

Baker County Library District

Board of Directors

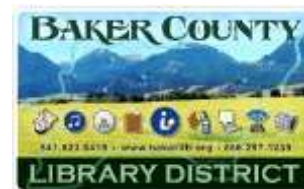
Regular Meeting Agenda

Monday, Sep 10, 2018, 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. Consent agenda (ACTION) | Dielman |
| a. Additions/deletions from the agenda | |
| b. Minutes of previous meeting | |
| III. Conflicts or potential conflicts of interest | Dielman |
| IV. Open forum for general public, comments & communications | Dielman |
| 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. REPORTS | |
| a. Director | Stokes |
| b. Finance | Hawes |
| VI. OLD BUSINESS | |
| a. None | |
| VII. NEW BUSINESS | |
| a. Filling of board member vacancies | Stokes |
| b. New Policy adoption - <u>Film & photography</u> (ACTION) | Stokes |
| VIII. Agenda items for next regular meeting: Oct 8, 2018 | President-elect |
| IX. ADJOURNMENT | President-elect |

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



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<p>Call To Order</p>	<p>Kyra Rohner-Ingram, Vice-President called the meeting to order at 6:01. The meeting was held in the Riverside Meeting Room. Present at the meeting were Kyra Rohner-Ingram, Betty Palmer and Della Steele, Directors; Perry Stokes, Library Director and Christine Hawes, Business Manager; Gary Dielman arriving at 6:05pm. Guests and members of the public present included Ed Adamson, Library District Facility Manager and Francis Vaughan, resident in Halfway Oregon.</p>
<p>Consent Agenda</p>	<p>Rohner-Ingram asked if there were any changes to the consent agenda. There we no changes to either the agenda or the minutes. Steele made a motion to approve the Consent Agenda as presented; Palmer seconded; the motion passed unanimous.</p>
<p>Conflicts or Potential Conflicts of Interest</p>	<p>Rohner-Ingram asked for any potential conflicts of interest. There were none. Although Rohner-Ingram stated that she would abstain from any discussion on building contract topic on the agenda to avoid potential conflicts. Members of her family own a contracting business in town.</p>
<p>Open Forum for general public</p>	<p>Rohner-Ingram asked if there were any comments. Both of the guests said they had no comments. Francis said that she was invited by Nellie Forrester to attend a meeting to see how things go but that she was here to observe. Stokes said he did receive an email from a patron saying that the new staff person at the Huntington Branch Library is doing a remarkable job. There were no further comments.</p> <p>Rohner-Ingram handed the meeting over to Gary Dielman when he arrived. Dielman said that he needed to leave at 7:00.</p>
<p>REPORTS: Director</p>	<p>Stokes gave the Director’s Report:</p> <p>Friends & Foundation – From initial reports, the proceeds from the Friends Summer Book Sale held during Miner’s Jubilee appeared to be a bit below average. They did lower some prices. The Foundation will be providing marketing materials to promote the Dolly Parton Imagination Library program.</p> <p>Facilities & Vehicles – The Bookmobile recently needed to replace two worn out tires. The bookmobile blew a tire, and driver, Donna Valentine, is to be commended in how she handled the predicament. She guided the bus to the roadside, brought it to a safe stop, and put out caution</p>



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markers. Ed Adamson rode out with a Commercial Tire employee who replaced the tire and then followed Ed as he drove the Bookmobile back to town. Ed reported the tires seem to have not been properly checked and rotated. Donna reported that if she turns on the A/C it overheats. So the bookmobile went in for repairs. Stokes has asked Adamson to review the bookmobile maintenance tasks and schedule.

Grants – A local bicycling group, Baker Loves Bikes, has collaborated with a regional bicycle tourism club, Bicycle Rides Northwest, on fundraising to purchase a bike repair station for the library grounds. Stokes anticipates that with their contribution, the Friends of the Library will now support the project as well. They will vote on his proposal at tomorrow’s meeting. The equipment is ordered and will arrive at the end of August. Signage will show sponsors.

