

Baker County Library District

Board of Directors

Regular Meeting Agenda

Monday, July 13, 2020, 6:00 – 8:00 pm

Virtual Meeting held electronically via GoToMeeting

Gary Dielman, President

Please join from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/935007605>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 935-007-605

- | | |
|---|-----------------|
| 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. OLD BUSINESS | |
| a. Report on Pandemic Response Activities | Stokes |
| VI. NEW BUSINESS | |
| a. Election of 2020-21 officers (ACTION) | Dielman |
| b. Establishing regular meeting time (ACTION) | President-elect |
| c. Appointing agents of record (ACTION) | President-elect |
| VII. REPORTS | |
| a. Director | Stokes |
| b. Finance | Hawes |
| VIII. Next meeting: Aug 10, 2020 | 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) (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 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

Monday, Jul 13, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

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

Attachments:

- II.b.i. Board meeting minutes, Jun 15 2020

- | | |
|--|---------|
| III. Conflicts or potential conflicts of interest | Dielman |
| IV. Open forum for general public, comments & communications | Dielman |
| V. OLD BUSINESS | |
| a. Report on Pandemic Response Activities | Stokes |

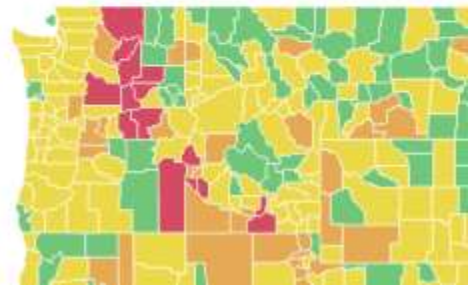
Attachments:

- V.a.i. Peer Libraries Service Status

Gary wishes to give a personal report to the Board on his view of how the I and the leadership team are handling decision making during this stressful time.

After a couple of extensions following the June 17 closure, the outbreak surge continues to worsen in most respects – particularly in areas along our I84 & I82 transportation routes. Baker County has jumped from 1 to 12 cases in less than 2 weeks. Outbreaks in Malheur and Umatilla counties are uncontrolled and raging following skyrocketing new cases in Idaho’s Ada and Canyon counties. Union County, at least, does seem to be stabilizing.

Risk Level by State/County
This map displays COVID Risk Levels for each county and deaths counts. Risk Levels are calculated based on...



Nevertheless, staff have elected to resume Limited Public Access service beginning Monday, July 20. The following service restrictions will apply:

- Building occupancy and visitation session time will be limited.
- A face covering, properly fitted, will be required for all persons age 12 and up indoors.
- Persons without a mask will be offered one, or provided service accommodation outside the building.
- Public restrooms will be closed.

Staff are aware that reopening under these conditions, with every outbreak alarm bell ringing including growing case numbers in Baker County, will increase risk. But we have confidence in the safety protocols we have developed and are highly concerned about detrimental effects to our community and patron support from long-term closure. I anticipate that it will take about 3

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Notes prepared by Library Director Perry Stokes

weeks (to July 22) to see an impact of the mask mandate in the case data. The expected degree of results varies widely, so will be interesting to see. Going forward, the only foreseeable catalysts for re-closure will be staff infection or state ordered lockdown.

VI. NEW BUSINESS

a. Election of 2020-21 officers (ACTION)

President-elect

At the July meeting the Board elects its officers, President and Vice President, for the fiscal year. Dielman has served as President since 2004. At the June meeting, he announced that he will be stepping down from the role. Rohner has served as Vice President since 2015.

b. Establishing regular meeting time (ACTION)

President-elect

Attachments:

- VI.b.i. Resolution No. 2020-21.01

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 one exception in which we move to the 3rd Monday for the month of October to accommodate the annual staff training event on the Indigenous Peoples Day holiday.

c. Appointing agents of record (ACTION)

President-elect

Attachments:

- VI.c.i. Resolution No. 2020-21.02

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

a. Director

Stokes

Administration

This week I will be filing the required FY2020-2021 budget documents with the Baker County Assessor 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 club has not met recently and will not have a Summer Book Sale due to cancellation of Miner's Jubilee.

