i>Janitorial</i> monthly contract payment of \$1,495 is also paid on the first of the month. Looking at the <i>Computer Maintenance</i> budget at 98% spent, this category includes the security project. We will be receiving the \$5,000 in grant funds within the next week. The <i>Bookmobile</i> fuel budget is below budget but maintenance is at 104% spent with recent repairs and maintenance exceeding the anticipated budget. The <i>Liability Insurance</i> line shows a credit of \$1,412.50 this is the longevity credit that was recently received; we post it to this line to offset the annual liability insurance cost. The <i>Travel & Training</i> budget is over budget; a check to OLA for \$400 is for OLA Conference registration for a staff person attending; the registration cost of \$900 is offset by a scholarship of \$500 from OLA. This line also includes Hawes' trip to Josephine County Library in December, the offsetting reimbursement is posted in revenues which contributes to this line being over budget. The Public Programs line includes \$342.55 on the visa for OLA library promotional materials including bookmarks and posters. The Friends have approved support of \$150 for this expense that will be billed to them for reimbursement. And finally, the <i>Library Services</i> budget includes Visa of \$179.94 for six GoPro-style cameras purchased for public use. That concludes highlights for General Fund.</p> <p>Other Funds received Amazon book sales revenue of \$628.51 in February. Those revenues are posted from the bank statements which come after the first of each month so this number is always a month behind. Other Funds wrote a check to Visa totaling \$2,365.59 including book sales shipping costs of \$107.25,</p>
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	<p>teen room grant \$274.81 for tablets for the room update project, and Atiyah Brothers \$1,895.55 for the antique rug repair.</p> <p>Sage Fund received the transfer of \$53,562.13 for the LSTA Grant. Those funds are deposited into the General Fund through the State. Sage fund wrote 7 checks for courier expense and services of \$1,969.15. An electronic check of \$5,000 is sent to the System Specialist on the first; Sage reimburses General Fund for this payment as it goes through the payroll system.</p> <p>The checks were signed and check lists approved for all three funds.</p>
<p>Old Business: FY18-19 Budget Committee & Calendar</p>	<p>Stokes requested the board review the budget committee roster and calendar. Of the two budget committee members whose terms expired this year, one must be replaced. The other, Joy LeaMaster, can be reappointed as she has agreed to serve again. Anne Mehaffy has agreed to take the position vacated by MaryAlys Urey who has moved. The board reviewed the Budget Committee Membership FY2018-2019 roster with no further discussion. Stokes said that the 2018-2019 Budget Calendar is standard with the dates being updated. He is required to set a date for a second budget meeting but that has not been needed in his tenure. Palmer clarified that the first budget committee meeting begins at 5:00pm. With no further questions, Stokes said that he recommends the board approve the roster and calendar as presented. Steele moved to approve the Fiscal Year 2018-2019 Budget Committee Membership Roster and Budget Calendar; Palmer seconded; motion passed unanimous by the three Directors present.</p>
<p>New Business: Social Software Policy Revision</p>	<p>Stokes introduced the revisions to the Social Software Policy. It was last reviewed in November 2011. This policy allows the library to establish ground rules for management of its social software sites including the website, blogs, Facebook and other sites. He has added the statement that social software site content is not archived. He has modeled the revisions using the Washington County Cooperative Library Services policy in the "Terms of Use". He anticipates the catalog software will eventually upgraded to a cloud based program and that Sage will have its own policy. While reading through the changes, there was discussion on the last two proposed paragraphs on patron privacy. Dielman doesn't approve of recommending anonymous comments; if a person wants to post a comment, in his opinion they should own it. He recommended removing the reference. Palmer agreed that the reference to a generic username should be removed. Stokes said it was included because the ALA promotes privacy and occasionally provides training on this topic. It was agreed to eliminate the sentences that reference "commenters" recommendations. Stokes made note of the changes. The policy will end at "All comments are public record." With no further discussion, Palmer made a motion to approve the Social Software Policy as revised striking the last two sentences; Steele seconded; the motion passed unanimous by the three Directors present.</p>



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Board Training: SDAO Online	Stokes asked if the group wanted to go ahead with the Special Districts online training video with two members absent. All agreed to do the training. The video took about 15-20 minutes, and primarily covered the topic of protecting the rights of citizens and employees. The quiz at the end of the session was done as a group. The group consensus was it was a good training exercise.
Next Meeting Date	The next Board meeting will be April 9, 2018 at 6:00pm.
Adjourn	The meeting was adjourned at 7:35 pm. Respectfully submitted, Perry Stokes, Secretary to the Board PS/ch

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