

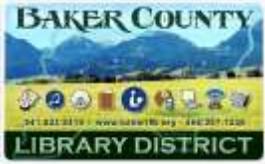
Baker County Library District

Board of Directors

Regular Meeting Minutes

January 14, 2019

<p>Call To Order</p>	<p>The meeting was held in the Riverside Meeting Room. Gary Dielman, President called the meeting to order at 6:03pm. Present at the meeting were Gary Dielman, Della Steele, Kyra Rohner (previously Rohner-Ingram, name change updated), Betty Palmer, Directors as well as new Director, Frances Vaughan; also present were Perry Stokes, Library Director and Christine Hawes, Business Manager. A guest arrived with Della Steele.</p>
<p>Consent Agenda</p>	<p>Dielman asked for any changes to the consent agenda. There were no changes. Rohner made a motion to approve both the Agenda and Minutes from December 10, 2018 as presented; Steele seconded the motion; motion passed (4 yea -Dielman, Rohner, Steele, and Vaughan; 1 abstain – Palmer was not at the meeting).</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 noted there was one member of the public who was present to observe. He asked if there were any communications. Stokes had a written note concerning the Huntington Library. The patron alleged that the library lobby was filled with noisy teens and trash littered the steps at front entrance. Stokes has directed staff to patrol and pick up trash around the library as part of the shift opening duties. He explained that this library has limited space. In order to have services available for teens dedicated space is being cultivated in entrance alcove, distanced from the main library space to mitigate noise. There is little other entertainment option available for teens in town so the library is pleased to be able to provide at least one safe, moderated space.</p>
<p>NEW BUSINESS: Policy Update of Public Demonstration: Time, Place, Manner Policy</p>	<p>Stokes stated this policy has been discussed in a prior meeting. The sole change is to increase the permissible activity distance from the doorway from 15 feet to 20 feet. This measurement is more conducive to the layout of the main branch and will make it easier both to communicate and enforce. There were no other changes to the policy. Palmer said this makes sense since we have had people using that area for promotion. Stokes described past uses by people including collecting signatures for political issues and persons handing out religious information.</p> <p>Palmer made a motion to approve the “Time, Place, Manner Policy” as revised; Rohner seconded; motion passed unanimous.</p>
<p>SDAO Conference Possible Attendance</p>	<p>Dielman asked about the SDAO conference. Stokes described the conference to the board and the 2019 location in Sunriver, Oregon this year which is close compared to prior year spots. A brochure was included in the packets for further information. He asked if any of the Directors were interested in going. Special Districts is offering us one free registration. None voiced an interest. Stokes asked that he be contacted by the end of the week if anyone was interested. He went on to say that attendance</p>



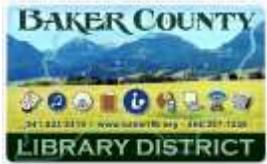
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	<p>counts as training and helps achieve the insurance discount. He had thought about going but doesn't think it will be workable with his schedule this year. Hawes said the same thing. It is a good idea, some good HR topics are on the program, but the timing is problematic this year and travel in early February is always a hazard due to weather.</p>
<p>OLD BUSINESS: Film & Photography Policy Proposal</p>	<p>Stokes said he has made revisions to the original proposed policy. In documents presented to the board, the changes are evident in red. One of the big edits was changing the verbiage to "may be" permitted to "with approval from the Director." This allows discretion on a case by case basis. He also included language as recommended by SDAO legal counsel. The purpose of the policy is to protect the library brand and legal exposure. Dielman asked if Stokes had created a Release Form to which the policy refers. Stokes said he has not done that yet. With no further discussion, Rohner made a motion to approve the revised Film & Photography Policy as presented tonight; Steele seconded; Dielman asked for further discussion.</p> <p>Palmer asked Stokes how often this issue has come up. Stokes said very rarely, estimating 3 times in the 11 years he has been here. Rohner recalled that what inspired this policy was concerns from other libraries being used for political issues. Stokes said one Oregon library was being used as backdrop of a political campaign commercial. Libraries have the concern that such association and use of identifying library logos or features gives the appearance of partisanship. It is vital that the library maintain a neutral political position in the community. We serve all.</p> <p>With no further discussion, Dielman called for a vote. The motion passed unanimously.</p>
<p>REPORTS: Director Report</p>	<p>Stokes gave the Director's report.</p> <p>Friends & Foundation – an active former Friends group member unexpectedly passed away last week. Stokes attended the memorial service. Palmer asked about where to make memorial contributions.</p> <p>Facilities & Vehicles – at the Baker branch:</p> <ul style="list-style-type: none"> • The bookmobile is in the shop for repairs to the generator. • DVD storage drawers have been added at the front desk to allow for needed expansion for the collection. Facility maintenance staff, Ed, built 2 drawers. • The fish tank in the lobby has been cleaned. It was past due for a new filtration system. Stokes thanked Ed and Nola for their extra duty work of cleaning the tank after the filtration system failed, and for working extra hours to get a new system in place. The Plecostomus fish will be moved to a new home as it grew too big for the tank size. Another which was ill prior to the