Programs & Services – The piano leg has broken again. Ed repaired it about two months ago. The breaks have happened when someone has attempted to move the piano, which is difficult on the carpet since the casters are small and intended to roll on hardwood floors. Ed added that he has ordered new, larger triangle shaped casters that he hopes will resolve the problem. The piano is about 130 years old. He described the condition and that it may need some repairs. He certainly wants to preserve the value. The new casters should make moving the piano easier and safer. There was some discussion on the donation of the baby grand piano. Della said there is a piano repair in Boise that has experience with these old grand pianos. Ed will look into it.

Stokes reported that we now have electronic room reservation software that is available online. The link to the tool “bookaroomatbakerlib.org” is on the library website. It uses an open source product that we hope to improve upon.

Stokes said there in an upcoming meeting scheduled August 20-21 to discuss the continuation of the pilot project for a new digital archive partnership with the State Libraries of Oregon and Washington.

Dielman added that we have received a donation of new photos from Langdon Rand, the son of the famous lawyer, John Rand. The photographs were found when the building currently occupied by Edward Jones was being remodeled. He was called to come down and look at the negatives found in storage. He took home 2,000-3,000, 4x5 negatives.



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	<p>These are great for scanning. They were all sorted in folders. He picked some out to look at based on the labels. He estimated the time period to be the 1930-1940's. He picked out over 100 photos with historical significance to the area that have been added to the online collection.</p> <p>Stokes moved down to Technology in the Annotated Agenda. Technology – Jim worked with MD Communications to complete installation of the fiber optic system at the Baker branch. He reports this has significantly improved the network speed and functionality.</p> <p>The PA System issue was resolved. A faulty unit was causing the ghost chime. The vendor replaced the unit at no cost to the library.</p> <p>This past week, the battery backup at Christine's work station failed and required replacement. Jim was concerned that the failure could have been a fire hazard. He is looking into the cause for future preventive measures.</p>
Finance	<p>Stokes moved the finance report to the end of the meeting, after New Business, so that Dielman could be present for items requiring board action. See below.</p>
OLD BUSINESS	<p>None</p>
NEW BUSINESS: Report on LED Lighting savings	<p>Stokes skipped to the LED Lighting project savings. Referring to a report included in the packets. The report was created by Business Manager, Christine Hawes. It shows both the savings in kilowatt usage and the cost. We now have a full calendar year to use as a comparison plus six months in 2018. The first year savings was \$3,357 plus current year-to-date savings of \$985; total \$4,342. The rate increased in November 2017 which has decreased the rate of return. The LED lighting project net cost to the Library District was \$27,228. At the current rate of savings, we can project the cost recovery in 5-6 years. Comparatively, the kilowatt usage has decreased by 21.5% (2017) and 22% (2018 YTD) with the cost decrease of 17% in the first year (2017) and only 10% year-to-date 2018. Christine's comment was "this was certainly a worthwhile project for the library."</p>
Contract Review Board – Baker Library Roof	<p>Stokes said that a copy of Ed's report was included in the packets. He turned the floor over to Ed Adamson, Library Facility Maintenance Specialist.</p>



