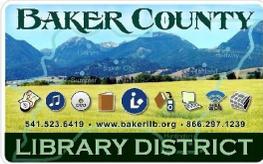


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Call To Order	<p>Gary Dielman, President called the meeting to order at 6:02. The meeting was held in the Riverside Meeting Room. Present at the beginning of the meeting were Gary Dielman, Nellie Forrester, and Della Steele, Directors; and Perry Stokes, Library Director. Stokes reported that Kyra Rohner-Ingram had alerted him about being delayed to the meeting and Betty Palmer would be absent.</p>
Consent Agenda	<p>Dielman asked if there were any changes or additions the consent agenda. Stokes proposed that the Board Training item be tabled. Steele made a motion to approve the Consent Agenda; Dielman seconded; the motion passed unanimously (by three Directors present).</p>
Conflicts or Potential Conflicts of Interest	<p>Dielman asked for any potential conflicts of interest. There were none stated.</p>
Open Forum for general public	<p>Dielman stated there were no members of the public present for the open forum. Stokes had no comments or correspondence to report.</p>
REPORTS: Director	<p>Stokes gave highlights from his annotated Director’s Report in the packets.</p> <p><i>Friends of the Library</i> – No report.</p> <p><i>Facilities</i> <i>District-wide security camera project</i> – Installations are nearing completion at all facilities. Richland will be the final community branch to receive cameras, and additional units are being added to the Baker system. The old and new camera systems will run concurrently at Baker. New cameras will replace the old ones over time as they begin to fail. Branch staff report appreciation at having this security element both for personal safety and for substantiating evidence on incident reports.</p> <p><i>Baker Library Roof/Gutter/Soffit Project</i> – The deeper “French drain” type trench for the rain chain seems to be working. After a recent heavy downpour, there was no runoff from ground saturation over the sidewalk as previously. Stokes noted, however, that the unusually strong storm wind was blowing some of the water sideways off of the chain. Dielman noted that the storm blew down multiple trees in town. Stokes was pleased that no limbs were lost from library trees, likely thanks to pruning work last year.</p> <p><i>Baker Library Riverside Bench Donation</i> – A local family donated a very nice steel outdoor bench for the library’s riverside just off of the north parking</p>



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lot. It is now secured to the spot where a bench has traditionally been. The bench bears an acknowledgement plaque for the Foss family.

Baker Library Teen Room Project – continues to be a work in progress. Painting and new carpeting is complete. Two colored glass wall panels had to be replaced due to being cracked. Some electrical work is needed to locate an outlet near the table with computer workstations. We were able to relocate a couple of the shelves, one to Halfway for its meeting room space to help with incoming donations and book sales and one to our Friends Book Shop for display of free “retired” / ex-library books.

Installation of the new shelving should be complete in the next couple of days. A few furniture pieces, a staff standup desk workstation, signage, and acoustic panels are next.

Baker Janitorial Services contract – Has been put up for bidding again with a closing date of 4/13/18. The scope of work was reduced from five days to four days per week with Sunday evening / Monday morning now being a requirement. Currently, cleaning doesn’t take place until Monday evening, so restroom supplies are depleted with weekend activity and the facility in need of service to start the week fresh on Monday. Stokes directly notified three known potential contractors about the bid opportunity.

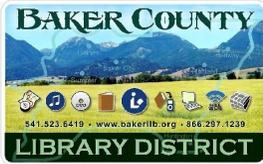
Personnel –

Annual Staff Party – Stokes reported that the annual employee party was an extraordinary success. One of the staff volunteered to take over the party planning and did an amazing job. Staff enjoyed role-playing an Old-West themed costume party for an evening of food and Mystery Theater. Many thanks to Gary for stopping in to say hello and to staff Heather Spry and others for all the work to make it happen. It had the highest turnout ever for a staff party event with 25-30 people. Dielman said he was impressed with the

2018 OLA Conference – Stokes will be traveling to Eugene for the OLA Conference on Tuesday, April 15. He is registered for a Wednesday pre-conference workshop on oral history projects, will attend the conference Thu-Fri and return on Saturday.

Public Services –

Programs - The new wall-mounted TV proved a success with several children’s programs over Spring Break. A young adult event was not



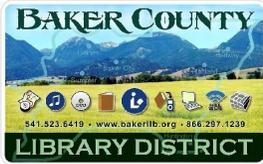
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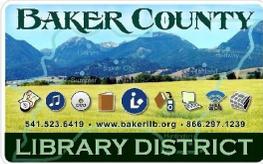
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	<p>successful and had to be cancelled since only a single attendee showed up, which was insufficient to safely conduct the event.</p>
<p>Finance</p>	<p>With Hawes unavailable for the meeting, Stokes read her written report for the Board. She had worked ahead as much as possible to avoid any disruption of operations and make her return as smooth as possible. Carmen was trained in payroll procedures in case Hawes was delayed in returning.</p> <p>April quarterly payroll has been filed for both Federal and State.</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>



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	<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, 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>Stokes reviewed Hawes highlight notes on the financial reports with the Board. Repairs to the bookmobile have been extraordinarily high this year for various breakdowns. Forrester asked about the lifespan of the vehicle. Stokes estimated it may need replacement in about 10 years. Since the district has been struggling just to sustain its Operations Reserve, it is unlikely to build a Capital Reserve fund sufficient to acquire a \$100,000+ new vehicle on its own. Grant funding will be required. Stokes foresees that a smaller size Bookmobile, perhaps a customized 4WD cargo van, would be better for our service needs and more versatile in winter weather.</p> <p>The checks were signed and check lists approved for all three funds.</p>
<p>Old Business:</p>	<p>None.</p>
<p>New Business: Request for Parking Lot Special Purpose Use</p>	<p>Stokes reported that Sandra Ford and Tom Novak from the Baker Artist Guild have inquired about the potential of Special Purpose Use of the Baker branch library parking lot during Miners' Jubilee. As Stokes understands, the intent is to secure space for commercial sales by local artists and to avoid the expense and maintenance requirements for booths hosted in the park.</p> <p>Stokes informed Ford that the request was unlikely to be approved, based on District policy. He invited Ford to make an appeal to the Library Board at an upcoming meeting, which the group may do in May. The issue is presented tonight to provide the Board advance notice and background information.</p>
<p>FY17-18 Budget Projection and FY18-19 First Look</p>	<p>Stokes reported that the County growth was stronger than anticipated, so current year tax levy revenue will be greater than budgeted. The budget was</p>



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based on 2.5% growth but came in at 3.7%. The next year budget proposal will use a 3.5% estimate.