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cleaning, did not survive. New ones will be acquired.

- Director's office now has a backup doorbell, which is a duplicate to the one at the circulation desk. Stokes now can ring for backup staff assistance when he observes it is needed.
- A staff committee is working on a plan to remodel the staff workroom to improve workflow and optimize utilization of space. The district has the opportunity to acquire office furniture from an old bank building that is being cleaned out in preparation for resale.

At the branches, the Halfway staff reported a hazardous condition existing at the steps leading into the back entrance. Presently, there are three concrete steps with no handrail. Ed is authorized to build and install handrails and bring the entry into ADA compliance.

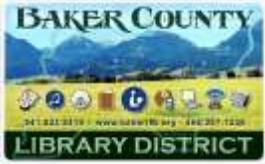
Programs & Services –The IT staff team is working on building a digital database for conversion of our obituary archives. It will be a modern version of the current obituary/local history index card file in the Oregon Room.

Personnel – Family and health emergencies have impacted a few of our staff. One of the managing librarians will be on medical leave through February. We have been able to cover shifts with substitute staff so far. The work schedule of our technology manager is up to half time after being out completely on medical leave in December. Stokes stated that he away on vacation next week.

Safety & Security – We continue to have problems with exterior electrical outlets. Recently, the lock on the electrical outlet at the southwest corner of the building was broken off by apparent blunt force trauma. Surprisingly, there appeared to be no damage to the housing itself. The lock will be replaced with a more substantial one.

Stokes has ordered two new book carts and 6 stepstools to be placed in the stacks for safety. About 6-7 years ago, Stokes purchased book carts that were on special sale. The units were apparently made of lesser grade steel and have rapidly worn out. Welds and braces have not completely alleviated the safety issues they present. The new stepstools will assist patrons that need help reaching the topmost shelves.

Technology – the digital microfilm reader the library has become obsolete. In December, Stokes capitalized on a half-off sale and approved the upgrade to the ScanPro 3000 unit for \$7,600. The purchase will be funded out of the tech budget for the time being. Stokes anticipates increasing the IT budget since the district recently received notice of a forthcoming estate bequest that Stokes anticipate will cover the cost.



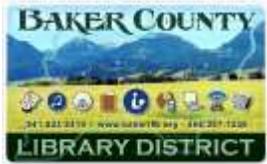
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	<p>Steele left the meeting due to feeling unwell. She had already signed checks.</p> <p>Stokes said that for the next Leo Adler Grant request, he wants to ask for funds to digitize the Baker City Herald and other periodicals. The University of Oregon had stopped microfilming services in 2015. Stokes is concerned about long-term public accessibility of these records. They need to be digitized or microfilmed. Dielman gave some history and current information on the local paper ownership.</p>
Finance Report	<p>Hawes prepared to give the finance report. Checks and reports had already been handed out. Dielman asked when Frances would be added on as a bank signature. Hawes said she intended to ask for that to be included in the minutes. She said we need to add Frances and remove Nellie plus give a full list of authorized signers.</p> <p>Rohner made a motion to remove Nellie Forrester as a check signer and to add Frances Vaughan on the two library accounts at US Bank including 153602675362 (general fund account) and 153602672211 (fund account). The other check signers remain the same including Betty Palmer, Gary Dielman, Amanda Steele, and herself, Kyra Rohner. Palmer seconded the motion. With no further discussion, Dielman called for a vote. The motion was passed by a majority with 3 yea votes (Dielman, Palmer, and Rohner approved the motion) and 1 abstain (Vaughan abstained). It was noted that Amanda (Della) Steele had already left the meeting.</p> <p>Hawes proceeded with the finance report.</p> <p>The General Fund received tax turnovers of \$10,962.79 on January 3rd. The District is at 97% of budget in the current tax revenues. Fines and Fees in December totaled \$1,436.03 averaging \$1,512.43 over the past 6 months. Palmer asked about fines and fee history and if it has increased. Stokes said it runs about the same each year budgeted at \$16,000-\$18,000. (<i>See added note below</i>). E-Rate refund requests for the past six months will be submitted by the end of January. Revenues will show up on this line next month.</p> <p>Moving to expenses on page 2. Under Personnel Services, Hawes highlighted two lines at 100% that will be accrued into the prior year. These lines are related to an employee that retired at June 30. On page 3, total District Salaries percent spent is a little high as noted on the previous page. A check for a medical reimbursement for 2018 was issued. The SUTA line is overspent due to the increase in the State rate. The State increased the rate from .001 to .006. The actual amounts are noted in the margin showing the significant increase in this expense. Overall, Personnel Services is at 61% spent compared to the expected 58% for this point in the fiscal year. Hawes added she anticipates having W-2's out by the end of next week.</p> <p>Moving to Materials & Services, notable checks written this month include Ingram</p>



