

Baker County Library District

Board of Directors

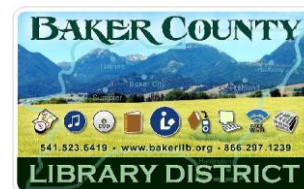
Regular Meeting Agenda

Monday, Apr 11, 2016, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

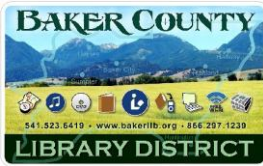


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|-------|--|---------|
| I. | Call to order | Dielman |
| II. | Additions/deletions from the agenda (ACTION) | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Approval of minutes (ACTION) | Dielman |
| V. | Open forum for general public, comments & communications | Dielman |
| VI. | Previous business | |
| i. | None | |
| VII. | Annual / Recurring business | |
| i. | 2016-17 Budget Committee Membership (ACTION) | Stokes |
| ii. | 2015-16 Budget outlook | Stokes |
| iii. | 2016-17 Budget draft 1 | Stokes |
| VIII. | New business | |
| i. | Approval of new Bookmobile graphics (ACTION) | Stokes |
| IX. | Administrative reports | |
| i. | Director's Reports | Stokes |
| ii. | Business and Financial Report | Hawes |
| X. | Agenda items for next regular meeting: May 9 2016 | Dielman |
| XI. | Adjournment | Dielman |

The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's executive session.

ORS 192.660 (2) (d) Labor Negotiations
ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (e, j) Property
ORS 192.660 (2) (a, b, i) Personnel



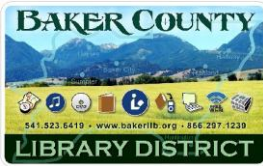
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Mar 14, 2016

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:04pm. The meeting was held in the Riverside meeting room. Directors present included: Gary Dielman, Della Steele, Kyra Rohner-Ingram, and Nellie Forrester. Others present were Perry Stokes (Library Director), Christine Hawes (Business Manager), and Kevin Bell of Clarke & Clarke Insurance.</p>
<p>Agenda Approved</p>	<p>Dielman asked for additions or changes to the agenda. There were no changes.</p>
<p>Conflicts of interest</p>	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none.</p>
<p>Minutes Approved</p>	<p>Dielman gave everyone time to read through the minutes. Stokes reminded Directors that there are two sets of minutes; regular meeting and executive session (on pink copy paper) minutes. After the minutes had been read, Dielman asked for a motion. Steele made a motion to accept the Regular Meeting Minutes for February 8, 2016 as presented and the Executive Session Minutes also for February 8, 2016; Forrester seconded; motion passed unanimously.</p>
<p>Open Forum and Public Comment</p>	<p>Dielman said that other than Kevin Bell, who is on the agenda, there were no other members of the public present. Stokes had no correspondence to share.</p>
<p>Annual/ Recurring Business: Insurance Coverage Report</p>	<p>Dielman asked Kevin Bell to proceed with the District’s insurance coverage review. Kevin Bell handed out copies of the Library District liability coverage. Bell said that he will be attending a meeting in Eugene in April on the topic of special district and school insurance programs. He reminded everyone that Special District’s became self-insured a year ago. He recently spoke with Chet Weichman of Special Districts to get a report on the health insurance outlook. He was told that Special District’s had a good first year and anticipates that health insurance coverage will remain flat this year for most member District’s including the Library District.</p> <p>Looking at the 2015-2016 insurance summary, Bell noted that the first category under General Liability shows a Best Practices Credit of \$412. Hawes has done a great job, he said, of completing the paperwork to get the full 10% credit off the premium. For having more than one type of insurance under the policy, the District also gets a multi-line discount of \$165. The Auto Liability covers the bookmobile and an older pickup. The Hired Auto Liability provides coverage if someone uses their personal</p>



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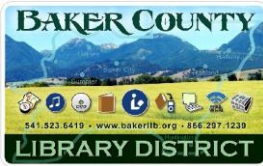
Regular Meeting Minutes

Monday, Mar 14, 2016

vehicle for a library errand and an accident happens while on official business; in such cases, it is possible the employer can be named in a lawsuit. The District does not currently have Earthquake coverage. In meetings Bell attends in Portland, there is frequent discussion that the coastal shelf is due to shift so he recommended the District consider adding it. Earthquake insurance would cover damage to the building. The District does have Flood insurance. Both Earthquake and Flood insurance is based on 2% of the building value. Overall, the liability premium increased \$91 for everything over the prior year. Stokes asked if the cost of Earthquake coverage is comparable to Flood coverage; Bell replied that he expected it was.