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Maintenance	<p>Ed said that a total “re-skin” of the roof, replacing the current material, would cost about \$160,000. The District does not really have any significant capital reserve funds at this point. Ed issued new instructions for bid proposals, revised from a roof replacement to a roof maintenance services contract. Four vendors responded that were viable. On evaluation, two of those bids were determined to be overly flexible, leaving too much room for significant cost increases. The two other vendors were Upson (based in Caldwell Idaho) and Landmark, a local company. Incidentally, Upson just completed re-roofing St Frances Cathedral in Baker City. Ed said that he thought it was necessary to talk with local sources about the vendors. The Carlisle product was used on the old Carnegie Building by the contractor, Landmark. He received positive references for both contractors being considered. He went on to say that his research was “an education in flat roofing” as he looked into products and techniques. He said that both Ty Bennett and Mark Johnson were helped to educate him on roofing. At the end of the day, the finalist candidates were Landmark Contracting and Upson Company bids. Ed recommended Landmark. While Upson did the initial repair work for the library earlier this year, and did a great job, the Landmark bid was at a lower cost over the two-year time frame. The first year is \$2,500 with twice a year visits at \$500 each. They will clean the roof and test every seam. He also felt strongly that we needed “fixed costs” which these two contractors offered. He stated this is a maintenance contract that is meant to get us through a couple more years until the District can acquire the funds to do a complete re-roofing project which this building needs.</p> <p>Stokes described the legal requirements. The District views this contract as a “small procurement” which is defined in ORS 279B.065 as “any procurement of goods and services not exceeding \$10,000.” Such contracts may be awarded by the contracting agency in any manner they desire. We are not required to do the bidding process but we have done that in order to make it a fair process. Ed has recommended Landmark Contracting at a stated cost of \$4,000 over two years.</p> <p>Discussion began with Dielman asking Ed about the roof. Ed described the layers of the roof; a Carlisle membrane was used rather than built-up asphalt. He explained why the leaking happens, condensation issues inherent with the roof. Dielman asked if putting on a new roof could be done in parts and then successfully joined. Ed replied that has been done on the Carnegie building. He said his preference is to put on the entire roof at the same time; the product has a 20-year life. He added that</p>
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	<p>asphalt roofing is really expensive; but it has a higher insulation factor and is the gold standard. The membrane roof doesn't have the insulation factor. Dielman recalled the history on choosing the roof on the remodel. Ed said that he was able to get copies of the plans from the 1970 remodel from the City.</p> <p>Ed said that he has done a lot of work talking with local contractors, city building department, and engineers to come up with a plan. We can use this membrane coating to get us through a couple years. He described the plan and the temporary roof repairs. We are attempting to deal with what we have and future solutions. Palmer thanked Adamson for his hard work. She appreciates his expertise and coming to the meeting to give the presentation.</p> <p>With no further discussion, Stokes said that the board needs to vote awarding the maintenance contract.</p> <p>Palmer made a motion to award the roof maintenance contract to Landmark Contracting as Ed Adamson has recommended; Steele seconded the motion. There was no further discussion. The motion passed unanimously.</p> <p>Stokes thanked Adamson for attending. Adamson left the meeting.</p>
<p>Policy Revision on Fee Schedule</p>	<p>Stokes said that he wished to table this item to a future meeting. He is still working on refining the policy. The primary change is a possible new fee titled "odor repair fee" to accommodate special handling of materials that come back with an offensive scent. Usually "odor repair" is needed to correct smoke scent from cigarettes or cigars. One regular library user is consistently returning over a dozen items weekly that reek of a pungent animal urine smell. Over a year ago, Stokes found a piece of equipment called the "Stink Boss" that was actually made for shoes, but effectively reduces odor from books and other materials using ozone.</p> <p>Stokes discussed the library's history with the patron, who has been informed of the issue. The library has tried various methods of deterring and treating the odors. The next solution would be a special handling fee, treating it similar to erasing pencil marks. There is a staff labor cost involved to reverse what the patron has done.</p> <p>Another consideration is that some odors can trigger an allergic reaction</p>



