



CALL TO ORDER

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.

Directors present were Joan **Spriggs**, Jacque **Cobb**, and Ashley **McClay**, with one director, Kyra **Rohner**, attending via Zoom. Also attending in person were Perry **Stokes**, Director, and Christine **Hawes**, Business Manager.

No other guests attended in person or via Zoom.

President Kyra Rohner **called the meeting to order at 5:05 p.m.** Four directors were present, establishing a quorum.

Roll call: Kyra Rohner, Ashley McClay, Joan Spriggs, Jacque Cobb, Perry Stokes, and Christine Hawes.

CONSENT AGENDA

Rohner asked whether there were any additions to or deletions from the agenda.

- There were no changes.

Cobb made a motion to approve the consent agenda as presented; Spriggs seconded; motion passed unanimously (4 yea).

CONFLICTS OF INTEREST

Rohner asked whether any conflicts or potential conflicts of interest should be declared.

- There were none.

OPEN FORUM / CITIZEN COMMENTS

Rohner asked whether there were any citizen comments.

- No one from the public was present. Stokes reported no communications to share.

OLD BUSINESS

FY2026–2027 Budget Committee Membership

Rohner moved to Old Business and introduced the budget committee membership item.

Stokes reported that Cobb nominated two individuals, both of whom accepted. The new committee members are **Monica Matthews** and **Rick Teegarden**. Four appointed members have confirmed their attendance at the budget meeting.

Stokes noted this was an action item to approve the Budget Committee roster.

Spriggs moved to approve the Budget Committee roster as presented; McClay seconded.

The motion passed unanimously (4 yea).

NEW BUSINESS

Circulation Policy and Fee Schedule

Rohner moved to New Business and invited Stokes to present the policy update.

Stokes presented the Circulation Policy for approval. He explained that the District is consolidating several policies under a single Circulation Policy to align with Oregon State Library reporting requirements and improve staff usability.

The policy consolidates Cardholder Responsibility, Card Eligibility, and related policies. It defines account types, eligibility, privileges, youth account responsibility, and the fee schedule.

The fee schedule has been updated to reflect current costs. The annual non-resident card fee will increase to \$110, based on the average local household tax contribution (previously \$60 in 2016 and \$90 in 2019). The update also modernizes equipment overdue fees and adjusts collection thresholds.

The board discussed non-resident cards, equipment replacement costs, youth accounts, and the OLA Passport program. Questions were addressed regarding account fee caps and collections procedures. Stokes explained that accounts exceeding the fee ceiling are blocked until balances are reduced, and overdue materials may be referred to a collections agency using a “gentle reminder” approach.

Cobb moved to adopt Resolution No. 2025-26.07, Adopting the Circulation Policy and 2026 Fee Schedule as presented; Spriggs seconded.

The motion passed unanimously (4 yea).

Group Health Insurance Renewal

Stokes reported a 12.6% increase in the current group insurance plan. He recommended transitioning to PPO L, a plan with a \$5,000 deductible.

He proposed a 60/40 cost-sharing split (\$3,000 District / \$2,000 employee), replacing the current 50/50 split on a \$3,000 deductible. The change would result in approximately \$500 additional annual cost to employees while maintaining comparable coverage.

Christine Hawes presented plan comparisons, including five-year cost history and projected costs for PPO K (current) and PPO L (recommended).

The board discussed deductible sharing, affordability, and benefits. Stokes also reported that staff expressed limited interest in adding orthodontia coverage.

The board discussed the LifeFlight benefit. Stokes proposed allowing reimbursement for either LifeFlight membership or ground ambulance coverage. The board agreed that either option is acceptable.

McClay moved to approve the insurance renewal as follows:

- *Adopt PPO L with a \$5,000 deductible*
- *Approve a 60/40 deductible split (District up to \$3,000)*
- *Continue Dental Plan Option 3 (\$2,000 Constant Dental)*
- *Continue annual reimbursement for LifeFlight or equivalent coverage*

Spriggs seconded. The motion passed unanimously (4 yea).

FY2026–2027 Budget Preliminary Outlook

Stokes presented the preliminary budget outlook.

FY2025–2026 projections:

- Total income projected to increase by \$93,300 due to back payments
- Beginning cash estimated at \$838,700 (+\$63,754 over budget)
- Operating costs projected to increase by \$27,802
- Personnel Services projected to decrease by \$25,861
- Materials & Services increases include:
 - \$62,000 increase in book budget (digital collection expansion)
 - Increased IT and facilities maintenance
- Ending cash estimated at \$832,000

Facilities updates include Haines roofing and siding, exterior painting, and Richland lighting improvements.

