

# Baker County Library District

Board of Directors

## Regular Meeting Agenda

Monday, Nov 9, 2020, 6:00 – 8:00 pm

Virtual Meeting held electronically via GoToMeeting

Kyra Rohner, President

Please join from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/190221397>

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United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 190-221-397

- |   |        |
|---|--------|
| <b>I. CALL TO ORDER</b>   | Rohner |
| <b>II. Consent agenda (ACTION)</b>  | Rohner |
| a. Additions/deletions from the agenda  |        |
| b. Minutes of previous meeting  |        |
| <b>III. Conflicts or potential conflicts of interest</b>  | Rohner |
| <b>IV. Open forum for general public, comments &amp; communications</b>   | Rohner |
| 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. |        |
| <b>V. OLD BUSINESS</b>  |        |
| a. Report on Pandemic Response Activities   | Stokes |
| b. Continuation of Services Plan - Review   | Stokes |
| <b>VI. NEW BUSINESS</b>   |        |
| a. None   |        |
| <b>VII. REPORTS</b>   |        |
| a. Director   | Stokes |
| b. Finance  | Hawes  |
| <b>VIII. Next meeting: Dec 14, 2020</b>   | Rohner |
| <b>IX. ADJOURNMENT</b>  | Rohner |

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

# Library Board Meeting – Annotated Agenda

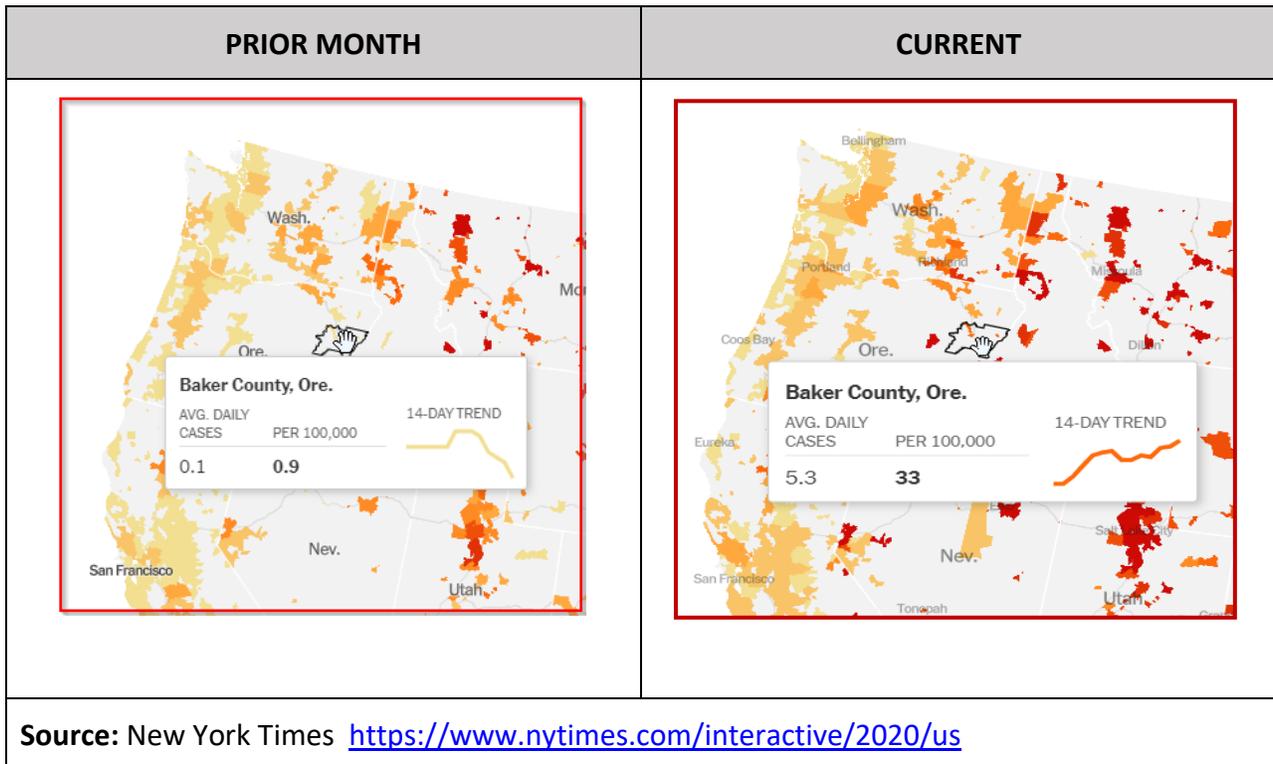
Monday, Nov 9, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

