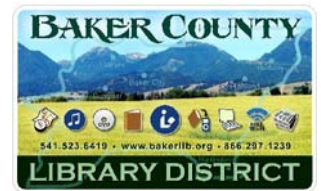


Baker County Library District  
 Board of Directors  
**Regular Meeting Agenda**  
 Monday, Jul 8, 2019, 6:00 – 8:00 pm  
 Riverside Meeting Room, Baker County Public Library  
 2400 Resort St, Baker City  
 Gary Dielman, President



- |              |                                                                                                                                                                                                                                                                                                                                              |                                                                 |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>I.</b>    | <b>CALL TO ORDER</b>                                                                                                                                                                                                                                                                                                                         | Dielman                                                         |
| <b>II.</b>   | <b>Consent agenda (ACTION)</b><br>a. Additions/deletions from the agenda<br>b. Minutes of previous meeting                                                                                                                                                                                                                                   | Dielman                                                         |
| <b>III.</b>  | <b>Conflicts or potential conflicts of interest</b>                                                                                                                                                                                                                                                                                          | Dielman                                                         |
| <b>IV.</b>   | <b>Open forum for general public, comments &amp; communications</b><br>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. | Dielman                                                         |
| <b>V.</b>    | <b>OLD BUSINESS</b><br>a. None                                                                                                                                                                                                                                                                                                               |                                                                 |
| <b>VI.</b>   | <b>NEW BUSINESS</b><br>a. Discussion of board vacancy<br>b. Election of 2019-20 officers (ACTION)<br>c. Establishing regular meeting time (ACTION)<br>d. Appointing agents of record (ACTION)                                                                                                                                                | President-elect<br>Stokes<br>President-elect<br>President-elect |
| <b>VII.</b>  | <b>REPORTS</b><br>a. Director<br>b. Finance                                                                                                                                                                                                                                                                                                  | Stokes<br>Hawes                                                 |
| <b>VIII.</b> | <b>Next meeting: Aug 12, 2019</b>                                                                                                                                                                                                                                                                                                            | President-elect                                                 |
| <b>IX.</b>   | <b>ADJOURNMENT</b>                                                                                                                                                                                                                                                                                                                           | President-elect                                                 |

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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 |

# Library Board Meeting – Annotated Agenda

Monday, Jul 8, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

## Annotated Agenda

- |                                        |         |
|----------------------------------------|---------|
| I. CALL TO ORDER                       | Dielman |
| II. Consent agenda ( <b>ACTION</b> )   | Dielman |
| a. Additions/deletions from the agenda |         |
| b. Minutes of previous meeting         |         |

### *Attachments:*

- II.b.i. Board meeting minutes, Jun 10 2019

- |                                                              |         |
|--------------------------------------------------------------|---------|
| III. Conflicts or potential conflicts of interest            | Dielman |
| IV. Open forum for general public, comments & communications | Dielman |
| V. OLD BUSINESS                                              |         |
| a. None                                                      |         |
| VI. NEW BUSINESS                                             |         |

- |                                |                 |
|--------------------------------|-----------------|
| a. Discussion of board vacancy | President-elect |
|--------------------------------|-----------------|

As previously shared by email, Board Member Amanda “Della” Steele died on June 24 after suffering repeated bouts and battles with cancer. The Board will discuss potential nominees, or a recruitment strategy, for appointing a replacement for the remainder of her service term through 6/30/2021.

- |                                                   |        |
|---------------------------------------------------|--------|
| b. Election of 2019-20 officers ( <b>ACTION</b> ) | Stokes |
|---------------------------------------------------|--------|

At the July meeting the Board elects its officers, President and Vice President, for the fiscal year. For the previous year, Dielman has served as President since 2004. Rohner-Ingram has served as Vice President since 2015.

- |                                                        |                 |
|--------------------------------------------------------|-----------------|
| c. Establishing regular meeting time ( <b>ACTION</b> ) | President-elect |
|--------------------------------------------------------|-----------------|

### *Attachments:*

- VI.c.i. Resolution No. 2019-20.01

The Board must annually adopt a resolution setting its regular meeting time. At the June meeting, the Board consensus was to continue the current regular meeting time as the second Monday of the month at 6.00p. The proposed resolution establishes that regular meeting schedule. I am proposing two exceptions in which we move to the 3<sup>rd</sup> Monday for the months of October 2019 and June 2020.