Turning to the second page, the first item listed is Public Entity Liability Coverage at \$500,000 plus increased coverage of \$4.5 million (which is the Excess Liability premium of \$814). This gives the District a total of \$5 million in liability coverage. He explained the tort limit in Oregon and a legal case that changed the limit. Moving down the page, the primary circumstance this policy covers is Wrongful Acts by Public Officials. This coverage applies when board members are acting within the scope of their position. Employment Practices covers the District in a situation such as if the district failed to let an employee know they were eligible for health insurance, something happened, and then the district was held liable. Employee retirement, hiring and firing issues are other common subjects for this coverage. Specifically in regards to firing, it is critical that a district contact the SDAO Pre-Loss Legal Department prior to taking action to make sure you the process is appropriate. A district would be subject to a deductible of \$25,000, but SDAO will defend its member. Additional coverages include Ethics Complaints and OSHA violation; SDAO will defend its member but won't pay the fine.

Turning to Property Coverage Declarations, Bell noted the district has \$3.9 million of assets in buildings and another \$2.3 million in personal property for a total coverage of \$6.2 million. The cost for all of this coverage is an annual \$8,048. Bell reviewed the Automobile Schedule and Property Schedules in detail, pointing out that he feels the Richland and Sumpter Library Property Values are low. Stokes replied that he and Hawes will review these. Bell said the last page of the packet is a Statement of services used by the District and the dollar benefit of that service. He added that the legal services available can be used for anything such as employment issues and contracts.



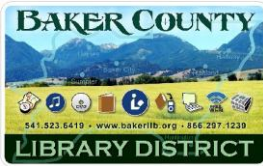
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Mar 14, 2016

	<p>Stokes asked if there was any news on the liability claim. Bell said that he checks on that occasionally. There were no witnesses or video footage. The claimant is on Medicare and not asking for damages, only that medical bills be paid which in total are around \$10,000. Bell said SDAO will contact Stokes to discuss the claim action.</p> <p>In conclusion, Bell said that the Library District has been with SDAO since its inception. The district is eligible for a longevity credit of \$1,048 annually for a two-year contract. The contract guarantees SDAO won't increase the premium by more than 5%. Bell feels this is a good value to the Library District. He thanked the board for inviting him to come tonight. With no further questions, he left the meeting.</p>
<p>Local Option Levy Ballot Language</p>	<p>Dielman stated that the next agenda item is reviewing the ballot language for renewing the local option levy. He asked Stokes to proceed. Stokes said the packet contains the 2011 measure language for an example, a markup of that to make it current, and the Form SEL 803 that will be filed to be put on the May ballot. Stokes read through the changes on the form. There was some discussion on the text regarding the number of libraries. Stokes recorded the recommended changes. Dielman asked for a motion. Forrester made a motion to approve the language on the Notice of Measure Election on Form SEL 803 for the May 17, 2016 election as amended; Rohner-Ingram seconded; the motion passed unanimously.</p>
<p>Budget Schedule for 2016-2017</p>	<p>Stokes reviewed the budget process and timeline as detailed in the Budget Calendar document included in the board packets. Also included is the current list of Budget Committee Membership. Two people have concluded their three year term. Aletha Bonebrake has agreed to serve again. He needs to call Linda Collier to ask if she is willing to be re-appointed. Tom Hudson and MaryAlys have said that they plan to participate. Stokes reminded the board that action to appoint and confirm Committee members will occur at the next board meeting; this evening is just a review of members and terms. However, the Budget Calendar does need a motion. Rohner-Ingram made a motion to adopt the 2016-2017 Budget Calendar as presented; Forrester seconded; the motion passed unanimously.</p>
<p>New Business: Oregon Ethics Law Training</p>	<p>Stokes introduced the Ethics for Public Officials training item on the agenda -- a 15 minute training video from SDAO through its SafePersonnel website. This training will also contribute to saving the</p>



