

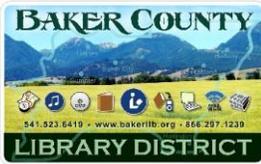
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, May 14, 2018

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:03. The meeting was held in the Riverside Meeting Room. Also present at the beginning of the meeting were Kyra Rohner-Ingram, Nellie Forrester and Della Steele, 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; Steele seconded; the motion passed.</p>
<p>Conflicts or Potential Conflicts of Interest</p>	<p>Dielman asked for any potential conflicts of interest. There were none stated.</p>
<p>Open Forum for general public</p>	<p>Dielman stated there were no members of the public present for the open forum. Stokes said he did receive one complaint about Huntington staff. It is being investigated.</p>
<p>REPORTS: Director</p>	<p>Stokes reported on recent activity of interest:</p> <p>Fountain Project – The fountain area out front is being put to use. The fountain has not worked for long before Stokes has been director. Various ideas have been tried but none have been successful long term. Stokes found a simple ornamental outdoor fountain insert from Costco. District Facility Maintenance staff is installing it and will be adding decorative rocks and plants.</p> <p>Job Posting –With retirement of veteran employee Carmen Wickam planned for the end of June, Stokes has begun advertising the job opportunity on Facebook, library profession email listservs in both Oregon and Idaho , and on the library website. Applications are due May 25.</p> <p>Virtual Reality System – The Friends have approved up to \$2,000 to support the addition of a Virtual Reality (VR) system. The VR system will mostly be staged in the Riverside Meeting Room but may be used occasionally in the StoryTime or Teen Rooms. The program details are in development but Stokes anticipates the system will be made available by appointment for 15-30 minute sessions. At an OLA workshop on this type of program, the presenting libraries reported their systems were immensely popular, even older patrons who are initially reluctant</p>



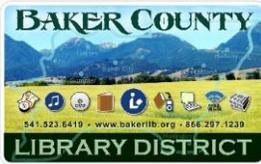
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	<p>become enthralled when they try it.</p> <p>VR Sandbox on Loan – The VR Sandbox is on long-term loan to the Powder River Basin Watershed (PRBW). The partnership is regulated by a Memorandum of Understanding (MOU). PRBW purchased computer equipment (approx. \$600) to replace parts BCLD needed to remove and repurpose for other library projects. The MOU specifies that PRBW owns the computer equipment installed while BCLD retains ownership of the frame and other peripheral equipment. Library IT staff will make periodic repairs and improvements as needed.</p> <p>Free Comic Book Day Event – The annual Free Comic Book Day (FCBD) event was held on Saturday May 1st and was once again a success. This was the second year the library has participated in this national event. Stokes said the first couple of hours were the busiest. One major change this year was to remove the limit of four comics issues per-person. Participants enjoyed the “all-you-can-read” comics feast concept. On Saturday, over 80% of the 1,400 issues were distributed. By the end of the day Monday, there were less than 50 left.</p>
<p>Finance</p>	<p>Hawes passed out financial reports and check packets for signatures.</p> <p>The General Fund received tax turnovers totaling \$5,586.99 on May 2. Another \$3,586 will be invoiced to the USAC E-Rate program in late June bringing that income line up to about \$6,433. A payment from the Sage Fund will cover the district’s Fiscal Agency fee of \$2,560 budgeted for this fiscal year in June. Total income is currently at 96% of budgeted. In Personal Services, year-to-date total expenditures are on target with the budget at 89% spent. The remaining budget balance of \$78,014 is sufficient to cover June’s payroll leaving about \$15,000 buffer for accruals. However, a retirement severance expense estimated at \$24,920 will also be accrued with regular payroll which would cause this category to be over spent. Stokes will address this in the June year-end budget resolution.</p> <p>There is a lot to cover in Materials & Services this month. Starting on page 4 of the financial report with <i>Building Maintenance</i>. This category includes checks to Don Phillips of \$60 the final rent for storage space in the building across the street, Sid Johnson & Co \$7,442.24 for soffit work (paid on May 1st), Arros Electric \$1,123.85 for wiring on the fountain project and teen room outlets added, Scott’s Heating of \$3,250.70</p>