**Annotated Agenda**

- |  |        |
|--|--------|
| I. CALL TO ORDER   | Rohner |
| II. Consent agenda ( <b>ACTION</b> )                         | Rohner |
| a. Additions/deletions from the agenda                       |        |
| b. Minutes of previous meeting                               |        |
| <i>Attachments:</i>  |        |
| • II.b.i. Board meeting minutes, Sep 14 2020                 |        |
| III. Conflicts or potential conflicts of interest            | Rohner |
| IV. Open forum for general public, comments & communications | Rohner |
| V. OLD BUSINESS  |        |
| a. Report on Pandemic Response Activities                    | Stokes |

At the Oct 19 board meeting, I reported that Baker County cases were up to 112. As of Sunday, 11/9/20 the case count is at **181 (62% increase)**. With rate of over 25 cases per 100,000 people, Baker County ranks **third in the state for cases per capita** and is now considered by the [Harvard Global Health Institute](https://www.harvard.edu/global-health-institute/) (HGHI) to be in the RED – HIGH RISK LEVEL for community transmission. At this level, HGHI health experts recommend stay-at-home orders are necessary.

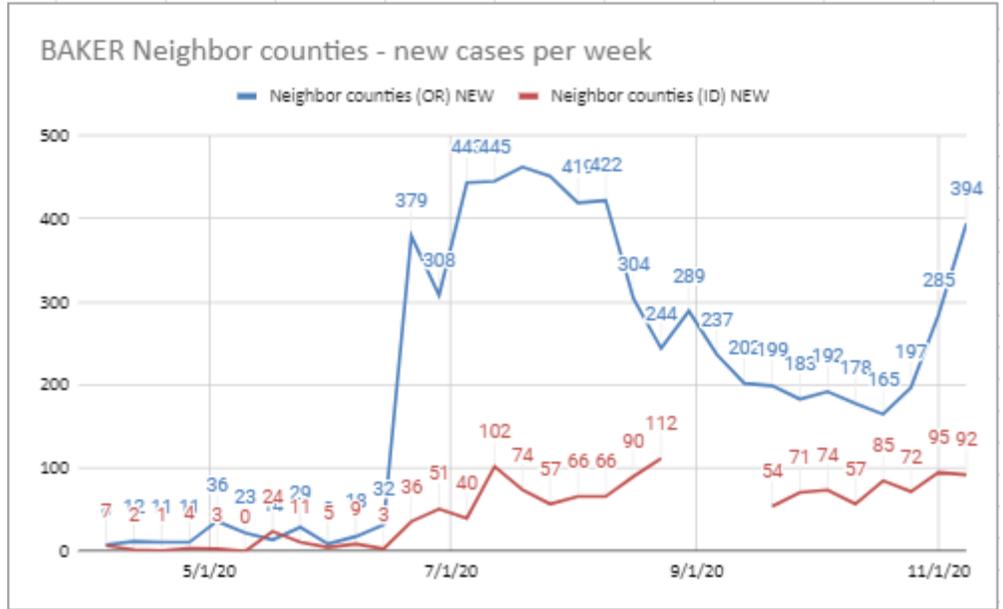


# Library Board Meeting – Annotated Agenda

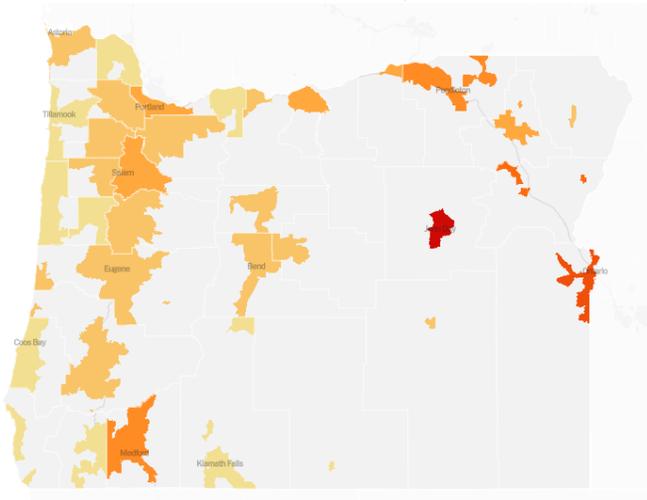
Monday, Nov 9, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

Baker County’s rolling 7-day average of new cases has risen to a record high in the last 14 days. Neighboring counties are experiencing similar spikes in their larger cities. In Grant County, the rise of cases is particularly dramatic following a drive-up testing event in the John Day community. The [Blue Mountain Eagle reports](#) test positivity rates for that event at 10%.



