



Baker County Library District

Board of Directors

Regular Meeting Minutes

November 12, 2018

<p>Call To Order</p>	<p>The meeting was held in the Riverside Meeting Room. With two board members present, the start of the meeting was delayed awaiting another arrival of another to make a quorum. Stokes said that Rohner-Ingram had informed him of a schedule conflict. Dielman called the meeting to order at 6:23pm and declared that no quorum was present. Present at the meeting were Gary Dielman and Della Steele, Directors; Perry Stokes, Library Director and Christine Hawes, Business Manager.</p>
<p>Consent Agenda</p>	<p>Approval of the consent agenda was tabled in the absence of a quorum.</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 asked if there were any communication to present. Stokes had none to share.</p>
<p>REPORTS: Director</p>	<p>Stokes gave the Director's Report:</p> <p>Friends & Foundation –No report.</p> <p>Facilities –Minor roof leaks at the Baker branch were recently repaired. In the northeast area Reading Room area, Ed has painted stained ceiling tiles. Due to repeat occurrence of false alarms, the contracted janitor crew were retrained on operation of the alarm system. Ed purchased a new ladder for safety reasons. The new model is much more stable for overhead work such as soffit repair. A project to expand DVD storage at the Baker branch circulation desk is in progress. Ed will be enhancing drawer sturdiness and pullout hardware and to accommodate the weight of materials and heavy use. Replacements of building toilet bowls are planned for those that are stained. A variety of techniques have been tried without success. Ed will begin to replace the oldest and most unsightly units over the winter. Commercial units are estimated at about \$250 each. Stokes is also working with Ed to develop facility maintenance service contracts to bid out services such as electrical, plumbing, and snow removal.</p> <p>Grants – The Rotary Club gave the library a grant of \$2,000 for early literacy programs with half of that being designated for the Literacy Coalition.</p>



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	<p>Programs & Services – The local Jehovah Witness leadership has been notified of repeat policy violations of the district’s Time, Manner, and Place Policy. They occasionally have representatives near the front entrance to hand out materials and discuss their beliefs, but they have been within the 15 foot clearance zone as required by the policy. A meeting to clarify policy requirements is being planned. Interest in the Robotics Club program has spiked recently with participants exceeding club capacity. The number of robots and laptops for coding is limited. The spike is correlated to increased marketing with posters and radio ads.</p> <p>Personnel – IT Manager Jim White is currently out on indefinite medical leave. Nola, Circulation & Operations Manager, will be implementing use of scheduling software to make the process more efficient. It schedules daily shifts and coordinates filling open shifts by sending out emails to eligible personnel. The annual cost of the software is about \$200.</p> <p>Safety – Due to unauthorized use and vandalism, the few electrical outlets on the exterior of the Baker branch have been capped off and/or decommissioned. Outlets have been damaged and locks have been broken off. Since these are a potential safety hazard, the district is not able to make them available to the public.</p> <p>Technology – Four new laptops were ordered primarily for staff use. A specialized cabinet was also purchased for storage and circulation management of these units. Nola is crafting a more formal checkout process for issuing and tracking staff laptops.</p> <p>SDAO Training – Online training for all staff is annually set in October at the staff training day. There will be 2 sessions of training this winter. The first set of 3 is Mandatory Child Abuse Reporting, Stress Management and Browser Security and will run for 90 days. Another session of 3 will immediately follow this covering Active Shooter, Blood Borne Pathogens (BBP), and Cybersecurity.</p> <p>In addition, there was an article printed in the Hells Canyon Journal on the library. It was a lengthy article on library activities and coming services such as our “library of things”.</p>
Finance	Hawes passed out financial reports and check packets for signatures.