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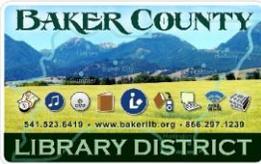
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includes annual maintenance agreements (\$3,115.70) for the Baker Library and 4 branch locations as well as repairs (\$775.80) to the Baker library heating unit. Other checks included Airfilco \$438.63 for filters and Eastern Oregon Rental \$122 for equipment used to work on the fountain project. The *Computer Maintenance* line is overspent due to the Safety & Security project; a matching grant of \$5,000 was provided by SDAO for that task. The total project cost was \$10,189.70 to install and/or update cameras in the main library and all 5 branches. The *District Visa statement* totaled \$4,930.68 this month including Sandbox project expenses of \$588.25 (billed to the Watershed), director travel of \$664.32 to attend an OLA conference and grounds care equipment of \$329.97 (weed wacker, brush cutter, blower attachment). The *Travel & Training* line is overspent with the reimbursement for Hawes trip to Josephine County Library in December being recorded in revenues; taking that into account the line is overspent by about \$627. The Bookmobile Operations line is also overspent due to recent large repairs. A check to Mike Bork Auto Repair of \$1,034.24 for diagnostics and replacing sensors. *Bookkeeping Supplies* budget line is overspent; The line includes the Quickbooks annual payroll subscription renewed in April of \$610 (\$565 prior year, an increase of \$45) and the purchase of a document scanner for use in the Business Manager's office \$349.99 purchased at the beginning of the fiscal year which put the line over budget.

The *Youth Programs* budget includes a donation of \$100 for the summer reading program. A check to the Museum of Natural History of \$660 for "Oregon Rocks!" program at 3 locations and a Storyteller performance June 26 \$100. Expenses for the recently completed Battle of the Books program was sponsored by Friends, who reimbursed the Library \$379.50 for program costs. The Makers Club made purchases of \$548.34, included on this month's Visa, for supplies to make 10 new Maker Kits available for checkout. The 10 kits currently available will be going out to the branches.

Under *Utilities*, the Halfway branch garbage service line is at 240% of budget; in reviewing the history, the vendor has inconsistently billed us for the service. It appears they are now billing monthly. The Sumpter utilities are usually paid in June, reimbursing the City for our share for that branch library. An email will be sent to request the billing for timely payment. And finally, under Debt Service, the \$1,000 payment due in May has been posted to Accounts Payable but we are still waiting on the statement to come from the City. Current cash balances are written on



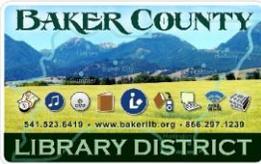
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	<p>the last page for your information.</p> <p>Rohner-Ingram asked if the summary attached to the Visa payment and statement has always been included. Hawes says she does that occasionally when the month is complicated and hard to follow. Rohner-Ingram said she likes the summary; it is much easier to read and review the expenses being paid. Hawes agreed to apply the practice.</p> <p>Other Funds received Amazon book sales revenue of \$234.94 and an additional donation of \$100 in memory of Fran Burgess. Expenses included a check to visa of \$130.96 for postage to mail books sold. Current cash balances by department are written on the report.</p> <p>Sage Fund account payments include courier expense totaling \$2,054.68 and Visa for courier labels \$187.70 and services of \$1,969.15. The monthly electronic payment of \$5,000 was sent to the System Specialist on the first; Sage reimburses General Fund for this payment as it goes through the payroll system. The check written to Visa totaled \$2,153.70 this month including travel of \$1,427.20 for Beth attending the OLA and Evergreen conferences recently and training \$362. The current cash balance is written on the report.</p> <p>With no further questions, the checks were signed and check lists approved for all three funds.</p>
<p>Old Business: Request for Parking Lot Special Purpose Use</p>	<p>Stokes said this item can be tabled as he has not had any more contact from the interested parties. They were encouraged to attend a meeting to appeal to the board on this Special Use request. He assumes they have made other arrangements.</p>
<p>New Business: Discussion on Battle of Books Controversy</p>	<p>Stokes said Dielman requested this item be on the agenda for discussion. Dielman said he read the article about the Oregon Battle of the Books (OBOB) controversy in the Baker City Herald issued May 9, 2018. Dielman felt our staff represented the library well. Stokes said there are copies of the article in the packets. It was a lengthy article covering protests about a particular book selected for the elementary group next school year.</p> <p>Two BCLD staff are involved as coaches and volunteer on extracurricular committees to support of the program. The district initiated our local schools' participation in the program about 5 years ago. One staff is</p>



