



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Aug 12, 2013, 6:00 – 8:00 pm
 Riverside Meeting Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:05pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon.</p> <p>Present were: Gary Dielman, Della Steele, and Nellie Forrester, Directors; also present were Perry Stokes, Library Director; and Christine Hawes, Business Manager. Dielman declared a quorum was present to do business.</p> <p>Betty Palmer, Director arrived during the meeting at 6:55pm.</p>
<p>Agenda Approved</p>	<p>Dielman asked for additions or changes to the agenda. Stokes added two items under New Business: Water Filtration-Coping with Crypto, and Planning Session. No other changes were given.</p>
<p>Conflicts of Interest</p>	<p>Dielman asked if there were any potential conflicts of interest to be declared. None were stated.</p>
<p>Minutes Approved</p>	<p>Dielman asked for corrections or changes to minutes from last month. None were given. Forrester made a motion to approve the Agenda as amended and the July 8, 2013 Regular Meeting Minutes as presented; Steele seconded; passed unanimously by the three Directors present.</p>
<p>Public Comment</p>	<p>Dielman stated for the record that there were no other members of the public present for comments. Stokes had no public correspondence.</p>
<p>Charette Account Status & Action Plan</p>	<p>Stokes reviewed the Charette contract history. The Agreement for Artwork Contract expired October 31, 2012. A Notice of Contract Termination was sent November 29, 2012 requesting repayment of the \$2,500 project cash advance within 60 days. Charette responded by email on January 15, 2013 to which Stokes responded with a standard payment plan for lost materials reimbursement. Since that notice, two payments were received in 2013 of \$200 each on April 8 and July 18, 2013, leaving a current balance due of \$2,100. After each payment received, Hawes has emailed Charette a payment confirmation and balance statement.</p> <p>Dielman led the discussion of possible solutions. He is concerned the Library will not receive full reimbursement without additional actions. Possible recourses discussed included filing a small claims court action, turning the bill over to a collection agency or turning it over to the D.A. as is done with other Library debts. The group agreed to take no action at this time suggesting that Stokes wait until October to see if another payment is made. Dielman added that he would like Stokes to let him know that the board is dissatisfied with the irregular payments. The expectation is for \$200 regular payments. Failing that, Charette should</p>

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	<p>be informed that the board will consider a collection agency to recover the debt. The group agreed to review the account at the November regular board meeting.</p>
Tax Anticipation Note Report	<p>Hawes referred to the Cash Flow Report in the board packets. The report started with the available general fund cash of \$106,924 at August 2, 2013. The August 1st payroll had already been completed; the upcoming expenses are payroll taxes, the majority of the bills to be paid at the board meeting and PERS totaling an estimated \$46,000. In September, expenses amounted to an estimated \$71,000 in payroll, payroll taxes, bills and PERS. At the end of September the Library District will have used its general fund available cash. The Other Funds accounts has cash available of \$145,636 (including the recent bequest of \$64,478) that will cover the estimated October requirements of \$66,000 and the November first payroll of \$40,000, leaving \$39,600 in Other Funds. Thanks to the Bequest, the Library District is projected to not need to borrow funds through a Tax Anticipation Note this fiscal year. The board praised the good news.</p>
PERS Funds Options	<p>Stokes told the board that PERS has posted new rates for the 2013-2014 fiscal year. The rates have been adjusted down 4.4% from the levels originally announced. Using the Budget Salary Worksheet, Hawes has estimated that this results in a cost decrease of \$18,981 for the Library District. Stokes included a list of budget options made possible by the \$18,000 and asked the board for input. Dielman asked Stokes to prioritize the list. Stokes described the needs for each of the options.</p> <p>His first priority would be restoring hours to select staff and extending the 1% COLI to all employees since the cuts did cause some unforeseen bookkeeping challenges. Dielman supported an increase of the TAN reserve since this has been a primary objective. Forrester supported a safety first approach and advocated fixing the Huntington sidewalk with any remaining funds going to reserve. After ensuing discussion, the group agreed to prioritize as follows:</p> <ol style="list-style-type: none">1. Personnel -- extend 1% cost-of-living to rest of the staff estimated at \$3,530; and2. Three items of equal importance: (a) Restore select staff hours, estimated at \$6,534; (b) increase the TAN reserve by \$10,000, and (c) repair Huntington ramp & sidewalk estimated at \$5,000. <p>Dielman suggested leaving the final decision for use of the funds to the Director. A Resolution will be presented at the next board meeting.</p>
Water Filtration Options – Coping With Crypto	<p>Stokes reported that warning signs were placed on library drinking fountains regarding the cryptosporidium contamination of the Baker City water supply. The fountains are not shut off; visitors may use them at their own risk. A 5-gallon water cooler was purchased for staff use. Drinking water to fill it is readily available from the water tankers available to the town residents at the intersection of Grove & Campbell.</p>