No report from the Foundation.

Facilities & vehicles

The bookmobile is now running very well.

- Sumpter mural refresh project - DONE

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- Radon gas mitigation project - IN PROGRESS
- Upgrade to HVAC controls - IN PROGRESS
- Air sanitation units for small room spaces - IN PROGRESS
- Study Room door vents for improved ventilation - IN PROGRESS
- Plexiglass barriers set up in staff workroom – DONE
- Consolidation of magazine shelving – DONE
- Landscaping maintenance - IN PROGRESS
 - Ed is mindful that upkeep of exterior is a reflection on library as valuable community asset.

Grants

Pending grants include 2020 EBSCO Solar Grant application (submitted) and FEMA Public Assistance grant (in development).

Programs & services

The 2020 Summer Reading Program is underway with online and takeout packet programming.

Personnel

New Assistant Branch Lead for Halfway.
Two new student Library Pages.

Safety & Security

Technology

b. Finance

Report documents to be distributed at the meeting.

Hawes

VIII. **Next meeting: Aug 10, 2020**

President-elect

Please let me know if you have any agenda items to request.

IX. **ADJOURNMENT**

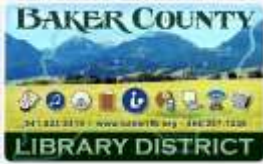
President-elect



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Jun 15, 2020

<p>Call To Order</p>	<p>The meeting took place online, utilizing <i>GoToMeeting</i> web conference platform. Attendees included Directors Gary b, Betty Palmer, Beth Bigelow, Frances Vaughan and Kyra Rohner.; along with Business Manager, Christine Hawes and Library Director, Perry Stokes who set up the meeting and was the host. This meeting represents the Baker County Library District located at 2400 Resort Street, Baker City, Oregon.</p> <p>After greetings and verification of who was present, President of the Board, Gary Dielman, called the meeting to order at 6:08pm. Stating there is a quorum present. Perry displayed the board packet for all to see on screen.</p> <p>Stokes stated that the meeting is being recorded.</p>
<p>Consent Agenda</p>	<p>Dielman invited a motion to approve the minutes from the last 2 meetings including the regular meeting and the budget committee meeting along with the agenda. There were no changes to either set of minutes. Betty made a motion to approve the consent agenda; Frances seconded; motion passed unanimous (5 yea, motion passed unanimous).</p>
<p>Conflicts or Potential Conflicts of Interest</p>	<p>Dielman asked for any conflicts of interest for board members. There were none stated.</p>
<p>Open Forum for general public</p>	<p>Dielman asked Stokes whether he had received anything from the public. Stokes said none are joining us and there are no comments to report.</p>
<p>NEW BUSINESS: 2019-20 Supplemental Budget and 2020-21 Budget Adoption</p>	<p>Dielman introduced the New Business agenda item of budget actions. He passed the meeting to Stokes.</p> <p>Stokes said that the Budget Committee asked him to review salary levels. He shared a spreadsheet report titled <i>Salary Survey 2020-21</i> on screen, which shows Baker salary rates compared to peer libraries. He reviewed the salary categories, highlighting that some categories are a year behind. The entry wage levels are moderately low, but not as low as paraprofessional and professional staff wages. He has adjusted his budget proposal to request a 3% COLI to help bring these ranges up. The salary increase would reduce the cash carryover by \$12,000. Speaking with other library directors, most believe that property values are anticipated to increase in rural areas as people look to moving out of large populated areas.</p> <p>LB20 Revenues, there is no change. LB30 Personnel Services detail, he highlighted the proposed salary increase which would decrease reserve funds from \$399,000 to \$388,000. If property values do well, the district can easily</p>