- |                                                  |                 |
|--------------------------------------------------|-----------------|
| d. Appointing agents of record ( <b>ACTION</b> ) | President-elect |
|--------------------------------------------------|-----------------|

### *Attachments:*

- VI.d.i. Resolution No. 2019-20.02

The District must annually appoint its insurance agents of record. We have one agent, Clarke & Clarke, which assists the district with general liability, property insurance, and employee health insurance benefits which we currently get through Special Districts Association of Oregon. Clarke & Clarke representatives have been very helpful. The attached resolution affirms the company as our agent of record for the coming year.

## VII. REPORTS

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p 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.

# Library Board Meeting – Annotated Agenda

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Monday, Jul 8, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

a. Director

Stokes

## ***Administration***

I will file the required FY2019-2020 budget documents with the Baker County Assessor tomorrow (July 9 2019) for certification. The annual deadline for that task is July 15. A complete copy of the budget will be filed with the Baker County Clerk by September 30.

## ***Friends & Foundation***

The Friends is currently preparing to conduct its Summer Book Sale beginning this coming week end for Miner's Jubilee. Volunteer sign-up sheets are at the front desk.

No report from the Foundation.

## ***Facilities & vehicles***

The bookmobile continues to have major repair issues, which have caused service interruptions for several weeks this year. After a replaced cylinder head, brakes repair was required, then overheating indicated replacement of a radiator fan was needed.

Ed is finding sprinkler heads repeatedly damaged, particularly along Campbell Street. He suspects vandalism. If possible, we will use our security camera system to examine that suspicion.

## ***Grants***

For the Ebsco Solar 2019 grant, congratulations to Medicine Hat College in Medicine Hat, Alberta, Canada; New Port Richey Public Library, New Port Richey, Florida; and Hedgesville Public Library, Hedgesville, West Virginia. The libraries were each awarded by Ebsco with \$100,000 to pay for the installation of a solar array, offsetting the cost of solar panels and allowing them to reduce electricity expenditures. We will try again next year with our grant proposal.

## ***Programs & services***

The 2019 Summer Reading Program is underway. Libraries have several special performances scheduled. Participation rates are reportedly higher than previous years.

Our historic photo archives project with the State Library of Oregon continues to progress. A recent email estimates full migration of our photo archive collection onto the Washington Rural Heritage platform may happen in about a year. Meanwhile, since Gary has a large number of new records to add to our current system, we will upgrade from our current Past Perfect version 4 to PP5 Online. This will enable Gary to continue to work efficiently with a familiar system and make new files available to the public more quickly.

We have been accepted as a participant in the Libros for Oregon program. This is an OLA project to support development of libraries needing Spanish language materials. Our library will contribute \$200 toward the travel costs of book purchasers that will go

# Library Board Meeting – Annotated Agenda

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Monday, Jul 8, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

to a book fair in Guadalajara, Mexico, and purchase materials on our behalf. We have pledged \$1,200 toward updating our Spanish collection this fiscal year.

## **Personnel**

Staff are adjusting to a switch from a traditional bulletin board calendar to a new digital display we have mounted on the wall just outside my office in the staff workroom. The new method has pros and cons with the primary benefit being a time-saver for our scheduling staff.

After a visit from our Aflac representative recently, I asked Kevin Bell to look into supplemental SDIS insurance options for staff – life / long term disability.

## **Safety & Security**

I had SDAO counsel review our court-ordered community service procedure. They approved our practices and offered the following guidance

- Volunteers are covered by Worker Comp policy. No liability waiver necessary.
- Remove restroom cleaning from task list due to biohazard risk.
- Provide all volunteers with adequate training, supervision, and PPE.

## **Technology**

Jim reports success with testing out a new remote computer maintenance tool. Even if a computer is powered off, he can turn the unit on and perform diagnostics and maintenance from his office. He's very excited about it.

### **b. Finance**

**Hawes**

Report documents to be distributed at the meeting.

