



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jun 11, 2018

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:20. The meeting was held in the Riverside Meeting Room. The meeting started a little late while waiting for a third board member to arrive for a quorum in which to do business. Board members present at the meeting were Gary Dielman, Nellie Forrester and Betty Palmer, Directors; also present were Perry Stokes, Library Director and Christine Hawes, Business Manager. Dielman stated a quorum was present. Arriving at 6:35, Della Steele arrived before business portion of the agenda.</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. Palmer made a motion to approve the Consent Agenda; Forrester 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.</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 that he had published the meeting in both the Baker City Herald and the Hells Canyon Journal as well as on the library Facebook page.</p>
<p>REPORTS: Director</p>	<p>Stokes reported on highlights of the Director’s report in the Annotated Agenda:</p> <p>Facilities – Broken window - A lower window panel was discovered shattered on the riverside entrance, next to the entrance doors. In reviewing the security system, he could find no obvious activity to cause the break so believes it was accidental. The cost to repair the window panel is about \$600.</p> <p>Surplus furniture – At the Baker branch, the children’s round table is being advertised for surplus sale. So far we have not had any interest. A local business donated couple cabinets, display case, and desk for use at a couple of the branches.</p> <p>Sprinkler repairs – Ed reports repeated broken sprinkler heads along Campbell Street. It appears they are being intentionally broken. And he has been adjusting the sprinklers to work more efficiently.</p> <p>Personnel – New managing librarian – a replacement for retiring</p>



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	<p>employee, Carmen Wickam, has been selected. The Haines branch lead, Nola Huey, was selected having a Masters in Library Science and a Bachelor in Elementary Ed as well as library experience prior to coming on board in April 2017. Stokes noted that we only received a few outside applications for this position despite wide advertisement; he suspects the pay rate was substandard.</p> <p>Security – Teen room computer part theft – we had a piece of equipment stolen from the teen room. Security cameras were used to identify the thief. He has contacted the parents, is imposing a trespass penalty and working with law enforcement.</p> <p>Technology – PA System error – The PA system has been malfunctioning, playing a closing message at unscheduled times. IT staff are working with the vendor to troubleshoot the problem.</p> <p>Archive Room computer upgrade – the digital media lab has been upgraded with a high-end computer designed to handle the professional equipment and software available in this room. The room will now be kept locked for equipment security with a key available for checkout at the front desk.</p> <p>Virtual Reality (VR) System – VR systems are a trending new technology in public libraries across the country. Jim saw a system in a Boise Public Library last year. The Friends of the Library have approved funding a system for BCLD to be offered to the public this year. Stokes described his experience, adding that a couple of the staff have tested the system. Thanks to The Friends for the funding.</p> <p>(Della Steele arrived.)</p>
<p>Finance</p>	<p>Hawes passed out financial reports and check packets for signatures.</p> <p>The General Fund received tax turnovers totaling \$27,735.86 on June 4. We received a reimbursement of \$588.25 from the Powder River Basin Watershed for the sandbox equipment expenses; this reimbursement was posted to the computer lines to offset the direct costs. E-Rate reimbursement requests totaling \$3,586 will be posted in June.</p> <p>In Personal Services, the amount shown on the admin line for Sara will be accrued out of this fiscal year and zero out the line; this is her July 2017</p>



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	<p>check for June hours when she retired. The Vroom grant wage line amount shown will be transferred to Other Funds and reimbursed. The June PERS has been paid leaving that line 95% spent. Personal Services is 98% spent at this time, on a cash basis, before accruals.</p> <p>In Materials & Services , checks written include Ingram \$4,342.62 with over half of that in youth books for Oregon Battle of the Books sets. Under the Computer budget, the line labeled “VR Project” of \$1,908.89 will be reimbursed by The Friends (having authorized up to \$2,000 for the project). An invoice has been sent to them. In Bookmobile maintenance, a check to Mike Bork Auto Repair of \$1,434.62 for recent repairs to the bookmobile (generator repairs, water pump, cooling system). Library Service Supplies includes checks to Demco \$820.33 and Quill \$618.90 for office and book processing supplies. Youth Programs includes checks to Demco Software of \$1,094.50 for a subscription to Wandoo Reader being used for the Summer Reading Program and Traveling Lantern \$700 for 2 programs in June. And finally, in Debt Service, a check to the City of Baker City \$1,000 for the May payment due.</p> <p>Other Funds received the budgeted transfer in of \$10,000 for the Severance Liability funds on June 4. It transferred \$4,000 of the book sales profits back to General Fund supporting the book budget. It wrote a check to Visa of \$198.75 for postage and Literacy Program domain registration for its new website.</p> <p>Sage Fund has also paid its June PERS and wrote a check of \$2,560 to the General Fund for the budgeted Admin Fee. Courier checks totaled \$1,978.10 and a check to Visa of \$596.19 for Courier related postage \$226.80 and Courier supplies \$369.39 (labels and DVD mailer boxes).</p> <p>With no further questions, the checks were signed and check lists approved for all three funds.</p>
<p>Old Business: Roof Repair Status</p>	<p>Stokes reported on the roof repair status. Referencing the report from Ed Adamson in the packets, the report summarizes the repair work accomplished to date on the Baker building roof and drainage system. The memo states that pursuing the recommended additional roof layer is recommended. The lowest bid was significantly lower than the others; Ed is researching the product to find out about the quality and life expectancy of the materials. He is uncomfortable with delaying a roof repair. We may have an overlay done to get us through another year and</p>