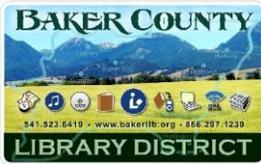
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	<p>currently Chair of the OBOB selection committee and is also website manager. The other staff is on the title nomination committee for grades 3-5. Both were interviewed by a BCH reporter about their roles and opinions. Stokes felt they did a great job of explaining the library position supporting intellectual freedom but also of sensitivity to the conservative views in our region which would likely result in drawing conflict and animosity to OBOB.</p> <p>Two rural school districts recently announced their decision to withdraw from OBOB for grades 3-5 over objections to alleged mature content in the book <i>George</i> by Alex Gino. There was discussion about the allegations of mature content and parental rights and responsibilities. Stokes highlighted that OBOB rules do not require every child to read every book on the roster. A team can strategize who reads which books. A child can read all of them or a select few. Stokes proposed that engaging teammates about their reading preferences and coming to agreement about who will be responsible for particular books is one of the strategic thinking and social skills benefits of OBOB.</p> <p>Dielman said he wanted the board to be aware of this issue and to commend the staff for their representing the library program. Dielman suggested Stokes give each of the two employees a letter of commendation on behalf of the board. The proposal was unanimously supported.</p>
<p>Contract Review Board – Approve Janitorial Service Contract</p>	<p>Stokes said the janitorial contract was up for renewal. The contract was open for public bids from April 3 to April 13. He directly notified two other potential contractors about the bid opportunity. No bids were submitted besides the one from the current contractor. He did reduce the scope of work by one day. The contract is now four nights a week requiring Sunday night so the facility starts fresh each week. The reduction saved us \$1,740 annually. We will need to check stock on paper products on Friday afternoon. The board reviewed the packets that were passed around. He added that the contract needs to be approved and signed by the board. Forrester asked if they have been doing a good job. Stokes said yes they are. They also check in with him to see if they are doing a good job and ask if there are any requests. He appreciates that. With no further discussion, Dielman called for a motion. Rohner-Ingram made a motion to approve the bid for Janitorial Services from Goertzen Janitorial for \$1,350 a month; Forrester seconded; motion passed.</p>



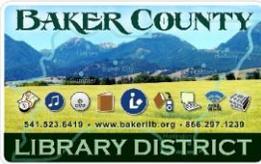
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<p>Organizational Chart Review</p>	<p>Stokes said that with the retirement of the Baker branch Office Manager at the end of June, he is taking the opportunity to reexamine and revise supervisory lines. He wants to establish a Management Team of three Managing Librarians plus select staff that should be involved in decisions. His proposal is based on the current Departments organization chart (adopted August 11, 2014) and adjustments are intended to clarify supervisory chains. In prior years the district has had one primary Administrative Manager, Sara, then two when duties were shared with Carmen upon Sara's retirement to part-time, then one again when Sara retired fully. The Facilities Specialist has been tried under various persons, IT Manager, Office Manager and Director with the latter seeming to be the best structure. Library operations were essentially in two departments; Circulation and Public Services. Most of the staff was under Public Services.</p> <p>The revised Organizational Chart establishes a team of 3 Managing Librarians: Circulation & Operations Manager (current office manager position), Tech Services (cataloging, processing), and Community Services Manager (collection development, branch supervisor). The new position would be the Tech Services Manager and we do have a person on staff that is qualified for this position and has expressed interest in greater responsibility. This change would also strengthen the cataloging team, making it more efficient. The IT Manager and CFO positions remain the same and reports to the Director. The Facilities specialist also reports to the Director.</p> <p>Steele asked if the Community Services Manager position would be equal not greater to the other managers; Stokes replied that is correct. The three managers would be equal. With the Office Manager position opening, he anticipates a couple staff moving to new positions. There was discussion on the management team idea and individual positions. Hawes stated a concern that the chart shows that Page staff has 2 supervisors rather than one. Stokes suggested having them report to the Community Service Manager. Others agreed with the change.</p> <p>Stokes said that he had shown this to the current and proposed managers; all liked the changes. He said we have not had the Organization Chart in the Personnel Policy in the past, but suggested it be included there. It has been shared with staff as part of new hire packets.</p>
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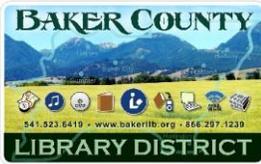
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	<p>Dielman asked for a motion. Rohner-Ingram made a motion to approve the Revised BCLD Organizational Chart with the one change; Steele seconded; motion passed.</p>
<p>2018-2019 Budget Proposal - Draft</p>	<p>Stokes said he was chagrined to discover a catastrophic corruption and loss of computer files he had completed working on over the weekend, so he is unable to present the legal budget document details. He suspects the file corruption was due to his laptop overheating from a heavy load on the system RAM caused by linking several spreadsheets and will have to re-create the majority of the work. All is not lost, however, since he has a backup from a few weeks ago to work from. The detailed proposal will be presented at the budget committee meeting.</p> <p>For tonight, he is presenting the report titled “Budget Overview – Highlights” report for the FY2018-2019 General Fund. Starting with Personnel, he has budgeted a 2% cost-of-living increase (COLI) for all staff. The current Western Consumer Price Index (WCPI) for the last 12 months has been 3.2%, so an increase is needed to avoid loss of real wages due to inflation. He reviewed the District’s COLI history for the past 3 years. With Carmen retiring, the salary from that position will be redistributed mostly to her replacement but which starts at a lower wage, also adding 4 hours to the IT Manager and Facilities Specialist (from 32 to 36 hours a week), and allow for reclassification of a few targeted staff. The Business Manager has recommended doing away with the Non-PERS wage rate, moving staff to the PERS rate levels, and simplifying the wage scale. He referenced the “Library Salary Survey 2016-17” report in the packets; leading discussion on District wage levels in comparison to other libraries. He also spoke of an increased pressure on wages because of the state mandated increase to minimum wage. Over the next several years, the minimum wage rate is required to be increased up to \$12.50 ultimately. Other major factors remain flat with PERS costs similar this year as the rate is bi-annual and health insurance rates increasing only 2%. He anticipates a total increase of around \$15,000 in Personnel Services which is about half of the tax levy revenue projected increase.</p> <p>In Materials & Services, the book budget will start out at \$85,000 (8.5% of OPS). And Facility maintenance will be increased \$50,000 for the roof repair. Stokes said the good news is Ed Adamson has been doing research on roofing options. It appears that instead of taking off the old roof, an additional layer can be added on top of the existing membrane.</p>