## **VIII. Next meeting: Aug 12, 2019**

**President-elect**

- Future agenda items
  - Policy review/revision
    - Discussion of pro-rated benefits for part-time employees
    - Fee schedule
    - Library Card Eligibility
    - Social Software
    - Staff Use of Collection Materials
    - Digital Archive Copyright Statement / Rights Statements for digital cultural heritage object
  - Board Training: Discussion of ALA State of America's Libraries 2018 report

## **IX. ADJOURNMENT**

**President-elect**

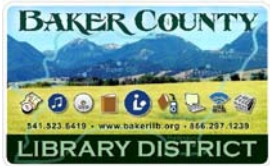
The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

# **Library Board Meeting – Annotated Agenda**

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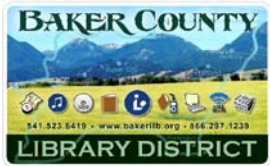
**Monday, Jul 8, 2019, 6:00 pm**

**Notes prepared by Library Director Perry Stokes**



Baker County Library District  
Board of Directors  
**Regular Meeting Minutes**  
June 10, 2019

<p><b>Call To Order</b></p>	<p>The meeting was held in the Riverside Meeting Room. Gary Dielman, President called the meeting to order at 6:16pm. Present at the meeting were Directors Gary <b>Dielman</b> and Frances <b>Vaughan</b>, who were present in person and Della <b>Steele</b>, who attended via a telephone conference call placed by Perry Stokes at 6:15. Also present were Perry <b>Stokes</b>, Library Director and Christine <b>Hawes</b>, Business Manager. Dielman noted that a quorum was present to do business.</p>
<p><b>Consent Agenda</b></p>	<p>Dielman asked for any changes to the consent agenda which included minutes from the previous regular meeting and the Budget Committee meeting, both held in May. There were no changes. <b>Vaughan made a motion to approve the consent agenda as presented; Steele seconded; motion passed unanimous (3 yea votes).</b></p>
<p><b>Conflicts or Potential Conflicts of Interest</b></p>	<p>Dielman asked for any potential conflicts of interest. There were none.</p>
<p><b>Open Forum for general public</b></p>	<p>Dielman noted there were no members of the public present. Stokes had no correspondence to share.</p>
<p><b>NEW BUSINESS: BUDGET HEARING, FY2018-19 Supplemental Budget</b></p>	<p>Stokes started with the Supplemental Budget for Fiscal Year 2018-2019. He is making changes for budget lines with overages which are mostly transfers amongst expenditure lines. He is also appropriating anticipated surplus funds.</p> <p>Starting with the General Fund, he reviewed the largest changes. Cash carryover has been increased by \$14,496 to appropriate surplus funds. Interest income is being increased by \$3,000 in anticipation of higher interest earnings in tax turnovers. Donations and grants are being increased by \$5,300. The fiscal agency fee is being reduced to \$2,000 to adjust for a calculation correction to include deduction of Business Manager PERS &amp; payroll taxes from the 2% percent budget total. Adding in the surplus tax collections anticipated of \$82,000. Total revenues increase by \$105,059. There are several adjustments amongst the expenditures lines, but the largest change is the increase in the ending fund balance of \$90,281. The largest expenditure line budget changes were \$33,200 decrease in the facility line and an increase of \$30,000 in the books budget. Facility repairs are being postponed a year while the district builds reserves toward the goal of replacing the roof. The book budget will be increased to \$120,000, a 45% boost.</p> <p>Other Uses Fund budget is being increased by \$24,925. The largest increase is in donations of \$19,000.</p> <p>Sage Fund budget is being increased by a small amount of \$2,429. The cash carryover is being increased by \$12,000 offset largely by a decrease in membership dues of \$9,571.</p> <p>Dielman asked for discussion. There was none. Dielman read Resolution No. 2018-19.03 Resolution Adopting Supplemental Budget 1; adopting the budget at \$2,127,935. He asked for a motion. <b>Vaughan made a motion to approve Resolution No. 2018-19.03 as read; Steele seconded; the motion was passed unanimously (3 yea votes).</b></p>