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	<p>which can be a health safety issue both for staff and the next borrower.</p> <p>The issue is subjective, so he has thought about what would be a reasonable measurement method. He is proposing an “arm’s length” test; if one can easily smell the odor an arm’s length away and the issue is confirmed by a second party, that would trigger the penalty. He has pitched the idea to library colleagues who report a variety of different techniques to dealing with this kind of issue. Some use cat litter, dryer sheets, or charcoal; some do not charge, others charge up to \$3 per item. Besides staff labor costs, part of the problem is that the treatment process takes the item out of circulation for 1-2 days for deodorization. A policy would be helpful if a penalty is to be enforced.</p> <p>He will have more data and the Fee Schedule revision at a future meeting. There will also be more discussion amongst the library world he can report on.</p> <p>Palmer told the group about a deodorizer that she feels does a good job of odor control. Stokes will look into the product.</p> <p>Dielman greeted the guest, Frances Vaughan. She said Nellie Forrester (current board member) invited her to come. She lives in Halfway. Nellie has asked her to consider taking her place on the board. She wanted to observe tonight.</p> <p>Dielman left the meeting at 7:00pm. Rohner-Ingram resumed running the meeting.</p>
Finance Report	<p>Rohner-Ingram said next on the agenda was the Business Manager’s finance report.</p> <p>Hawes passed out financial reports and check packets for signatures.</p> <p>The General Fund received tax turnovers on August 8 of \$3,563.04, all prior tax collections. Other revenues received include an expense reimbursement from the Friends of \$1,998.89 for the VR (virtual reality) project and another reimbursement from USAC E-Rate program of \$630.99 included in Accounts Receivable for fiscal year end. Beginning cash of \$261,339.65 (7/01/2018) was posted to the P&L for operating during the fiscal year, as compared to the prior year beginning cash of \$262,425.22 (7/01/2017), the difference of \$1,085 was minimal. Included</p>



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in **Personnel Services**, the severance payout for Carmen's retirement, which was paid out in July, will be accrued into the prior fiscal year. The payroll accruals will be reflected in next month's financial report. The Vroom Grant Wages will be removed when it is reimbursed from Other Funds – Memorial.

In **Materials & Services**, the book budget includes checks written to Ingram for book purchases of \$5,941.56 and a reimbursement of \$20.66 to Hood River Library for a lost book. Also included in the book budget under Electronic Subscriptions, checks were written to AtoZ Database of \$985, Tutor.com online tutoring \$1,500 and OCLC WebDewey \$324.45. You will notice that there is a new category under the book budget, "LSTA Grant Youth Books". The District received a grant from the Oregon State Library of \$3,000 to refresh youth book collections thanks to the efforts of Missy Grammon, Youth Services staff. Once we have spent \$3,000 we can apply for the grant reimbursement. At this point, Missy has spent \$1000.51 through Ingram. In Building & Grounds, checks were written to Whelan Electric for \$239.55 for light fixture repairs in Richland and Valley Metal \$678.50 to repair duct system on the Baker roof from vandalism. In the Computer budget, a check to MD Communications of \$788.35 for work in the switch room to complete the fiber optic connection. And finally, one unusual check was written to the Sage Fund of \$3,677.87 to move LSTA Courier Grant funds that were received into the General Fund through the Oregon direct deposit system.

Other Funds had beginning cash balances totaling \$131,365.11 which were posted to the P&L for fiscal year operating. A check was written to Carpet One for \$592.45 for a chair purchased for the teen room out of that grant.

Sage Fund had beginning cash of \$201,284.07 which was \$11,000 more than anticipated when the budget was prepared. There has been no income to date for the fiscal year. The membership invoices usually go out annually in October. Checks written include Orbis Cascade of \$6,378 for the final annual invoice that arrived late when the large check was written last month, seven small courier checks totaling \$1,698.43 for monthly services and a check to Equinox of \$2,500 for Evergreen support annual subscription.

Other news of interest. Christine took the four boxes of records to the auditor on Tuesday, August 31. Christine told the board that she received



