



Baker County Library District Library Board Regular Meeting Minutes

Aug 15, 2023

<p>Call to Order</p>	<p>The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Betty Palmer, Beth Bigelow, and Ashley McClay. Attending online via Zoom is Joan Spriggs. Also attending in person are Perry Stokes, Director and Christine Hawes, Business Manager. A quorum is present.</p> <p>Meeting called to order at 12:07pm by Betty Palmer, vice-chair.</p>
<p>Consent Agenda</p>	<p>Palmer asked if there were any additions or deletions to the consent agenda or minutes from the previous meeting. There were no changes given. McClay made a motion to approve the Consent Agenda; Bigelow seconded; no discussion; motion passed unanimously (4 yea) by those present.</p>
<p>Conflicts of Interest</p>	<p>Palmer asked if there were any conflicts or potential conflicts of interest to be declared. There were none stated.</p>
<p>Public Comment</p>	<p>Palmer moved to public comments. No public present. Stokes had none.</p>
<p>OLD BUSINESS: None</p>	<p>None</p>
<p>NEW BUSINESS: Policy Revision</p>	<p>Stokes reminded the directors that the Library Board acts as the District’s local contract review board and is authorized under state law to adopt public contracting rules and procedures. These procedures were last updated in 2009. With several updates to the state contracting code, we need to update the District’s policy. Perry reviewed the amendments. Proposed updates bring policy in line with the current statutes, but the district may set different procurement definition ranges if desired. Palmer asked for any discussion about changing this public contracting rules. After some discussion, McClay voiced a preference to match the state. Bigelow agreed.</p> <p>Bigelow made a motion to adopt Resolution 2023-24.R4 Resolution Amending and Restating Public Contracting Rules and Procedures as presented; McClay seconded the motion; with no discussion; motion passed unanimously (4 yea).</p>



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<p>New Directions Northwest (NDNW) - Needle Disposal Proposal</p>	<p>Palmer moved to the next item on the agenda. Stokes said the district recently launched a partnership program with New Directions Northwest (NDNW). They provided computer tablets for branch locations that their clients can use in the library to access online therapy services. Recently, NDNW approached him about another potential partnership involving the hosting of syringe disposal containers on library grounds. Used needles have periodically been found unsafely discarded on the library grounds such as under the bushes, in trash cans, and other areas, and at the city park. Subsequently, Stokes had facilities staff reduce concealment areas on library grounds by pruning back landscaping bushes and that seems to have been effective. On a recent thorough cleaning of the grounds, no sharps were found.</p> <p>Stokes said that according to his research and observations, it is fairly common for public libraries and other government agencies with public restrooms to have these containers. McClay said she is familiar with a local coalition that promotes disposal sites in key easy access locations. The coalition was modeling this idea after Malheur County. Needles have been found along the Leo Adler pathway. She feels that it would be good to have these disposal sites located in areas where disposal would be convenient. She feels it would be worth it to have someone come talk to the board about this program. Spriggs said she would be more comfortable with containers located outside the building rather than inside. She agreed with inviting New Directions to a future board meeting to present more information about the project. Everyone agreed.</p> <p>Stokes will make arrangements for the next board meeting.</p>
<p>REPORTS: Director</p>	<p>Stokes reviewed highlights of his report included in the board agenda packets.</p> <p>Administration After the board approved personnel wage changes in June, a formula error was discovered in the budgeting spreadsheet for salaries and wages. There will be an increase of about \$4,500 in the Personnel budget. A budget correction will be made with a future supplemental budget proposal.</p> <p>Facilities Huntington pest issues- wasps have been getting inside the library through ceiling light fixtures. For continuation of service, Stokes verified that staff are not known to be severely allergic to stings. If so, the branch would need to be closed the library until the problem was resolved. Ed visited the branch to investigate and found that woodpeckers had made holes in the roof soffit that allowed wasps an entryway to the library interior. That has been corrected. Additional repairs to aging trim and repainting of the building are needed at this</p>



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location. Ed is seeking bids.

Baker Library water intrusion through windows. With the last big rainstorm, there was water leaking through windows on the north wall in the Baker library. In the past, that had happened when sprinklers would hit that side of the building. That was corrected by redirecting the sprinklers. However, the windows are aging and the seals are breaking down. Ed is contacting an engineer to get ideas as to how to correct the problems we are seeing in different areas.

Programs & Services

Summer Reading is wrapping up this week and will award prizes. The program had nearly 400 participants.

Hoopla Digital has been launched. Stokes demonstrate to the board how it works on the monitor. The district only pays for items that actually get used. So far, there have been 185 borrows. A borrowing limit of 4 per month for each patron is set for budget management. Stokes reminded the board that a deposit of \$10,000 was paid in advance to launch this service. Monthly usage fees are drawn from that balance. It is projected to fund the first two years of use. He presented usage statistics to-date. According to reports, the most popular items for our users are audio books, movies and TV. Comics and music are also available. Fiction is the most popular. Stokes appreciates that users have access to the full catalog the vendor offers. He anticipates usage trends will help inform our collection decisions for physical items. Patron feedback has been positive.

Technology

The district now has a new technology for online broadcast and recording of its public meetings. The Meeting Owl is a camera that provides a 360 room view plus a dynamic view of whoever is speaking. Stokes demonstrated the equipment on the table in use. Palmer asked if it plugs into the computer. Stokes responded that it does simply plug in. A free app provided by the manufacturer enables customization of views. Spriggs reported that it works better for Zoom users as well. She can hear each speaker better.