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receive another \$10,000. He displayed a survey report on County, City and other agency budget COLI rates. The County is budgeting a 2% salary increase while Baker City a 2.5% increase. He also reviewed other regional library salary increases. Gary asked if he is recommending a 3% increase. Perry affirmed that he is. Betty asked if that was a 3% increase across the board. He said yes, with the exception of the Director which has been suspended. That salary level the board has worked at bringing up to comparable levels. Betty asked if the increase would apply to the department heads. Stokes said the proposal does include them. Discussion ensued on that topic. Stokes said that he would like to restructure the salary ranges next year and correct some of these areas. The one hurdle would be PERS increase. The budget impact of increasing wage rates is compounded by spiking PERS rates. Gary suggested addressing the lower level positions this year, then adjusting others if possible next year. Perry brought up Resolution 2019-20.03 for adopting this budget which includes the 3% increase. He asked the board what they wanted to do. Dielman invited further discussion. With a lull in discussions, Dielman invited a motion which was tabled with additional discussion taking place.

Perry apologized for the confusion but said that he got ahead of himself. He had presented the FY20-21 budget for adoption, but must first back up and have the board approve the FY19-20 Supplemental Budget.

Perry brought up the reports to look at the current budget and proposed budget line changes. He reviewed the income line changes. In the Personnel category, district salaries are looking good and the District has a healthy buffer of \$30,000. Books and periodicals have been revised by \$10,000, so there are sufficient funds to spend on book purchasing in these final weeks of the fiscal year. The Building Equip and Supplies line is well situated. Bookmobile has about \$3,000 to spare. Corporate Costs are good, currently under budget about \$7,000. Youth Programs to date is under \$5,000; there are purchases being made related to the Summer Reading Program. Total Materials & Services with 2 weeks before the end of the year is under budget by approximately \$78,000. Stokes estimates that about half of that will be spent out. The unspent balance will contribute to the cash carryover.

LB-20 displays FY2019-2020 Adopted Budget column and Revised Budget columns along with a dollar change column. The total change is an increase of \$126,510 for total resources. Salaries are actually reduced of \$30M. In M&S, Collection Development has an increase of \$42M. The total expenditure changes \$11,000 increase; most of that surplus is to be preserved and transferred into the Capital Improvement fund that will take place in the next year. The funds are in the cash carryover. That concludes this year proposed changes.



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Other Uses – there were no changes with the exception is a larger than anticipated cash carryover. We did not receive much grant funds.

Sage Fund – is similar in that it has a larger than anticipated cash carryover, which is attributed mostly to late member payment income. There were small adjustments to various categories.

Reserve Fund - Capital Improvement budget – no changes.

Stokes presented a Resolution for adopting the Supplemental Budget. Some related discussion. Betty explained for new members that we annually take care of the Supplemental Budget before we can move on to next year's budget. She wanted to go over this with the board. She explained the reasoning for adjusting the changes so we can adjust the carryover to the coming year. It is a little confusing since we are not in the same room, doing this in a virtual meeting is a little complicated.

Perry pulled up the tables for the board to review.

Betty moved to adopt Resolution 2019-20.03; Beth seconded; no further discussion; votes of 5 yea, motion was passed unanimous.

Stokes continued to the topic of next year's budget, Resolution FY2019-2020.04. He reminded the board that the 3% is applied to everyone in the recommendation. There are 4 salary heads that would be affected if the 3% is not applied to them. He showed the difference with 1%. Kyra commented that if we are wanting to adjust salaries, the cost of living increase may not be the best mechanism to do it. We could do that separately and keep the COLI in effect across the board. Stokes said that in order to do this, it would take a little more work than what he is able to do tonight. Discussion on how to go about that. Dielman asked Kyra to clarify her intent. Kyra said that she is not familiar with how other public agencies operate and asked if it is common to separate out department heads from COLI adjustments. Dielman asked the board to comment on the 3%. Betty talked about how that works in the school arena. You almost cannot separate out some salaries without applying that to everyone. In this case, we don't have union so that makes it easier to address. It is unfair to skilled staff for lower end ranges to be raised alone due to the state minimum wage increase, without parity to their wages. If the board were of a mind to look at this for the 2021-2022 budget, we can do that later in the year. Further discussion ensued.

