

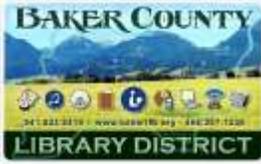
# Baker County Library District

Board of Directors

## Regular Meeting Minutes

Monday, Oct 8, 2018

<p><b>Call To Order</b></p>	<p>Gary Dielman, President called the meeting to order at 6:00. The meeting was held in the Riverside Meeting Room. Present at the meeting were Gary <b>Dielman</b>, Kyra <b>Rohner-Ingram</b>, Nellie <b>Forrester</b> and Della <b>Steele</b>, Directors; Perry <b>Stokes</b>, Library Director and Christine <b>Hawes</b>, Business Manager. Guests present were: Sue Forrester and Aletha Bonebrake. Betty <b>Palmer</b> arrived at 6:40pm.</p>
<p><b>Consent Agenda</b></p>	<p>Rohner-Ingram asked if there were any changes to the consent agenda. There we no changes to either the agenda or the minutes. <b>Forrester made a motion to approve the Consent Agenda as presented; Rohner-Ingram seconded; the motion passed unanimous.</b></p>
<p><b>Conflicts or Potential Conflicts of Interest</b></p>	<p>Dielman asked for any potential conflicts of interest. There were none.</p>
<p><b>Open Forum for general public</b></p>	<p>Dielman asked if there were any comments. There were none. Both guests had come to support Nellie Forrester and celebrate her retirement from the board.</p>
<p><b>REPORTS: Director</b></p>	<p>Stokes gave the Director's Report:</p> <p><b>Friends &amp; Foundation</b> – Stokes said the Friends cancelled their October meeting. The Foundation reports that signups for the Dolly Pardon Imagination program have greatly exceeded expectations and projections for the first year. The program sends a free book each month to enrolled children. Aletha Bonebrake, Foundation President, commented that there are 1200 kids subscribed so far. Many partner agencies are supporting the program and handing out flyers. The support has been phenomenal, she said. Enrollment is already at 38%, using 4-county estimated figures. The projection after five years is for total enrollment to be at 60% of eligible children under age 5, so our region has already grown to 2/3 of that. Kyra Rohner-Ingram says she has been pleased with the books sent to her child.</p> <p><b>Personnel</b> – The new Haines staff person has resigned due to a decision to move out of the area. This is the second turnover with that position in a short time. For the time being, the branch will be operated with various substitute staff.</p> <p><b>Safety</b> – Perry reported that while traveling back from a Director's</p>



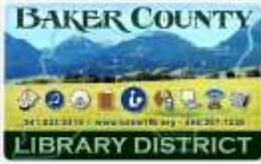
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	<p>meeting in Bend on the evening of September 28, he collided with a cow in the road near Austin Junction. Since he was on library business he wanted to report this car accident to the board. He suffered no injuries, but his vehicle is a total loss.</p> <p><b>Storytime</b> – The number of Storytime programs was reduced from three to one per week for the month of September, which is typical. This month is used to assess the past year and make plans for the upcoming year. Storytime is resumed three events per week this month.</p> <p><b>Vehicles</b> – Facility Manager, Ed has approached OTEC about possibly donating one of their surplus vehicles to the library to replace the aging utility pickup. They will be considering the proposal at a future round of vehicle decommissions.</p>
<p><b>Finance</b></p>	<p>Hawes passed out financial reports and check packets for signatures.</p> <p>The <b>General Fund</b> did not receive tax turnovers during October, again this is consistent with prior years. In <b>Personnel Services</b>, is at 36% spent and is on track with the budget. In <b>Materials &amp; Services</b>, starting with the book budget, checks were written to Ingram \$6,031.87 and to Visa \$4,371.42 that includes movies and books totaling \$1,729.09 and magazine subscription renewals of \$268.75. In Buildings &amp; Grounds, a check was written to Oregon Trail Landscaping for \$550 to remove the large tree stump and fill the hole. Other noteworthy checks include Comprise \$3,169 annual SAM subscription, Visa included \$549.95 for 5 new computers, Special Districts \$858.55 annual membership dues, and Nero Network (UofO) \$477 for quarter invoice for the Baker Library Internet. Materials &amp; Services is at 22.5% spent which is low compared to the anticipated 33% for this month. The staff has been frugal with spending. The District has been operating on its own funds up to this point. The available cash is \$4,572; General Fund has borrowed \$80,000 from Other Funds to date.</p> <p><b>Other Funds</b> had no income activity. This fund wrote 2 checks including \$1,100 to Frank Hendricks for piano repairs (baby grand piano in Riverside Meeting Room) and Visa \$149.64 for Amazon shipping expenses. The available cash is \$49,135 after having made operating loans to General Fund.</p> <p><b>Sage Fund</b> had no income activity. Checks written include Visa \$233.85</p>



