Baker County Library District
Board of Directors

Regular Meeting Agenda
Tuesday, Feb 13, 2024, 12:00 – 1:00 pm
Meeting simulcast via Zoom
Phone: +1 253 215 8782 US  Meeting ID: 860 7254 8647  Passcode: 119399
Kyra Rohner, President

I. CALL TO ORDER
Rohner

II. Consent agenda (ACTION)
Rohner
a. Additions/deletions from the agenda
b. Minutes of previous regular meeting

III. Conflicts or potential conflicts of interest
Rohner

IV. Open forum for general public, comments & communications
Rohner
In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization.

V. OLD BUSINESS
Rohner
a. Bookmobile Overhaul Report
Stokes

VI. NEW BUSINESS
Rob Gaslin (CPA)
a. FY2022-2023 Financial Audit Report
b. Public Meeting Law Changes
Stokes

VII. REPORTS
Stokes
a. Director
b. Finance
Hawes

VIII. Agenda items for next regular meeting: Mar 12, 2024
Rohner

IX. ADJOURNMENT
Rohner

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

The Board of Directors meets on the 2nd Monday each month from 12.00 to 1.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.
Annotated Agenda

I. CALL TO ORDER

II. Consent agenda (ACTION)
   a. Additions/deletions from the agenda
   b. Minutes of previous meeting(s)

Attachments:
   • II.b.i. Board meeting minutes, Jan 9 2024

III. Conflicts or potential conflicts of interest

IV. Open forum for general public, comments & communications

Last week I received a complaint via phone call from Mary Lou Eng about the “Royal Café” article written by local historian Gary Dielman which is now available on the library website, along with over 60 other articles on Baker County regional history. Ms. Eng had objections to various facts, characterizations, and attributions in the article and complained that she shared family information and photos without fully understanding the information would be published by Dielman. I invited Ms. Eng to provide a statement correcting any inaccuracies in the article and to let me know if there are specific family photos she shared that she would like redacted from the online article. A note about her objection is now on the webpage following the link to the article.

V. OLD BUSINESS
   a. Bookmobile Overhaul Report

Services resumed beginning Tuesday, February 6. The vehicle had been unavailable since December 5 due to major repairs, which are now complete.

Total cost of repairs amounted to just under $35,000. Work included installation of a new engine, a rebuild of the transmission and clutch, and replacement of other essential components such as brake pads, shocks, rotors, u-joints, bushings, belts and hoses.

VI. NEW BUSINESS
   a. FY2022-2023 Financial Audit Report

The Fiscal Year 2022-2023 audit report will be presented at the meeting by Rob Gaslin of Gaslin Accounting, CPA firm of Baker City. A digital copy will be posted on the library website as soon as possible.

   b. Public Meeting Law Changes

Included in the board packet is an alert from SDAO Management Review Winter 2024 issue we recently received. The topic is an update on Public Meeting Law and changes made by a bill adopted in 2023. It says that “governing body members must receive Public Meeting Law training at least
once during their term office.” We will share training opportunities as offered in the near future by SDAO and the State of Oregon.

VII. REPORTS

a. Director

- 2023 Annual Report - Circulation and Visitation Statistics

Main branch traffic was down 15% over the prior year, but circulation of physical materials rose 1% in that same period.

All branches but Haines saw strong increases in traffic, particularly Huntington with a whopping 73% increase, and Sumpter with 26%. Sumpter is the busiest among our branches with foot traffic due to sharing space with the museum.

Halfway and Sumpter both had large increases in checkouts compared to 2022, with 18% and 12% growth respectively. Haines, Halfway, and Richland lead in the total number of checkouts. Overall checkouts have recovered to about 70% of the pre-pandemic 2019 level.

Use of digital collections continues to show strong growth. 2023 was a record high year for Library2Go/Libby and an 8% growth over the prior year. 2024 is also off to a strong start with the highest ever monthly use total ever, as well. Use of our new digital collection, Hoopla, is on the rise, as well, again with the highest use to date logged in January 2024. There were 183 total circs in Jan 2024 borrowed by 74 patrons. The average circs per patron was 2.47. Audiobooks are the most in demand, followed by eBooks then movies. The average cost per circ is $2.19 and $2,207 has been spent since launch in July 2023.

b. Finance

Reports to be delivered at the meeting.

VII. Next meeting: Mar 12, 2024

Future meeting agenda items

- Collection Development Policy & Materials Reconsideration Form
- Financial Management Policy
- FY23-24 Supplemental Budget

VIII. ADJOURNMENT

Rohner