Personnel

The annual staff training is this Thursday, August 17. All available staff will be attending the annual event. One staff person will be recognized for 15 years of service at the library.

Safety & Security, Facilities

Another rash of theft incidents involving wireless charging pads occurred in recent weeks. Stokes said five units were put out covered with prominent



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	<p>marking and property stickers on the equipment. He described the incidents recorded on the cameras which enabled recovery of the items and consequences for the offenders.</p> <p>Baker branch handrail expansion. Stokes aims to improve safety in a couple locations outside the library. A handrail is needed for the inclined approach at the northwest corner near the public phone. With removal of the large tree nearby, the sidewalk gets some precipitation that may be slippery when icy. Yellow paint on various steps also needs to be re-applied.</p> <p>Halfway library - Staff reported they had found someone sleeping in their landscaping on multiple occasions. That has been reported to law enforcement.</p> <p>Branch security camera upgrades needed. With the exception of Huntington and Haines, branch locations do not have outdoor cameras. This year we will be extending our cameras for exterior views. The need is increasing at all sites.</p> <p>Huntington library will likely need a new main entry door. The frame has been bent over time from being pulled on while locked, and may not be repairable. Ed is exploring options.</p> <p>Branch fire alarm systems. Ed has proposed to upgrade the fire alarm systems at all of the branches to a digital system that will automatically notify the alarm contractor. At this time, the alarms at branches will emit an audible alarm but it doesn't alert the fire department automatically. We will be discussing this at the staff meeting. We will be looking at updating the alarms at the branches. Stokes will be looking at the annual grant through Special Districts.</p>
Finance Report	<p>Hawes provided an overview of the financial reports. The reports were shared in print and digitized formats. The report will be brief tonight.</p> <p>The General Fund received tax turnovers on August 2 totaling \$4,353.33. There were no other revenues outside of the daily fines & fees. The cash carryover has been posted to the P&L. As discussed in July, there is \$45,000 of surplus contingency funds.</p> <p>In Personnel Services, the August 1st payroll is the first payroll on this fiscal year's books; the percentages are on target with the budget. There was one check written for an employee claiming the insurance deductible reimbursement of \$1,500.</p> <p>In Materials & Services, at the end of July, a special check was issued to Goertzen Janitorial of \$1,000 for cleaning windows at the Baker library and a</p>



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check to Ablaze Renovations of \$480.00 for drywall repair in the archive area. A check was issued today to Ingram \$2,609.84 for the monthly book order. In the book budget, the Electronic Subscription line is at 32% spent, the detail for this line is attached to the financial report. It includes the large subscriptions we talked about in July, Brainfuse \$2,103, NewsBank \$4,781 for the annual Baker City Herald, and L.E.O. \$2,498 for the Library2Go subscription. Movies is another large book budget line at 28% spent, this line includes VUDU electronic movie purchases of \$3,006.67 and DVD movies purchased totaling \$1,016.09 both found on this month's VISA. In Building & Grounds, the VISA includes Insite Solutions of \$446.92 for primer for the door signage project. Other items of interest on this month's VISA include Owl Labs \$1,049 an equipment purchase of a unique camera for meetings, REI \$722.85 library supplies of a folding table and two chairs for program events which were used in the park this summer, and Summer Reading Program supplies totaling \$681.79. The VISA is paid online and the detail packet was given to a board member to review.

The Other Funds paid VISA \$77.81 for shipping of books sold on Amazon. It had no other activity this month. The combined cash carryover of \$188,081 has been posted to the P&L by department.

The Capital Investment Fund had no activity other than pool interest. The cash carryover has been posted to the P&L.

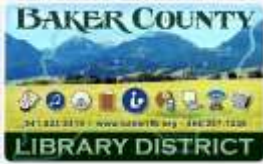
The Sage Fund had no income this month. The cash carryover has been posted to the P&L. A check was written to Orbis Cascade on 7/27/23 for \$47,056.25 to pay for the majority of the annual courier contracts. A second check was written today for \$7,742.50 to pay for another courier contract, that should be the last one. Orbis Cascade is the backbone for the Sage courier services which facilitates the transfer of materials between member libraries. We have historically paid for these contracts in July for the full year. And six checks totaling \$3,090.66 were written to small couriers that are paid monthly.

The Approved Bills Lists (ABL) were passed around for the directors to review and initial along with the check packets split among those present.

Discussions on current district Internet levels and funding.

Bigelow asked how the visit from the State Librarian went. Stokes met Ms. Cornelisen in Haines and then came to the Baker Library. They had a good tour and visit. She was here for about 2 hours.

Palmer asked if the issue we discussed at the last meeting was resolved. It was agreed to make this a general question that did not require details from the



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	<p>previous month's executive session. Stokes said that yes that has been resolved. He had the employee do some de-escalation training. Palmer commented that given the current climate, the whole staff would benefit from that. Stokes agreed that was a good idea said that the State Library offers a series he plans to assign to everyone.</p> <p>No further topics for discussion.</p>
Next Meeting	<p>The next regular board meeting will be August 15, 2023 at noon.</p>
Adjourn	<p>Palmer adjourned the meeting at 12:56 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>