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	<p>an email from our auditor, Emily Beckett, that she could be ready for the audit early this year so the preliminary records were delivered the next week. A quick look at the financial reports for fiscal year just ended June 30, 2017, looks very similar to the prior year so there should be no surprises. As already mentioned, the General Fund beginning cash had decreased by \$1,085 and accounts receivable increased by \$215 while accounts payable recorded to-date has decreased by \$5,150. There may be additional accounts payable but this should be the majority of it. It is being recorded as they come in. In Revenues, E-Rate refunds requested total \$6,436.66, most of which has already been received. In Personal Services, the payroll accruals have to be posted manually through a journal entry and will be larger this time by about \$22,000 due to the severance payout for a retirement. Materials & Services is already on the accrual basis and is within the budget constraints so it looks good. She anticipates drafting the financial report in early September, a good month ahead of prior years.</p> <p>With no further questions, the checks were signed and check lists approved for all three funds.</p>
Next Meeting Date	The next regular Board meeting will be September 10, 2018 at 6:00pm.
Adjourn	<p>The meeting was adjourned at 7:12 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

PHOTOGRAPHY, RECORDING AND FILMING POLICY

Policy Statement

Baker County Library District provides a myriad of educational, cultural and civic engagement services to the community, as described in the library's mission statement. Photography and filming, as described below, is allowed to the extent that it does not interfere with the provision of library services and is consistent with the library's mission statement and code of conduct.

Definitions

The terms "photograph" or "photography", "recording" or "filming" are used generally and refer to any method including photography, filming, videotaping or any other process of still or moving image or audiovisual capturing in any method used now or in the future.

- Baker County Library District shall include the following:
- Downtown Main Library (500 Main Street)
- Buildings designated as Branch libraries
- Buildings and locations designated as interim libraries or program locations
- Bookmobiles and kiosks
- All other property and facilities assigned to or owned by the library

Amateur Photography

Casual amateur photography by customers and visitors wanting a memento of their visit is permitted in library facilities so long as additional equipment such as lighting is not used.

General Policy Regarding Permission

Permission is not required for photographing/filming/recording in public areas if no tripods, lights or other specialized equipment is used. However, there may be designated areas in library locations and/or exhibition areas or other areas or events where photographing is prohibited.

For all other photographing/filming/recording, requests for permission must generally be made at least 24 hours prior. Permission should be requested on weekdays between 9 a.m. and 5 p.m. when the Communications Department is normally open.

Approvals of Requests

The DIRECTOR, or her/his designee in the Communications Department is authorized to grant permission to photograph/film/record the interior of library buildings, setting the conditions under which the photographing may take place, or to deny permission.

Factors Considered for Approval

The DIRECTOR, or her/his designee in the Communications Department will consider and act upon requests for permission to photograph considering:

- The public interest
- Statutory requirements
- The library's interest
- Issues of confidentiality
- The amount of time each project will require
- The need to maintain impartiality among competing photographers
- Any other purpose that the DIRECTOR, or her/his designee in the Communications Department deems to be in the interest of the Baker County Library District

Exterior Photography

Photographing the exteriors of library buildings does not require permission; photography may not impede the ingress or egress of visitors or staff to or from any library building.

Media Requests

While the Baker County Library District has an open-door policy for news media photographers and reporters whose stories directly involve the library's programs, resources, collections, and services, obtaining advance permission is extremely important to:

- Protect the safety and privacy of those using library facilities and resources
- Ensure library business is conducted without disruption
- Ensure that the library's users are not disturbed

Media representatives must obtain approval from the DIRECTOR, or her/his designee in the Communications Department, and must be accompanied by a member of the HPL staff during all photographing.

Nonprofit, Academic or Research Projects

Photographers working on nonprofit, academic, or research projects must secure authorization in advance to avoid disrupting library operations.

Research photography of the library's materials and resources is permitted within certain limitations. Using library facilities as interview venues for unrelated stories as well as photographing library users for opinion polls or "person on the street" interviews is prohibited without prior approval from the DIRECTOR or her/his designee.

Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library. Additional permissions must be obtained from

the Baker County Library District to photograph materials or items in special collections because of complex copyright issues in these areas. Discussing what advanced authorizations are required with the Library Director can expedite this process.