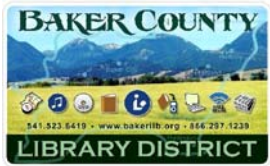
# Baker County Library District

Board of Directors

## Regular Meeting Minutes

June 10, 2019

<p><b>Establish a New Reserve Fund</b></p>	<p>Stokes told the board that this next item was to establish the new Reserve Fund we discussed in the budget meeting in order to accumulate funds for capital improvements, for example the roof replacement. He read Resolution No. 2018-19.04 Establishing a Reserve Fund for Capital Investment. Dielman invited a motion to adopt the resolution. <b>Steele made a motion to adopt Resolution No. 2018-19.04 as read, Vaughan seconded; the motion passed unanimous (3 yea votes).</b></p>
<p><b>Fiscal Year 2019-2020 Budget Adoption</b></p>	<p>Stokes told the board that there had been no changes made to the proposed budget approved by the Budget Committee. He noted that copies of the budget forms were in board packets to review. He read Resolution No. FY2018-19.05 Resolution Adopting the Budget introducing the budget for fiscal year 2019-2020. He read the section titled Resolution Making Appropriates in its entirety with the Total Adopted Budget being \$2,278,836. He then read Resolution Imposing the Tax assessing taxes at the rate of \$0.5334 per \$1000 of assessed value for permanent rate tax; and the rate of \$0.249 per \$1000 of assessed value for local option tax; with debt service remaining blank as the District has no debt. He then read section Resolution Categorizing The Tax, concluding with the statement “the above resolution statements were approved and declared adopted on June 10, 2019.” Dielman asked for any questions. Vaughan asked for clarification on whether this was all one motion or adopted by sections. Dielman responded that it was all adopted in one motion. <b>Vaughan moved to adopt Resolution 2018-19.05 including Resolution Adopting the Budget, Resolution Making Appropriates by Fund, Resolution Imposing the Tax, and Resolution Categorizing the Tax, all as previously read; Steele seconded; with no further discussion, the motion passed unanimously (3 yea votes).</b></p>
<p><b>Personnel Policy Revision</b></p>	<p>Stokes said the District hasn’t adjusted travel meal per diem rates since 2015. Currently the District policy is \$8.50 for breakfast or lunch and \$18.00 for dinner totaling \$35.00 a day. The City policy is \$13.00 breakfast, \$14.00 lunch and \$23.00 dinner, totaling \$50 a day. The County is \$12.75 breakfast or lunch and \$25.50 dinner, totaling \$51.00 a day. He doesn’t believe the district needs to make the jump to catch up all at once. He is proposing to increase by half of the difference, which is \$10.75 breakfast, \$11.25 lunch and \$20.50 dinner totaling \$42.50 a day. For reference, the 2018 GSA rate for Oregon is \$51.00 and the 2019 rate is \$55.00. Vaughan stated that she felt the rates being proposed are modest amounts. Dielman asked Steele for her opinion. Steele said she felt the rates sound good and like Stokes recommendation. With no further discussion, Dielman called for a motion. <b>Steele moved to approve the change to the Personnel Policy increasing the Meal Per Diem Rates as proposed at \$42.50 a day; Vaughan seconded; the motion passed unanimous (3 yea votes).</b></p> <p>Stokes said that this concludes the business on the agenda for tonight. He thanked Steele for joining the meeting by phone and hoped she felt better. Steele left the meeting at 6:32pm.</p>
<p><b>Discussion of 2019-2020 Officers and Regular Meeting Schedule</b></p>	<p>Stokes assumes we will stay with the same meeting schedule and time. He will present these two at the July meeting for approval. Dielman and Vaughan agreed.</p>
<p><b>OLD BUSINESS:</b></p>	<p>No old business.</p>