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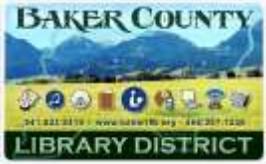
\$4,104.69 for books, US Bank Visa \$4,349.91, Alpine Alarm \$600 for annual monitoring contract, Integra \$7,615.00 for the new ScanPro 3000, Payne West \$1,257 for boiler room insurance, Guyer & Associates \$8,900 for auditing services, Cascade Natural Gas \$715 to heat the Baker library, and Ed Staub & Sons \$255.15 for propane to heat the Haines Library. The Visa bill included \$249.99 for a mobile Beacon hot spot for test unit and \$265.89 for a laptop to add to the Tech department robotics club program. It also included Storytime supplies for programs of \$254.31 and a magazine floor stand of \$119.92 to move the kids' magazines to a more visible location. Hawes highlighted on page 6, the Baker City water budget line was overspent. The line includes \$303.59 for parking lot crack fill that the City did for us that will be moved to building and grounds maintenance. The line will still be high, the usage is being investigated and she will report findings to Stokes.

Stokes said the idea of the Mobile Beacon Internet hotspots was to offer them for checkout to patrons. The Dalles Library has 100 hot spots available for patrons to take home. Stokes directed IT staff to acquire one for testing. They determined that data coverage is poor currently for Baker County so the service would be problematic for users. The Dalles has much better coverage in their area. Staff also checked with Verizon, but the provider is not able to offer an affordable option for the library. Therefore, the project is currently not feasible due to poor wireless coverage in our area.

[Addition to the minutes: Fines & Fees history was requested. FY2017-18 total \$19,735, monthly average \$1,645; FY2016-17 total \$15,923, monthly average \$1,327; FY2015-16 total \$16,550, monthly average \$1,379. Three year average annual income \$17,402; monthly average over three years \$1,450.]

Other Funds received an Adler Community Foundation Grant award of \$10,000 to be added to the roof fund. Income from Amazon book sales for last month was \$371.49. Other Funds wrote a check of \$68.19 to Visa to cover shipping costs on the books sold.

Sage Fund received LSTA Grant funds of \$27,500 for courier services. Beth requested half of the total grant of \$55,000 awarded. You will note the Courier Grant expense line is 100% spent with only half of the reimbursement at this time. The majority of the annual expense is paid out in the first two months of the fiscal year as the main vendor, Orbis Cascade, bills for the year up front. The other small couriers are paid monthly, averaging about \$2,000 a month. The granting agency prefers not to give the entire grant that early in the fiscal year which is why Beth applied for half of the funding now with the other half to be requested on the next reporting period. Other notable checks are \$5,100 to Jon Georg for the monthly IT Service Contract and \$3,750 to Equinox for the annual Evergreen service agreement. A check was written



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	<p>earlier in the month to the Ontario School District for library supplies of \$2,000 which was part of the member credit on the books for them (\$2,632.92 remaining balance). The Accounts Receivable balance is \$13,127 consisting of 5 libraries. A report has been emailed to Beth in response to her request on January 9.</p> <p>With no further questions. Signed checks were collected. The Directors had signed and approved the bills paid.</p>
Next Meeting Date	The next regular Board meeting will be February 11, 2019.
Adjourn	<p>The meeting was adjourned at 7:13 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

DRAFT