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	<p>The General Fund received 2 tax turnovers in November, Nov 2 and Nov 8 totaling \$258,126. Historically, the District receives 3 or 4 so another tax turnover is anticipated by the end of the month. The District also received a grant of \$3,000 from the State Library of Oregon to enhance the juvenile book collection. As previously reported, those books were already purchased. Personnel Services is at 44% spent and is on track with the budget. You will note the State unemployment expense line is overspent nearly double of the budgeted amount. The rate increased in 3rd quarter from 0.001 to 0.006 on gross subject wages. In Materials & Services, the book budget included Ingram \$2,905.66 a small order this month, LEO subscriptions of \$3,754 for Library2Go and EBSCO Auto Repair subscriptions. Checks include the annual Sage membership of \$12,271; Landmark Construction \$3,000 to winterize the roof and maintenance, Action Plumbing \$150 annual backflow testing on the boiler; Lowry \$943.11 for bar code order and, finally, Ed Staub & Son \$303.56 for heating fuel in Haines. The current GF cash balance is \$206,422. The General Fund owes Other Funds \$120,000 in operating loans. And as Stokes will report, we were able to avoid securing the TAN short-term loan. The District operated on its own funds in October.</p> <p>Other Funds received \$845 in memory of Betty Kuhl and donations for the Bike Repair Station \$1,100 from the Friends of the Library and \$738.75 from Baker Loves Bikes. One check was written to Visa \$179.31 for shipping online book sale items and VR project expense. Repayment of the InterFund loans is expected by the end of November, no later than the first tax turnover in December.</p> <p>Sage Fund received membership income totaling \$100,343 which is nearly half of its dues revenue budget. Checks written include Visa \$506.13 website subscription and courier services, plus 5 checks to independent couriers totaling \$2,167.16 and the monthly contract for IT support of \$5,000.</p> <p>There were no further questions. The checks were signed and check lists initialed approving activity for all three funds.</p>
<p>OLD BUSINESS: Tax Anticipation Note (TAN)</p>	<p>Dielman asked about the TAN activity. Stokes reported that the district did not need the short-term operating loan for this fiscal year after all. Expenses up through the end of October were less than originally</p>



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	<p>projected and payments on a couple large payments were able to be delayed until after the tax turnovers were received. Many thanks to Christine and staff for making this achievement possible.</p>
<p>Film & Photography Policy</p>	<p>Stokes said the policy is still being reviewed by SDAO counsel. The topic was tabled.</p>
<p>NEW BUSINESS: Swearing in of New Board Member</p>	<p>Tabled to the next meeting. Stokes has not heard from the newly appointed board member, Frances Vaughan. He will continue attempts to contact her. Steele expressed concern.</p>
<p>County Assessor Millage Report</p>	<p>Stokes said that every fall the County Assessor sends out a millage report on valuation and agency revenue projections. Stokes enters that data into a spreadsheet to calculate anticipated revenues. He was astonished to find a valuation increase of 10.8% which would generate a surplus on tax revenues of about \$65,000. The report also assessed proceeds on additional land taxes of about \$70,000. Regrettably the Assessor says “not to bank on it”. The surplus is primarily from valuation on windfarm property in Huntington which is being disputed. Resolution of the dispute could take 2 years. When and how much of the assessments the district will receive is unknown. The Assessor said disputes are usually settled for no less than half. When adjusted for the wind farm, the TAV growth is 4.2% which is still above the 3.5% budgeted but revenue increases are nullified by compression. At this rate, we should be on target for the amount budgeted but he doesn’t anticipate a revenue increase this year.</p>
<p>Discussion on Federal Court Decision on Homeless Camps</p>	<p>Stokes reported about a recent case law decision about homeless camping that affects public agencies. Police enforcement of the City of Boise’s prohibition of camping on public sidewalks was challenged and a federal court determined homeless persons cannot be evicted from public property when no shelter is available. He reviewed relevant library policies. According to an SDAO attorney, districts may still be able to regulate camping by requiring a fee. In this way, the activity is not criminalized as prohibited by the court decision. Stokes said there have been periodic instances of overnight sleeping on the property but no temporary camp sites have been set up. Dielman said we need to keep doing what we are doing. He said we should wait and see if the Supreme Court backs up the 9th Circuit Court; if it does, then we will be concerned. Stokes wanted the board to aware of the matter.</p>
<p>Discussion on Free</p>	<p>Stokes said another library matter has been in the news of which the</p>



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Narcan Opportunity	board should be aware. A prominent drug company recently announced it would provide two doses of the Narcan drug to every public library in the US. This is a nasal spray version of a drug that interrupts opiate drug overdoses. Stokes described the medical treatment procedure, effects and associated concerns. Stokes said that he is not comfortable asking the library staff to administer Narcan since, like CPR, it potentially risks personal health and legal liability for adverse effects. The Baker branch has first responder services nearby. He wants to retain current practice of contacting 911 and leaving medical treatment to EMT's. Board members present agreed.
Next Meeting Date	The next regular Board meeting will be December 10, 2018 at 6:00pm. We anticipate the audited financial reports being presented by the auditing firm.
Adjourn	The meeting was adjourned at 7:24 pm. Respectfully submitted, Perry Stokes, Secretary to the Board PS/ch