FY2026–2027 proposed budget:

- Tax revenue projected to increase by \$99,000
- Beginning cash budgeted at \$840,000 (+\$65,000)
- Total expenses projected to increase by \$164,000
- Personnel Services increase of \$83,000 (includes 3.5% COLI and step increases)

- Materials & Services increase of \$102,000
- Transfers decrease by \$65,000 (return to standard \$35,000 transfer)
- Operating contingency set at \$713,100

Stokes reported the District is in a strong financial position. No further questions were raised.

REPORTS

Director's Report

Stokes provided the directors report.

Branch Facilities

Staff continue collection weeding and reorganization at branches, including work in Halfway.

Collection Management

Ongoing efforts focus on aligning collection size with circulation trends.

Community Engagement

Patrons continue to provide positive feedback regarding library services and community value.

Volunteers

Two new volunteers have joined. A Volunteer Appreciation event is scheduled for April 16.

Staff Training

One staff member is training in cataloging, progressing through certification levels.

American Library Project

Two articles featuring the library were reviewed.

Technology

Recent fiber damage required replacement of a primary line. New security cameras have been installed in multiple locations.

Facilities

Security improvements include reinforced Bookmobile electrical access and additional surveillance.

Personnel & Professional Development

Stokes will present at the 2026 OLA Conference. Two Sage IT staff have been nominated for awards.

Programs & Services

Summer Reading Program theme: "Plant a Seed."

Safety & Security

Staff addressed a ladder safety issue. A recent after-hours incident was reported to law

enforcement. Youth vaping remains an ongoing challenge for staff and management. It is occurring both in-library and on the premises.

Financial Report

Hawes presented the financial reports. Printed and electronic copies were distributed.

General Fund

- Tax turnovers received:
 - \$7,759.01 (April 3)
 - \$46,153.19 (March 3; reported this month)
- Pool interest: \$3,676.06 (March 31)
- E-Rate budget adjustment required due to canceled hotspot funding

Personnel Services

- 79.5% expended year-to-date
- April PERS report submitted; invoice due April 26

Materials & Services

- Book budget at 122% expended
- Major expenses:
 - Ingram: \$4,672.67 (books)
 - Midwest Tape: \$1,062.31 (Hoopla)
 - EBSCO: \$4,039.00 (database subscriptions)
- Additional checks:
 - Valley Metal: \$455 (HVAC repair)
 - Crown Paper: \$1,075.72 (janitorial supplies)
- Other notable expenses:
 - Tony's Tree Service: \$4,200 (grounds keeping)
 - Business Management Daily: \$349 (professional development H.R. magazine)
 - Coast-to-Coast: \$519.96 (printer supplies)
 - Aspen Digital: \$853.15 (library supplies – custom registration cards and envelopes)
- Utilities and telecom remain under budget

Other Funds

- Pool interest: \$887.01
- Expenses:
 - \$176 check issued
 - \$135.03 Visa (Volunteer event expenses)
 - \$41.65 Amazon shipping (online book sales)

Capital Investment Fund

- Pool interest: \$685.27
- No expenditures

Sage Fund

- Revenue: \$8,190 (final membership payments)
- Interest: \$1,195.25
- Workers' compensation over budget (~\$300 annual increase due to remote staff working from Idaho)
- Expenses include:
 - \$18,240 (Umatilla courier reimbursement)
 - \$1,008.49 (OCLC EZ Proxy subscription)
 - \$300 (Sage app update)
 - \$1,082.44 (courier services)
 - \$471.02 Visa (conference + expenses)

District Visa

- Statement dated April 6; payment scheduled April 15 in full

Approved Bills Reports for each fund were included with the check packets for board members to initial while reviewing and signing checks.

NEXT MEETING

- The next regular board meeting will be held **May 12 at 5:00 p.m.**
- Budget Committee Meeting: **May 20, 2026**, at 6:00 p.m.

ADJOURNMENT

There being no further business, *Rohner adjourned the meeting at 6:20 p.m.*

Respectfully submitted,

Perry Stokes
Secretary to the Board

PS/ch

AI disclosure: *These minutes were edited with the assistance of an AI-based language tool to support grammar, clarity, formatting consistency, and professionalism. All substantive content, decisions, and financial figures were reviewed and approved by library staff.*