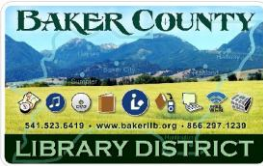
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Mar 14, 2016

	<p>District 2% on insurance. Special Districts is focusing on Ethics Law this year. The District has used the SafePersonnel resource for some staff training this past year. Prior to watching the video, the board answered quiz questions from a sheet Stokes included in the board packets. Stokes showed the video on the large screen, then reviewed quiz answers. The board felt it was a valuable exercise.</p>
<p>Administrative Reports: Director's Report</p>	<p>Stokes said that he and IT Systems Manager Jim White are exploring options for how to best <i>archive district email</i>. A comprehensive, high-end solution that would meet federal recommendations is cost prohibitive. The two have been unable to find a system or guidelines recommended by SDAO or the Oregon State Library but believe they have found a practical solution to meet basic requirements.</p> <p>Stokes has begun working on the Bookmobile graphics redesign project. A Leo Adler Community Foundation grant of \$2,500 was awarded for the project in December. He is working with the Oregon Sign Company in partnership with the Boise State Sign Company on design drafts.</p> <p>In the spring, Stokes plans to proceed with assembly of a <i>small utility shed</i> on library property next to north parking lot. Some cement will need to be poured for the shed foundation; this project may be bundled with repair of the sidewalk at the northwest corner of the building to improve safety. Given the recent injury claim alleged to have occurred in that area, he feels the pathway should be remedied with priority this spring/summer. In this timeline, however, the project may not be eligible for SDAO support through its annual Safety Grant.</p> <p><i>Recruitment of a Youth Services Librarian</i> continues. The job opening was posted widely with a classified ad in the Baker City Herald, listings with the Employment Office and on state and regional library listservs, the district website, and a boosted Facebook post. He reported that the Library District received a donation of \$500 from a member of the public to help cover advertising costs. Stokes described the boosted Facebook post process, which he had not tried before. Analytics reports show it was seen by 14,517 viewers, got 153 likes and 21 shares. There have been several positive comments; two potentially libelous comments were restricted per the library's Social Software Policy. Given the wide reach, Stokes expected a large number of applications but submissions have thus far been moderate. The first review of applicants begins in mid-March.</p>



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Regular Meeting Minutes

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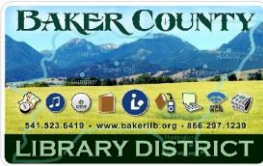
Under Programs and Services, Stokes noted the district has a *limited supply of tax forms* again this year. Libraries across the nation are one of the primary distribution points for tax forms and information. The IRS sends a small supply of basic forms and booklets, but the Oregon Department of Revenue no longer supplies any paper copies. Staff can make copies for the public from digital files on the agencies' websites provided patrons pay at the standard copy rates.

Storytime featured two special guest baby goats last week on Tuesday, March 8. Photos and video posted on the library's Facebook page have been very popular. The goats will visit again on Wednesday, March 24 for a Storytime during Spring Break week.

The *Friends is purchasing several digital projectors* for community use at the branches, and a new unit for the main branch. Two new portable screens were also acquired. The branch units have arrived and will be embroidered with the district and Friends names before being distributed. Total cost was \$2,772.85 including the warranties and carrying cases; the Friends is contributing \$2,500 of that cost.

Oregon Battle of the Books regional competition concluded in recent weeks. The regional competition event was hosted by BMCC in Pendleton. Last weekend the Baker High School team made it to second place. The previous week, the two grade school and middle school teams competed. They all did great in the qualifying matches but were eliminated in the first tournament round.