Commercial Photography

Library buildings may not be used as setting for a creative film or videotape, advertisements, fashion shoots or for any other photography which will be used for commercial purposes without the prior approval from the DIRECTOR, or her/his designee in the Communications Department. The production company shall compensate the library for staffing expenses necessary to open, secure, and monitor library premises during a shoot at overtime rates.

Movie and Music Industry

The library may permit use of its facilities by the movie or music industry for film projects where a library setting is called for, if the project does not interfere with the mission of the Baker County Library District, is in accordance with the rest of this policy and does not advertise or promote commercial products. Filming may not be related to political campaigns or to partisan issues. The production company shall compensate the library for staffing expenses necessary to open, secure, and monitor library premises during a shoot at overtime rates.

Library Liability for Injuries

Permission to photograph/film/record does not release the persons or groups involved from liability for injuries to persons or property that result from their activities on library property.

Photographic Releases

Photographers filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any photography. The library undertakes no responsibility for obtaining these releases.

Photography Logistics

The library's DIRECTOR and/or Office of Communication may terminate any session that appears to compromise public safety or security of people, buildings, or collections.

Adopted by the Library Board of Directors:

Model: Hartford Public Library
<https://www.hplct.org/library-policies/photographypolicy>

Filming and Photography Policy

The most significant priority for Baker County Library District is to provide library services to the Baker community, as fully described in the Library's Mission Statement. The duty of fulfilling the Library's mission is the first priority of the Baker County Library District and the filming and photography described below is allowed only to the extent that it does not interfere with the provision of library services and is consistent with the Library's Mission Statement and Rules.

Note that any persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases.

Also note that library staff may terminate any photo session that appears to compromise public safety or security.

News Media Photography

The Library has an open door policy for news media photographers and reporters who are doing stories or projects that directly involve the library and its programs. Advance authorization for such photography must be obtained from the Library Director.

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the library itself; however, research photography of the library's materials and resources are permitted within certain limitations (see "Research Photography" section below). It disallows using Library facilities as interview venues for unrelated stories, and disallows access to library patrons for opinion polls or man on the street interviews within its facilities.

Documentary-Type Photography for publication or broadcast

The Library permits photography of its premises and activities when the use of the photographs involves the library directly, i.e. books, articles, or videos about the library itself, the library's position in the region as a tourist or learning destination, or as part of a piece used to describe our city's environs. Advance authorization must be obtained in advance from the Library Director.

Commercial Photography

The Library does not permit commercial photography on or in its facilities. This includes, but is not limited to, using library buildings, grounds or interiors as a stage set for portraiture, model photography, and product photography. It includes photography or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.

Research Photography

Filming and Photography Policy

The Library permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library. Additional permissions must be obtained from the Library Director to photograph materials or items in special collections because of complex copyright issues in these areas. Because of these issues, permission to reproduce materials from these divisions may in some cases be denied or involve a fee. Please discuss your needs with the Library Director before planning your project to obtain advance authorization.

Amateur Photography

Casual amateur photography and videotaping is permitted in library facilities for patrons and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted.

Movie Industry

The Library will permit use of its facilities by the movie or music industry for filming major entertainment projects where a library setting is called for, if the project does not interfere with the mission of the Baker County Library District, is in accordance with the rest of this policy and does not advertise or promote commercial products. Filming may not be related to political campaigns or to partisan issues, because the Baker County Library District wishes to avoid any appearance, no matter how slight, of impropriety or impression of political preference. These projects must be approved and coordinated at least 24 hours in advance with the Library Director. Such filming may take place only during hours when the library is closed, and all equipment must be removed during the Library's operating hours. Library personnel such as are necessary to open, secure, and remain on the premises during a shoot must be paid at overtime rates by the production company.

Photography for Groups and Non-Library Events in the meeting facilities

Groups arranging meetings in library meeting facilities may arrange for photographers and news media during their event. Photography for such events is restricted to the space reserved by the group and may not take place in other areas of the library.

Approved by the Library Board

Model: Baker County Library District

<https://library.nashville.org/about/policies/filming-and-photography-policy>