Stokes said that recent cost of living data showed that fuel prices have declined but cost of groceries have increased. In considering Kyra's comments, he said the most logical approach is to keep the COLI tied to the Consumer Price Index



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	<p>and adjust wages via a different process. He proposed to wait and make an adjustment after receiving the Tax Assessed Valuation report from the assessor. For now, he recommended retaining the 1% COLI, and possibly make Wage Scale adjustments in a few months.</p> <p>Betty verified that we would be adopting the original budget as approved by the Budget Committee. Perry affirmed that was correct. He pulled up the original budget adopted by the committee. Betty asked everyone if they agreed to go with the budget committee approved the 1% COLI which was built into that budget. Later, we can adopt an increase for personnel if the data supports that. Dielman said he agreed that we can address salaries in the fiscal year, after November when we get the assessment for the tax revenues.</p> <p>Stokes said the amount originally approved was \$2,475,375. The resolution 2019-20.04 reflects what the Budget Committee approved. He reviewed Personnel as approved by the budget committee. He worked at tabulating the changes on the reports being reviewed by the board.</p> <p>Dielman asked if Stokes could use some time to make the necessary document changes. Betty proposed a short break. It was agreed to take a 15 minute break. Dielman confirmed that the meeting will reconvene at 7:15. Perry worked at updating the various affected spreadsheets.</p> <p>Break from 7:00pm to 7:15pm. The meeting continued with all still logged in and voices muted.</p> <p>Returning at 7:15pm. Perry thanked Betty for the suggestion. He went back to the adopted budget documents and restored the budget as approved by the Budget Committee. He presented the revised Resolution FY2019-20.04. Betty asked to see the bottom of the resolution with the tax rates.</p> <p>Technical difficulties with voice. Perry worked to resolve the issue. The issue was resolved.</p> <p>Dielman said we are to the point of adopting the resolution. He asked for discussion. None. Kyra moved to adopt Resolution FY2019-2020.04 Resolution adopting the budget, be it resolved that the Board of Directors hereby adopts the budget for fiscal year 2020-2021 for the total amount of \$2,475,375; Betty seconded. No further discussion. 5 yea, motion passed unanimous.</p>
2020-21 Officers and Regular Meeting	Dielman moved to the next agenda item. Stokes said the board needs to discuss the officers for the next fiscal year and any changes for the regular meeting day



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<p>Day/Time</p>	<p>and time.</p> <p>Gary announced that he intends to step down as President. In July, we need to identify who will be President and VP. Stokes asked if the day and time worked well. Everyone agreed the current day and time is good.</p>
<p>OLD BUSINESS: Report on Pandemic Response Activities / Reopen Activity</p>	<p>Stokes moved to Pandemic Response Activities. On June 1 the library re-opened for limited public access. After two weeks of progress with the pandemic data, building occupancy was being increased to 30 maximum as of today. We have not reached the capacity. Given breaking news of an explosion of cases in La Grande, we will shift back down to drive up services only while affects from the Union County outbreak become known. So, for 2 weeks and 2 days, we have been re-open, but now will be take a pause until we hear more on what happens in our region.</p> <p>Gary said that he had heard about the 99 cases confirmed in Union County. He asked Perry what the outbreak was related to. Discussion on the news release and the contributors to the outbreak. Stokes talked about outbreaks in nearby regions, and expects it will take a week or two for the outbreak to stabilize. Discussion of Baker County testing activity. The statistics for Baker County remain 1 positive case and 350 negative. Kyra asked what other libraries doing in response to outbreaks in their areas. Perry said every county is different because we have nominal case load. La Grande has just started curbside service and likely will not allow visitors inside for a while. Pendleton has had their library open by appointment. Hood River is just doing curbside service. He suspects a curtailing of services because of the continued growth of numbers in parts of the State. The State recommends taking precautions but hasn't given direction to libraries. Beth said the library is doing a good job. She came in last week, wore masks and observed that staff are taking safety procedures seriously. Perry stated that he feels that people wearing masks is critical to making headway to offering services. He reiterated that we are dialing back down services and will reassess the situation weekly. Currently, according to legal counsel, a public agency cannot refuse service someone does not wear a mask. We can strongly suggest they do, but can't require it. He described the current precautions in the computer labs, study rooms and meeting rooms.</p> <p>There was an article in the paper that came out today that said we are reopening. He will have to issue another announcement of the changes. He feels staff appreciate the step back for the safety of everyone.</p>
<p>REPORTS: Director Report</p>	<p>Stokes gave the Director's report doing a short review of the highlights:</p> <p>Bookmobile –the generator was repaired. It was thought a replacement may be needed, but the mechanic was able to repair it. The generator runs the HVAC</p>