The rate of compression has also lessened, thankfully, providing some additional proceeds. Prior year taxes seem to be coming in less than projected, however.

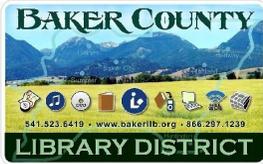
Fines & Fees are now being reported with more detail, including late fees, copies, lost/damaged reimbursements, & non-resident cards. Stokes has been surprised at the number of non-resident cards being issued.

The Sage Fiscal Agency fee has increased due to growth of their budget pool amount and the BCLD fee being a percentage of that pool.

Beginning cash for next year will be about \$60k greater than anticipated since the facilities repair work expenses to date have been less than feared. Combined with the \$20,000 increase of tax levy revenue, that sum total will be proposed to cover the capital project of roof repair/replacement, hopefully to take place this summer/fall. This will be a dip into the Operations Reserve which we're trying to build to \$300k, but still leaves the district with the \$200k base. The alternative to a comprehensive repair is patching spots as needed. Stokes said the roof has been in worse shape than it is now and likely could withstand another severe winter to allow more time to accumulate capital project funds. The board consensus was to repair the roof sooner rather than later for building safety & security.

In **Personnel**, Stokes said he would be aiming for a 2-3% COLI for staff based on the latest Western CPI figures. Last year, a 2% COLI was awarded. Dielman asked whether the 2% COLI was applied to the Director salary, and Stokes confirmed that it was. Dielman recommended Stokes include a Director salary comparables report for the Budget Committee. The board agreed that Director pay rate should be competitive but not the highest in the land. Various staff will receive a 5% STEP increase, mostly new branch staff since we have seen some turnover of longtime staff there. Our longest-serving staff is retiring at the end of June, so Stokes is working on advertising for that position. Dielman said the loss of Carmen's institutional knowledge will be difficult. Board members asked if current staff could be promoted into Carmen's vacant managerial position. Stokes said the District has several internal staff who he feels would be qualified and a good fit, but the District has greatly benefited from inviting external candidates in the past as in the case of our Cataloging Librarian.

Forrester asked if Carmen would want to continue to work part-time, as a former administrative retiree did. Stokes said possibly, but to facilitate



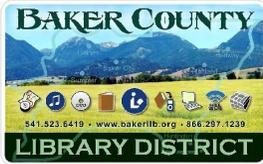
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	<p>that in a more fiscally responsible way, the District needs to craft a policy of pro-rated benefits for part-time employees. Currently, the full benefits benchmark of 20 hours makes half-time employees extremely expensive and also handicaps the district from increasing hours for part-time staff above that cap, a situation which is also a detriment for staff as well. Forrester noted that Carmen’s retirement date is coming up quickly. Stokes agreed as said he will have that job posting out soon.</p> <p>Health Insurance rates will increase just 2% this next year. PERS rates are in year 2 of the biennium so are stable currently.</p> <p>The Collection Development line for this year was reduced to \$73k in anticipation of high facilities maintenance bills, but will be increased by about \$12k since those costs were less than planned. Next year, Stokes plans to budget about the same amount of around \$85k-\$90k. That is still lower than what it should be but, again, funds are needed for roof repair.</p> <p>Sage membership costs are increasing by 3%, which is not a huge increase for BCLD (+\$400). Stokes reviewed various other highlights including Programs, Library Operations, Utilities and Telecommunications. Most are budgeted with no change from the prior year. Janitorial Contract services are being adjusted so should go down some.</p> <p>Forrester asked about the decrease in Buildings & Maintenance. Stokes explained that the line for the current year is abnormally high due to roof/soffit repairs. Some of that unfinished roof repair work will be carried over and budgeted for in the next fiscal year but at a lower than first projected cost.</p> <p>Forrester asked about the decrease in Heating cost projection. Stokes explained that the change is a correction down from the severe weather expenditures.</p> <p>Stokes stated it is his intent to keep the carryover at no less than the minimum Operations Contingency of \$200k.</p> <p>Forrester asked about the Severance Payout amount for Carmen. Stokes said he still needs to get that figure from Christine, but the District has sufficient funds to cover her and other staff next in line for retirement.</p> <p>Wrapping up the discussion, Stokes said that he is pleased the district is in good financial shape even with the large investment expenses in facilities.</p>
<p>Board Training: SDAO Online</p>	<p>Stokes suggested the training module be postponed.</p>



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Other discussion	<p>Forrester shared with the Board that she doesn't expect to be seeking another term on the Library Board. Her term will end next year in June 2019.</p> <p>Rohner-Ingram arrived during this discussion at 6:53 pm. Forrester said she has a person to encourage to run for her seat, Pamela Hall-Brisk, or that the Board may wish to appoint if she is unable to finish her term due for health reasons.</p>
Next Meeting Date	<p>The next Board meeting will be May 14, 2018 at 6:00pm.</p>
Adjourn	<p>The meeting was adjourned at 7:01 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>