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	<p>work toward a replacement. Stokes said that he wants to avoid having to borrow funds to do the project. Forrester asked if we can borrow the funds from ourselves to do the project. Stokes gave an overview of the finances available. He plans to look at grant funds available to help with a new roof.</p>
<p>New Business: Budget Hearing</p>	<p>Stokes said there are two resolutions for the board to take action on. The Supplemental Budget adjusting budget numbers for the current fiscal year end and adopting the budget for the upcoming fiscal year. The budget committee didn't make any changes. However he did have one change. In looking at the definition for unappropriated ending fund balance, he moved funds reserved for future expenditure to unappropriated ending fund balance. Stokes offered to go over the budget if needed. Palmer didn't think it was needed; everyone present agreed.</p> <p>Stokes reviewed the highlights of changes in the Supplemental Budget. Palmer made a motion to approve Resolution No 2017-18.005 Resolution adopting Supplemental Budget 2 dated June 11, 2018 as presented; Forrester seconded; motion passed unanimous.</p> <p>After those present had time to look over the budget forms, Dielman said that the resolution confirms what we did at the budget meeting. Palmer made a motion to adopt Resolution No FY2017-18.006 Resolution Adopting The Budget. The Resolution makes appropriations for General Fund totaling \$1,156,531, Other Uses Fund total \$151,000, Sage Library System total \$332,181; for a total appropriations of \$1,639,712 plus unappropriated amounts of \$353,110; for a Total Adopted Budget of \$1,992,822. The Resolution also imposes the tax at the rate of \$0.5334 per \$1000 for the permanent tax rate and \$0.249 for the local option tax; Steele seconded the motion; with no further discussion, the motion passed unanimously.</p> <p>Stokes said he will take the Form LB 50 to the assessor to impose the tax by July 15. Dielman signed the documents.</p>
<p>Personnel Policy Revision</p>	<p>Stokes said that the Personnel Policy says for any job openings over 20 hours a week the district will hire inside personnel before advertising to the public. He acknowledged he has not followed the policy. One of our staff brought to his attention with the replacement of Carmen. He has proposed a change to the Policy allowing for advance notice given to internal candidates but not limiting the district to advertising the positions</p>



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	<p>more widely. There was discussion on healthy practice. It one only advertises and hires internally, then outside applicants get frustrated and the district can miss out on exceptional candidates. Stokes agrees that those already working for the District should get an advantage and preference for promotions, but the proposed change allows for hiring outside. Giving the example of hiring of the Cataloging Specialist, had that position not advertised publicly we would have missed out on a highly skilled person with advanced skills and new experience and perspectives to bring to the team. After some discussion, Dielman asked for a motion. Forrester made a motion to approve the Personnel Policy changes as recommended; Steele seconded; motion passed unanimous.</p>
<p>Discussion of 2018-19 Officers and Regular Meeting Day/Time</p>	<p>Stokes reminded the board that at the July meeting the officers are elected to for the fiscal year. He wanted to start that discussion at this meeting. It was agreed to table discussion to next meeting. Stokes said he will present the fiscal year proposed schedule for the monthly regular meetings for approval at next month's meeting.</p>
	<p>Stokes said he wants to discuss the idea of prorating benefits for part-time staff. He will research other agency standards to have something to present in a couple months. Palmer said the School District made that change 3 years ago. When the school moved to 4-day weeks, they count 36 hours as full-time. Hours below that receive prorated benefits.</p>
<p>Next Meeting Date</p>	<p>The next regular Board meeting will be July 9, 2018 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:12 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>