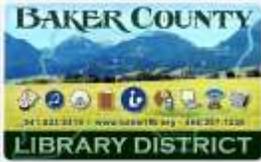
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	<p>for Sage labels and courier services totaling \$1,436.93; invoices also included \$5,100 for its technical contract monthly payment that is sent electronically. The available cash is \$103,780. Membership dues are anticipated to start arriving in October.</p> <p>There were no further questions. The checks were signed and check lists initialed approving activity for all three funds.</p>
<b>OLD BUSINESS</b>	None
<b>NEW BUSINESS: Authorize Tax Anticipation Note</b>	<p>Stokes reviewed the Resolution included in the board packets. Authorization is needed to obtain a Tax Anticipation Note short-term loan with US Bank. Only a portion of the full loan amount of \$100,000 is projected to be used, but the loan amount cannot be changed at this point since paperwork is in progress. Hawes added that recent projections estimate the reserves shortfall at around \$30,000. The resolution and Note were read. Rohner-Ingram said that she doesn't see a problem with it. She expressed that she wants to see the District increase its savings to avoid this in the future but understands that this past fiscal year was unusual with the building repairs. With no further discussion, <b>Rohner-Ingram made a motion to adopt Resolution No 2018-19.03 Authorizing Continuing Borrowing Procedure and US Bank Revenue Anticipation Note Series 2018 authorizing \$100,000; Forrester seconded; motion passed unanimously.</b></p>
<b>Film &amp; Photography Policy</b>	<p>Stokes said that his impetus for creating this policy was a situation the Bend library recently had when approached by a political campaign candidate seeking to film scenes of an advertisement in the library. No policy is currently in place to address such a scenario. On investigation, Stokes has found other instances of libraries being concerned about being a campaign commercial location site since it may create an appearance of candidate endorsement. Bonebrake said that while campaign activity is not permitted in the library, she suggested asking Special Districts about the finer points of allowing filming. She feels a library could allow filming and photography on the grounds in a non-partisan manner. She expressed concern that an overly restrictive policy may prevent candidates from communicating the inherent value of the library to our communities, which is beneficial to all.</p> <p>Betty Palmer arrived at the meeting.</p>



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	<p>Stokes thanked Aletha and the board for their comments and guidance. He will have SDAO review the policy and report feedback at a later date. He added that one of the more important elements of the policy is addressing insurance liability. The district requires vendors to have proof of insurance to work on the grounds, so a similar standard should be required of commercial photo/film productions or political campaigns. He agreed that film shoots featuring the library can provide good PR by featuring particular services, resources, or even just the serene and contemplative library atmosphere available to the public.</p> <p>Rohner-Ingram suggested tabling the policy until additional information can be presented. She asked Stokes to talk to SDAO about the insurance requirement, having them look over the indemnification clause in particular. She asked “do we want political language in the policy”. She wants to focus on the most important elements. Dielman stated the matter is tabled to a future meeting.</p>
<b>Report on Public Library Statistics</b>	<p>Stokes submitted the annual public library statistics report to the Oregon State Library. The full report is included in the board packets. He also included a Statistical Report Summary by Year that included historical data for comparison. He reviewed highlights of the summary reports. Registered users increased 3.2%. In circulation, circulation of physical materials declined by (10.3%) in total. Inter Library Loans materials loaned out increased by 9.7% while materials borrowed decreased by (16.0%). More loans than borrowed means that patron needs are being filled by our own library collection rather than partner libraries. Another interesting trend is public computer use declined by 8.1%, he believes due to more people using their own portable computer devices such as smart phones and tablets using the library Wi-Fi. He also reported that door count numbers are down by 12% and both program count and attendance has been down.</p> <p>Public Library Standards – Stokes attended a meeting for public library directors on September 28. He went through the packet of new Public Library Standards. BCLD meets most all basic standards, quite a few of the enhanced, and some exemplary as well. Areas for improvement include strategic planning and diversity training (although our community has fairly low diversity such as 4% or less Hispanic). Goals include providing comment cards at more service points; we have one in Baker, but also need them at branches. He wants to look at sections throughout the year with the board. He invited the board to review the information</p>



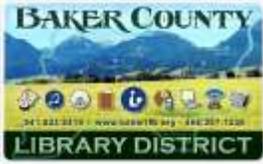
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	and give him feedback. The standards measurement is not reported out to any other agency. It is a self-evaluation tool for libraries to use.
<b>Report on PERS Employer Incentive Fund</b>	Stokes addressed two articles in the board packets that summarize the issue with a new option to pay down the PERS liability. The State of Oregon now offers an investment program for rate increase mitigation. A bill passed in a recent legislative session established a special incentive fund to allow qualifying public employers to receive a match of 25% of a lump sum payment made toward their share of the unfunded liability. Under the new Employers Incentive Fund (EIF), public employers that want to get matching funds from the state would have to contribute a minimum of \$25,000. The PERS board will begin accepting applications once they determine the program is funded. They will give out those funds as long as it's available. Stokes said the district does not have the extra cash to invest at this time since it is already going into short-term debt for annual operations. Surplus funds and more analysis would be needed for serious consideration of the program.
<b>Appoint Replacement Board Member</b>	<p>Dielman reminded the board that Nellie had submitted her resignation at the last meeting. The board needs to fill the position by appointment. Since Frances Vaughan was not able to attend tonight, he asked Nellie to tell the board about her interest and qualifications. Nellie said that when she asked Frances to consider taking her position, she was very enthusiastic about it. Frances is a retired nurse and lives in Pine Valley (Halfway). Nellie said that she would be "a really good fit for the library board." She continued saying that Frances just finished up a term on the Halfway City Council. Dielman said that he had talked to Frances over the phone. She is involved in many things in her community. Bonebrake added that Frances worked for the library during her term. Frances was a branch librarian when she was first hired but then left for nursing school. Bonebrake highly recommended her. Dielman said Frances regularly comes to Baker City as has a daughter and grandchildren here. There was no further discussion.</p> <p>Dielman asked for a motion. <b>Palmer made a motion to appoint Frances Vaughan to the board to finish out Nellie Forrester's term; Rohner-Ingram seconded; the vote was approved unanimously.</b></p>
<b>Next Meeting Date</b>	The next regular Board meeting will be November 12, 2018 at 6:00pm.
<b>Adjourn</b>	The meeting was adjourned at 7:07 pm.



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	<p>A celebration followed to congratulate retiring board member Nellie Forrester for her many years of service on the library board.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>
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