Case growth in the eastern Oregon counties of Malheur, Umatilla, Union, and Morrow continue to rank high in the state with interstate traffic and shared borders with hotspots in neighboring states.



Sources: State and local health agencies. Population and demographic data from Census Bureau.

## Reported cases and deaths by county

This table is sorted by places with the most cases per 100,000 residents in the last seven days. Charts are colored to reveal when outbreaks emerged.

County	TOTAL CASES	PER 100,000	DAILY AVG. IN LAST 7 DAYS	▼ PER 100,000	WEEKLY CASES PER CAPITA (March 1 - Nov. 7)
Oregon	49,587	1,176	666.3	15.8	[Color scale bar]
Grant	49	681	5.3	73.4	[Color scale bar]
Malheur	2,067	6,761	12.9	42.1	[Color scale bar]
Baker	181	1,123	5.3	32.8	[Color scale bar]
Umatilla	3,618	4,641	20.3	26	[Color scale bar]
Jackson	2,274	1,029	56.9	25.7	[Color scale bar]
Marion	6,685	1,922	80.6	23.2	[Color scale bar]
Multnomah	10,942	1,346	166	20.4	[Color scale bar]
Union	531	1,979	5.4	20.2	[Color scale bar]
Sherman	23	1,292	0.3	18.7	[Color scale bar]
Morrow	571	4,921	2	17.2	[Color scale bar]

# Library Board Meeting – Annotated Agenda

Monday, Nov 9, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

The surge of cases is happening throughout the USA. The NYT [reports](#) “Case reports have soared in the last week, shattering records. The seven-day average of new cases now exceeds 100,000 per day, far more than any other country.”

	United States On Nov. 7	14-day change	Trend	World On Nov. 7	14-day change	Trend
New cases	126,156	+57%	↗	-991,668	+28%	↗
New deaths	1,013	+12%	→	7,180	+35%	↗

### Where cases per capita are highest

- ↗ [N.D.](#)
- ↗ [S.D.](#)
- ↗ [Iowa](#)
- ↗ [Wis.](#)
- ↗ [Neb.](#)
- ↗ [Mont.](#)
- ↗ [Wyo.](#)
- ↗ [Ill.](#)
- ↗ [Utah](#)
- ↗ [Minn.](#)
- ↗ [Kan.](#)
- ↗ [Idaho](#)
- ↗ [Alaska](#)
- ↗ [Ind.](#)
- ↗ [Mo.](#)

### U.S. hot spots >



### College cases >



### Worldwide >



USA	OREGON																												
<p>By The New York Times Updated November 8, 2020, 2:17 P.M. E.T.  <a href="#">Leer en español</a></p> <table border="1"> <thead> <tr> <th></th> <th>TOTAL REPORTED</th> <th>ON NOV. 7</th> <th>14-DAY CHANGE</th> </tr> </thead> <tbody> <tr> <td><b>Cases</b></td> <td>10 million+</td> <td>126,156</td> <td>+57% ↗</td> </tr> <tr> <td><b>Deaths</b></td> <td>237,875</td> <td>1,013</td> <td>+12% →</td> </tr> </tbody> </table> <p><small>■ Day with data reporting anomaly. Includes confirmed and probable cases where available. 14-day change trends use 7-day averages.</small></p>		TOTAL REPORTED	ON NOV. 7	14-DAY CHANGE	<b>Cases</b>	10 million+	126,156	+57% ↗	<b>Deaths</b>	237,875	1,013	+12% →	<p>By The New York Times Updated November 8, 2020, 2:17 P.M. E.T.</p> <table border="1"> <thead> <tr> <th></th> <th>TOTAL REPORTED</th> <th>ON NOV. 7</th> <th>14-DAY CHANGE</th> </tr> </thead> <tbody> <tr> <td><b>Cases</b></td> <td>49,587</td> <td>979</td> <td>+92% ↗</td> </tr> <tr> <td><b>Deaths</b></td> <td>729</td> <td>13</td> <td>+22% ↗</td> </tr> <tr> <td><b>Hospitalized</b></td> <td></td> <td>266</td> <td>+35% →</td> </tr> </tbody> </table> <p><small>Includes confirmed and probable cases where available. 14-day change trends use 7-day averages.</small></p>		TOTAL REPORTED	ON NOV. 7	14-DAY CHANGE	<b>Cases</b>	49,587	979	+92% ↗	<b>Deaths</b>	729	13	+22% ↗	<b>Hospitalized</b>		266	+35% →
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# Library Board Meeting – Annotated Agenda