Stokes is exploring options to improve the rate of return on delinquent accounts. With the increased development and use of the movie collection, he is concerned that an increased number of persons are failing to return or pay for borrowed DVDs. He and Hawes recently had a *phone meeting with a collection agency that specializes in library accounts.* Historically, the district has reported delinquent accounts owing \$50 and over to law enforcement for prosecution under [ORS 357.975 Willful Detention of Library Property](#). Stokes says that support from law enforcement and the Baker County D.A. is much appreciated, but this strategy is only moderately successful and requires a significant amount of library staff time. A 90-day free trial period is available from the collections agency business. He and Hawes were both impressed with the service as described. The district's Collections Action fee current



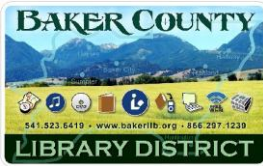
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Mar 14, 2016

	<p>applied to severely delinquent accounts is expected to sufficiently cover the costs of the collections action service. He will explore competitor agencies and make a decision about whether to pursue this option in June or July.</p> <p><i>Two RFP's are posted to the library website</i> related to a network upgrade project. The E-Rate program is offering financial support to update the network infrastructure, including wiring and hardware. State bidding requirements will apply with one part of the project estimated to amount to approximately \$10,000.</p>
<p>Business Manager's Report</p>	<p>Hawes passed out financial reports and check packets. Starting with the General Fund financial report, the fund received tax turnovers totaling \$44,511.79 on March 2. E-Rate refunds totaling \$2,235.09 have been received to-date with one declined by the vendor of \$92.28 and one outstanding of \$66.15. The budgeted transfer of \$4,000 was posted on February 23, 2016; these are funds taken from the online book sale proceeds used to increase the book budget.</p> <p>In Personal Services, a check was written for medical reimbursement of \$1,500 for a 2015 deductible. In total, Personal Services is still on target at 72% of budget compared to anticipated 75% at this time of the fiscal year.</p> <p>In Materials & Services, starting with the book budget, checks were written to Ingram for \$796.76, a small order month; University of Oregon \$300 and \$375 for newspaper microfilm shipments; and the Visa of \$7,665.16 included adult books \$294.49, children's books \$68.94, DVD's \$1407.80, and periodical subscriptions \$330.19. Under Buildings & Supplies, Visa also included purchases from Amazon for the digital projector Friends' project totaling \$2,772.85, as mentioned earlier. Under Insurance, a check was written to C.N.A. Surety Bond \$350 for annual financial officer bonding. Under Corporate Costs, a check was written to Guyer & Associates \$7,905 for audit services. The Sage Review invoice hasn't arrived yet. Under Library Service Supplies, the Visa statement also included CustomInk Battle of the Books Team T-shirts for 4 teams totaling \$910.29 (the Friends are sponsoring one-half \$455), Hudson Printing \$596.05 for window and regular envelope stock, and Upstart \$631.09 the annual summer reading program supplies.</p> <p>And finally, on page 7, General Fund transferred out \$11,000 budgeted for</p>



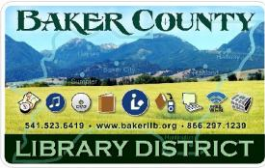
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Mar 14, 2016