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	<p>Stokes said that several local restaurant owners have installed commercial filtration systems. He asked for discussion on whether the library should also install a commercial filtration system given that the City is unsure how long the water advisory will last.</p> <p>With the soft drink machine and water fountains out of order, the Dollar Tree is the nearest option the public has for beverages. An additional water cooler could be provided for public use, if necessary.</p> <p>Stokes said that if the board wished to ensure safe public drinking water, a filtration system would be fairly simple to install. Restaurants have reported obtaining systems for less than \$500. He expects it could be attached near the main water shutoff valve near the door of the utility room.</p> <p>Forrester supported getting a filter. Dielman said water quality has not been a problem in the past. Oregon State and Federal oversight agencies have said there is no great concern. Baker City is not required to filter or UV the city water supply; it is one of four cities in Oregon exempt from filtering the water. Dielman had contacted City officials and asked why the City web page doesn't have current testing information. He noted that current information was finally posted on the City website today.</p> <p>Stokes said the City will most likely get a UV treatment system. If they do, then for the Library to install one would be redundant. Palmer reported that the schools are boiling water and using foam soap with hydrogen peroxide. Dielman added that the State has certified the water despite two years with minor levels of crypto. Board consensus was that no action should be taken at this time.</p> <p>Stokes offered to get a quote for a filter system for the next meeting. The board supported the proposal.</p>
Planning Session Discussion	<p>Stokes said it has been since 2005 since the District has crafted a strategic plan. A copy of the old plan was included in the board packets along with copies of plans from other Oregon libraries. The previous planning session was an all-day event held prior to the board meeting; it was unclear whether a facilitator was present. Stokes said that State Library staff may be able to facilitate a planning session if the board is interested. Some annual strategic planning is required by statute.</p> <p>Palmer commented that she had reviewed the five sample plans and found the clarity of the Hood River plan worked best; Harney County's was too wordy and Tigard's looked like the work of an outside consultant. Others agreed that the Hood River plan was simple with good strategic goals. Stokes suggested doing a planning session at the September 9 board meeting. Dielman believes that Stokes could facilitate the session. Dielman also suggested doing the planning in segments at regular meetings. Stokes asked everyone to review the</p>

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	<p>2005 Strategic Plan. At the next meeting, the board will review how the 2005 plan goals were met.</p>
<p>Administrative Reports: Director's Report</p>	<p>Stokes reported that the Library and the Literacy program were selected to receive funds from the “Chalk It Up To Art” event that was held downtown. The Baker Art Guild organized this fundraiser. This is the same group the library has partnered with to display local artworks in the Reading Room. Total proceeds were reported to be about \$800, of which the library will get half. The fund will be used to purchase art books, DVD's, magazines and so on. There will be a SDAO Board Training opportunity in La Grande August 28, 8:30am-4:30pm. Both Stokes and Hawes attended a session in 2009; Stokes also attended one last year. The board is invited to attend. In other training news, two staff members are being sent to the Pacific Northwest Library Conference being held in Boise for public service and youth services workshops. The soft drink vending machine owned by the Friends of the Baker Library has been out of order for several months due to a fault in the coin mechanism. The Friends determined is not cost effective to repair or replace but the Library will be contracting with a vendor to replace it. Library staff will no longer need to manage and stock the machine, and the District will receive a percentage of the proceeds. Stokes is renewing Tutor.com again this year. This will be the second year of solo use since the general LEO membership discontinued its consortial subscription. Usage has been low but he believes it is a valuable resource to offer and supports education in the County. Increased marketing of it with the help of schools should improve the rate of use. The Summer Reading Carnival finale event will be in the north parking lot this week. Melissa customarily takes the following week off. Some sad news is that long-time employee Arlene Dethloff has been in the hospital; she is recovering and in good spirits but has needed to take an indefinite medical leave of absence. Her hours are being filled by regular and substitute staff until it is decided if she can return. The annual Book Sale earned approximately \$2,700. The AAUW no longer wanted the leftover books, so the Friends has arranged for an outside non-profit organization, Better World Books (BWB), to take the surplus. The Friends was very pleased with the efficiency of BWB. Shipping is paid, the UPS pickup was prompt, and some dividends from sales of the items will come back to the Friends while most proceeds go to support literacy overseas. Library staff is also excited that Better World Books will take books on a regular basis, which should enable the book sales to offer a higher quality of stock with less excess.</p>
<p>Business Report</p>	<p>Hawes passed out financial statements and check packets for signatures. The General Fund received tax turnovers totaling \$5,127.96 for August. Notable checks include a staff medical reimbursement of \$2,700, SDAO workman's comp insurance for fiscal year 2013-2014 \$1,854.18 and SDAO fiscal year 2012-2013 final bill \$344.19, Tutor.com renewal \$1,750, Eastern Oregon Rental \$194.48 mostly for a jack hammer to remove the sidewalk for waterline replacement, Scotts</p>

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	<p>Heating & Air Conditioning for branch AC maintenance \$823.95 and last month \$636.33 for Baker Library AC maintenance. The Summer Reading program expenses included \$50 for carnival vendor for face painting, and \$85.36 to Melissa for mileage for the Haines program. The General Fund current cash balance is \$79,649.</p> <p>Checks were signed and approved.</p> <p>In other news, the May and June E-Rate BEAR reimbursements applied for total \$1,112.55; at this point, \$918.53 is confirmed. There is only one vendor that hasn't certified on their end, Hawes will follow-up with Cascade Utilities this week. The good news is that Eagle Telephone did complete the one submitted for them completing this year. And lastly, through PayPal \$172.48 was collected for the Friends Book Sale. The Friends' check will be issued with the 20th bills to make sure all of the funds are in.</p>
Next Meeting Date	The next Board meeting will be September 9, 2013 at 6:00pm.
Adjourn	<p>The meeting was adjourned at 7:48pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>