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	<p>system, so it is especially important in summer and even moreso now with airborne virus being a concern. Staff are directed to steps out when patrons are inside and give the space sufficient time to air out after patrons leave.</p> <p>Building – with all of the heavy rain we have had recently, there was a significant roof leak that damaged some magazines. Ed has been coming in after heavy rains to check on things. He got the leak repair done.</p> <p>Janitor – services have been increased to nightly.</p> <p>Branches – while we had been looking to hire someone to do the extra cleaning, we will instead have staff or subs to take care of it. This is easier than managing several contracts.</p> <p>Volunteers – we were going to start allowing volunteers back in, but that will be put on hold with the pullback of services. The library will supply face masks and shields for staff and volunteers. We have purchased goggles for eye protection for all staff since eyes are a vunerable infection route. While on the front desk, staff can choose to have face shields or goggles or both. Masks are required in any case.</p> <p>Youth Programs – SRP is under way.</p>
<p>Finance Report</p>	<p>Hawes report</p> <p>Perry has a contract to sign with the State for CARES act public assistant funds. He had Ed review that. There is a long list of things to review. He as a great resource with his FEMA background. We have had meetings with FEMA, they are looking at providing public assistance to agencies. There has been a delay in what they can reimburse. We are looking at touchless faucets and air handling improvements to ventilation systems in the building. We are going to go ahead and do the ventilation improvements, which are estimated to be about \$10,000. He expects that FEMA will fund this work, but we are in limbo right now pending a federal recommendation. If they do come out with guidance hopefully they will address the touchless faucets. Their funding is usually for temporary supplies to address a disaster, but building fixtures such as faucets are a permanent. How to address that novelty is causing the delay.</p> <p>Dielman asked if there were other things. No comments.</p>
<p>Next Meeting Date</p>	<p>The next regular Board of Director’s meeting will be July 13, 2020</p>



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Adjourn	The meeting was adjourned at 8:04 pm. Respectfully submitted, Perry Stokes, Secretary to the Board PS/ch
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DRAFT

APPENDIX I

Peer Libraries Service Status

[Crook County](#) - **Open - Limited Access**. Limited occupancy. No seating. Computer lab open.

[Harney](#) - **Open - Limited Access**. Limited occupancy. No seating. Computer use by appointment.

[Hermiston](#) - **Open - Limited Access**. Limited occupancy. No seating. Computer lab open.

[Hood River](#) - **Closed**. Curbside services.

[La Grande](#) - **Closed**. Curbside services.

[Lake County](#) - **Open - Limited Access**. Limited occupancy. No seating. Computer lab open.

Milton-Freewater - **Closed**. Curbside services.

[Ontario](#) - **Open - Limited Access**. 30 minute visit limit. Limited occupancy. No restrooms/water fountains.

[OTLD](#) - **Open - Limited Access**. Limited occupancy. Access for holds pickup, browsing, checkout. No seating, restrooms, computers.

[Pendleton](#) - **Closed**. Curbside services. Computer use by appointment. Request Printing Service.

[The Dalles](#) - **Open - Limited Access**. Holds pickup, browsing, checkout. No seating, restrooms, computers. Temp check, contact tracing form required.