	<p>transfers to the Technology Fund \$1,000 and Severance Liability Fund \$10,000. Those were posted on February 23, 2016.</p> <p>The Other Funds financial report shows Amazon book sales of \$438.67 and the two incoming budgeted transfers of \$11,000. Expenses include checks written to Visa for postage to mail books sold of \$110.52 in February and \$73.49 in March. As an unusual item this month, Hawes has selected details of a few expense accounts to review. The Adler Grant Expense line includes the Richland AC Unit of \$8,000 installed last August and Teen Room computers of \$2,203.57 using grant funds. The Transfer to General Fund line of \$4,000 was the book sale proceeds transferred to the General Fund book budget. And the Technology Department – E-Rate Project line is the building switches (equipment) purchased on the current fiscal year’s E-Rate program for the Network Update Project in progress at the Baker Library. This equipment will be installed sometime this summer, at which time the E-Rate Reimbursement Form can be filed to request a refund of \$6,562. The switches amounting to \$9,374 will cost the District \$2,800. Hawes passed around a report on Memorial Funds with a breakdown of the designated and undesignated balances held in this fund.</p> <p>The Sage Fund financial report has two LSTA grants, one complete and one in progress. The majority of the Membership Dues have been received with the exception of one \$340 as noted. In Expenses, a check was written for \$1485.57 to the General Fund to reimburse PERS March invoice paid March 11th. Total monthly Courier invoices totaled \$2528.44 for 9 vendors. A check was written to the Hood River Library District \$4,178.92 for the monthly tech contract. Other checks include one to Brent Mills (Sage System Tech) for \$498.20 for travel reimbursement and Visa for \$347.70 for Beth Longwell travel. In looking at the detail in the Travel lines, both Longwell and Mills will attend the Evergreen Conference in Raleigh, North Carolina in April. The registration, hotel reservation fee and flights total \$865.70 for Longwell and \$718.20 for Mills; with final costs to be reimbursed when they return.</p> <p>Checks were signed and returned to Hawes along with three Approved Bills Lists that had been initialed by those present.</p>
<p>Next Meeting Date</p>	<p>The next regular board meeting will be April 11, 2016.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 8:09 pm.</p>



Baker County Library District
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Monday, Mar 14, 2016

	<p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>
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Baker County Library District

Budget Committee Membership FY2016-2017

Appointive Members

	Name	City	Term start (3 years)	Term expiration
1	Aletha Bonebrake	Baker City	5/2016	6/2018
2	Linda Collier	Halfway	5/2016	6/2018
3	Tom Hudson	Baker City	5/2014	6/2016
4	Joy Leamaster	Baker City	5/2015	6/2017
5	MaryAlys Urey	Baker City	5/2015	6/2017
Alt	Nancy Johnson	Baker City		

Governing Body (Library Board) Members

	Name		Term start (4 years)	Term expiration
6	Gary Dielman	Baker City	7/1/2015	6/30/2019
7	Nellie Forrester	Baker City	7/1/2015	6/30/2019
8	Kyra Rohner-Ingram	Baker City	7/1/2013	6/30/2017
9	Betty Palmer	Baker City	7/1/2013	6/30/2017
10	Della Steele	North Powder	7/1/2013	6/30/2017

Budget Officer

	Perry Stokes	Baker City	N/A	N/A
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ORS 294.414 Budget committee.

(1) Except as provided in ORS 294.423, the governing body of each municipal corporation shall establish a budget committee in accordance with the provisions of this section.

(2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; and if there are no electors willing to serve, the governing body shall be the budget committee.

(3) The members of the budget committee shall receive no compensation for their services as members of such committee.

(4) Appointive members of the budget committee may not be officers, agents or employees of the municipal corporation.

(5) Appointive members of a budget committee that prepares an annual budget shall be appointed for terms of three years. The terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year.

(6) Appointive members of a budget committee that prepares a biennial budget shall be appointed for terms of four years. The terms shall be staggered so that, as near as practicable, one-fourth of the terms of the appointive members end each year.

(7) If any appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completion of the term for which the member was appointed, the governing body of the municipal corporation shall fill the vacancy by appointment for the unexpired term.

(8) If the number of members of the governing body is reduced or increased by law or charter amendment, the governing body of the municipal corporation shall reduce or increase the number of appointive members of the budget committee so that the number thereof shall be equal to but not greater than the number of members of the governing body. To effect a reduction, the governing body of the municipal corporation may remove such number of appointive members as may be necessary. The removals shall be made so that the number remaining will be divided into three, if the terms of the appointive members are governed by subsection (5) of this section, or four, if the terms of the appointive members are governed by subsection (6) of this section, equal or approximately equal groups as to terms. In case of an increase, additional appointive members shall be appointed for such terms so that they, together with the members previously appointed, will be divided into three or four, as appropriate under this section, equal or approximately equal groups as to terms.

(9) The budget committee shall at its first meeting after its appointment elect a presiding officer from among its members.

BAKER COUNTY LIBRARY DISTRICT
BOOKMOBILE GRAPHICS – DESIGN 7 (FINAL)