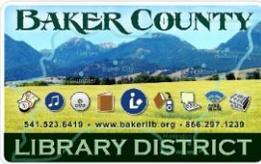
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	<p>This will extend the life of the roof 15 years. Ed has received approval from the building inspector for this idea, confirming the building is rated as a class 2 commercial facility rather than class 3. The cost could be around \$45,000 - rather than the original \$80-100,000 estimate. The RFQ has been revised and put back out for bid.</p> <p>In total, the budget will increase \$85,000 over the previous year and the district can maintain the \$200,000 contingency target. Rohner-Ingram asked about increasing the contingency over the \$200K. Stokes agreed that the goal is to increase it to \$300,000. He wants to be setting funds aside for future repairs and planned capital projects, but covering current repairs takes all available funds. There was discussion on the operating contingency. Hawes added that cash flow projections show we will need a Tax Anticipation Note (TAN) this year for the month of October, estimated at \$100,000.</p> <p>Discussion went back to wage increases. Stokes said he is concerned that with the increases in the minimum wage, skilled staff wages are effectively going down as their pay rate gets closer to minimum wage. In order to retain a good work force the district will need to stay competitive. Rohner-Ingram agreed that this is a good reason to reward the COLI annually; there were years when staff have sacrificed COLI in the best interest of the library. Stokes agreed and believes that 2% is a reasonable amount. He hasn't heard back from the County on their rate. Stokes said that despite the emergency roof expenses, he is pleased with the carryover projected for this year that can be funneled over to the maintenance line. He believes the staffing and operational structure is becoming more solid. The complete report will be ready for the Budget Committee Meeting next Wednesday, May 30.</p>
<p>Discussion of Juvenile Late Fines Forgiveness</p>	<p>Stokes introduced the idea of forgiving late fines on Juvenile accounts as a way of boosting participation in Summer Reading. He explained that this concept is trending in libraries across the country. Some libraries do not fine children's accounts or materials and some have no late fees at all. Those that have no fines point to studies that it disadvantages the poorest in one's community and discourages library use. He also said several patrons have recommended replication of a "Read-Away Fine" program model, where kids could come to the library to read for a set amount of time to have fines forgiven. Stokes said we do currently have a one-time "Clean Slate" policy that isn't advertised, but staff may offer patrons when appropriate. The District also did purge all outstanding</p>



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	<p>late fines in 2010 when migrating to new catalog software. Charges for lost/damaged materials are not cleared. He asked the board if they like the forgiveness concept as Summer Reading promotion.</p> <p>He estimates that current outstanding juvenile late fees amount to \$4,300. Discussion ensued with the board mostly in favor of holding people accountable for returning borrowed items with fee accrual as incentive. Stokes thanked the board for their comments and understands their feelings on the idea. No further action on late fine forgiveness.</p>
Next Meeting Date	<p>Wednesday, May 30 is the budget committee meeting, which is next week, 5:00-7:00pm.</p> <p>The next regular Board meeting will be June 11, 2018 at 6:00pm.</p>
Adjourn	<p>The meeting was adjourned at 7:55 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>