# Baker County Library District

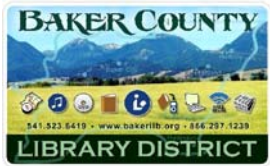
Board of Directors

## Regular Meeting Minutes

June 10, 2019

None	
<b>REPORTS:</b> <b>Director Report</b>	<p>Stokes gave the Director’s report</p> <p><b>Bookmobile</b> – The bookmobile budget will be increased by \$4,000 to cover recent repairs including new cylinder head \$4,223 and front brakes \$1,005. It has 240,000 miles and 20 years of use. The repairs have increased this last year which may be an indicator we need to look at the next solution for mobile outreach. He is looking at grant supporters. Stokes likes the idea of downsizing to a cargo van. He said that Mercedes makes a 4-wheel drive cargo van, which would be great for our area services. The sprinter style has a taller roof that you can stand up inside. He talked about the pros and cons of a cargo van. He also likes that it would be more stable in snow or bad weather.</p> <p><b>Facility</b> – the floral chairs have been moved out to branches.</p> <p><b>Performance Reviews</b> – he wants to get them done this month. One of the benefits of restructuring the management team was the shared responsibility on reviews. He is working on a PIC (Person In Charge) System so that when he is not here, there is a procedure for who is in charge based on who is on duty at that time.</p> <p><b>Oregon Room</b> – it has come to staff attention that the Oregon Room needs to have some weeding done. The shelves are full in there. Staff have identified a small amount of fiction that can be moved to the general area.</p> <p><b>Programs</b> – meteorite specialist Dick Pugh from the Cascadia Meteorite Laboratory in Portland is coming to the library to present a program. His last visit was in 2012. This program is part of the Summer Reading Program theme on space.</p> <p><b>Library2Go</b> – Stokes has put a sign on the door about the new phone app called “Libby” that works with libraries’ digital catalogs. He shared a graph of digital books usage. May was the highest number of usage in history since 2011.</p> <p><b>ILL (or Inter-Library Loans)</b> – Items borrowed outside of Sage. Staff have developed a policy to help us get them back on time. There have been some recovery issues that necessitated review of the previous policy. The new policy states we will only borrow print items (no video or audio materials). There is a maximum of 10 items for a calendar year for a patron. There can only be 2 checked out to a patron at one time. Late fees are \$1.00 a day (compared to \$0.20 cents a day). And ILL items are not allowed to be renewed. Staff has developed a book insert that slips over the cover that states the policy.</p> <p><b>SRP (Summer Reading Program)</b> – the program started last Thursday when kids got out of school. Hopefully, we will be taking the bookmobile to the Summer Academy again. Staff person Missy Grammon is also involved with the Summer Academy.</p> <p><b>New Subscription</b> – Stokes asked the board for their input on the idea of subscribing to the Baker City Herald online through NewsBank. The vendor data allows us to search back to</p>





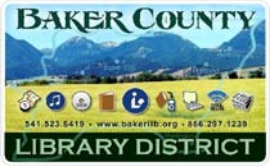
# Baker County Library District

Board of Directors

## Regular Meeting Minutes

June 10, 2019

	<p>2011. In 2015, the microfilm copies of the Baker City Herald ceased when the University of Oregon stopped their service. The Herald website is sometimes locked so is not always accessible. Stokes wants to try it for a year, maybe two years. It costs \$1,900 a year. Dielman and Vaughan liked the idea.</p>
<p><b>Late Arrival</b></p>	<p>Betty Palmer arrived at the meeting at 7:03pm. She had thought the meeting started at 7:00 tonight and apologized for being late. Stokes told her that he had called Steele and she was able to attend over the phone. He reviewed decisions made.</p>
<p><b>Finance Report</b></p>	<p>Hawes had already distributed the financial reports. Check packets were handed out.</p> <p>The <b>General Fund</b> received \$28,104.19 in tax turnovers. There are two smaller tax turnovers anticipated later in the month. Personnel Services is on target in total at 101% spent; once the accruals are posted this number will be below 100%. In Materials &amp; Services, the books budget includes a checks to Ingram \$5,598.04. On the report, the books budget is over spent, but has been increased to \$120,000 which covers the current activity. In Building, a check to Scotts Heating &amp; AC for HVAC repairs of \$965.25. The monthly janitorial contract check to Goertzen Janitorial of \$1,350.00. Bookmobile repairs includes Mike Bork Auto Repairs of \$4,223.85 for blown cylinder head and \$1,004.96 for front brakes totaling \$5,228.81. In Travel, a check to Hawes of \$243.58 to travel to an HR Workshop in Redmond plus \$90.85 on Visa, totaling \$334.43 in travel and training. A check to Western Communications of \$625 was posted incorrectly to Legal Administration and will be moved to the Publication budget line which will bring both of these budget lines back into compliance with the budget. And finally, the City of Baker City \$1,000 semi-annual payment on the LID Resort Street debt.</p> <p><b>Other Funds</b> received a donation of \$100 and Friends reimbursement of \$1,500 for the new chairs in the reading room. Two budgeted transfers of \$10,000 Severance and \$1,000 Technology reserves were completed on May 20, 2019. Other Funds wrote a check to visa for Amazon postage to ship books sold in June. After the May meeting, it also wrote a check for visa for WayFair \$4,007.21 for the purchase of 13 new chairs and Amazon book shipping costs of \$25.34.</p> <p><b>Sage Fund</b> received \$3,034.02 in revenues for small membership invoices due and the rest for CatExpress subscription reimbursements. Sage paid its fiscal agency fee of \$2,000 to General Fund plus 5 checks totaling \$1,246.60 for monthly courier services. It also wrote a check to visa of \$785.17 for ALA subscription \$362.00, Sage annual meeting expense \$155.97 refreshments and \$267.20 for postage also courier expenses.</p> <p>Current cash balances are written on the last page of each Fund for your information. There were no questions.</p> <p>The Directors signed the checks and initialed the check list approving the bills paid since the last meeting.</p>



Baker County Library District  
Board of Directors  
**Regular Meeting Minutes**  
June 10, 2019

<b>Next Meeting Date</b>	The next regular Board meeting will be July 8, 2019. Topics will include the Board annual election of officers and approval of meeting schedule.
<b>Adjourn</b>	The meeting was adjourned at 7:18 pm.  Respectfully submitted,  Perry Stokes, Secretary to the Board  PS/ch

DRAFT

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2019-20.01**

**Establishing a regular meeting  
day, time, and location for 2019-20**

July 8 2019

RESOLVED, that the Board of Directors of the Baker County Library District shall meet **monthly on the second Monday of the month at 6.00 pm** in the Riverside Community Meeting Room of the Baker County Public Library located at 2400 Resort Street in Baker City during the 2019-2020 fiscal year, with the following exception(s) :

Oct 21 2019

Jun 15 2020

ADOPTED by the Board of Directors of Baker County Library District this 8th day of July, 2019 by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTAINED: \_\_\_\_\_

**FOR THE BOARD:** \_\_\_\_\_

**Signature**  
BCLD Board President

**ATTEST:** \_\_\_\_\_

**Signature: Perry Stokes**  
District Secretary

# 2019/20 Calendar

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
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August 2019						
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September 2019						
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October 2019						
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November 2019						
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December 2019						
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February 2020						
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March 2020						
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29	30	31				

April 2020						
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May 2020						
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31						

June 2020						
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28	29	30				

## Federal holidays 2019/20

Jul 4, 2019	Independence Day	Nov 11, 2019	Veterans Day	Jan 1, 2020	New Year's Day	May 25, 2020	Memorial Day
Sep 2, 2019	Labor Day	Nov 28, 2019	Thanksgiving Day	Jan 20, 2020	Martin Luther King Day		
Oct 14, 2019	Columbus Day	Dec 25, 2019	Christmas Day	Feb 17, 2020	Presidents' Day		

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2019-20.02**

**Appointing Insurance Agent of Record**

July 8 2019

WHEREAS, BCLD purchases insurance products from the Special Districts Association of Oregon (SDAO), and SDAO requires special districts to annually affirm their agents of record;

Now, therefore be it RESOLVED, that the Baker County Library District Board of Directors appoints Clarke & Clarke Insurance of Baker City, Oregon, as the District's Insurance Agent of Record.

ADOPTED by the Board of Directors of Baker County Library District this 8th day of July, 2019 by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTAINED: \_\_\_\_\_

**FOR THE BOARD:** \_\_\_\_\_

**Signature**  
BCLD Board President

**ATTEST:** \_\_\_\_\_

**Signature: Perry Stokes**  
District Secretary