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Monday, Nov 9, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

Facilities staff Ed Adamson has been making progress on building air quality improvement projects. Bad fan motors were removed and are to be replaced with new motors for restroom ventilation systems. It appears the old motors have been inoperative or were deactivated prior to or around the time of the Baker branch remodel. Ed is confounded as to why. Shipping errors on the new motors has caused some delay.

Our first set of wall-mount air purifier units arrived this past week. Ed has removed the old air purifier in the staff workroom and replaced it with a new unit. The old unit will be discarded. I have asked Ed to prioritize placing one in the Riverside Meeting Room and then get units in branch locations.

We have proceeded with contracting work to upgrade new HVAC controls in order to resolve the fresh air issue for the central air system. The project is estimated to cost approximately \$43,500 and I will submit the cost for reimbursement as part of the Coronavirus Relief Fund (CRF) grant.

I have been focused on obtaining as much as the CRF funds as possible to improve our capacity to maximize public and staff safety. Purchasing this past week has been intense as the window of expenditures eligible for reimbursement under the CRF closed on Friday, Nov 6. SDAO had recommended that special districts take advantage of the opportunity since eligible expenses under these rounds were defined broadly by the federal Treasury Department and up to \$250,000 has been allocated for each district. We had not yet claimed 20% of that amount. So, in addition to the HVAC controls project, I will also be submitting claims for powerful air purifiers for each “multi-user space” in all branches (\$33,000); replacement of the Bookmobile generator which runs the interior air system for the vehicle (\$11,000); upgraded traffic counter systems at each branch with live occupancy capacity signage (\$11,000); a large number of laptops to facilitate staff telework (\$8,000); and miscellaneous items to facilitate curbside service, safe distancing, disinfection power tools, and sanitary surfaces such as new book drop inserts, book drop carts, signage, traffic control barriers, and additional book truck carts (\$25,000). I expect the total claim amount for this currently authorized last round to be approximately \$125,000.

There may be additional rounds to come, but they are pending guidance from the Treasury Department.

## **b. Continuation of Services Plan - Review**

**Stokes**

*Attachments:*

- VI.a.i. [Continuation of Services Plan](#)

No changes to propose since previous meeting.

# Library Board Meeting – Annotated Agenda

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Monday, Nov 9, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

## VI. NEW BUSINESS

a. None

## VII. REPORTS

a. Director

Stokes

### *Administration / Budget*

- I decided to push to the December meeting adoption of a FY20-21 Supplemental Budget. That will allow time to calculate the amount of CRF grant funds we should be receiving to include in the revision.
- Setup of the Materials Recovery Service trial is in progress.

### *Facilities & vehicles*

- One of my bids for a surplus OTEC vehicle was successful. The district now owns a 2012 GMC Yukon Denali. It is in very good condition and will be useful for a variety of library business purposes.
- Reflective window tinting installed for south east windows on Baker branch. I think it looks great and has greatly enhanced privacy for use of those rooms. The effect on climate stability will not be tested until next year with summer heat.
- Bookmobile generator replacement – Ed was unable to find a suitable used or refurbished unit. We both agreed that a generator should be eligible for CRF grant funds since it is required for air quality in the vehicle, so have ordered a new unit.
- New tankless water heater at Baker branch – installation in progress. Expected to be complete this week.
- The new radon vent fan has been working in the children's area. Testing has shown a drop in levels, but additional fans may be necessary to get levels down to an acceptable number.

### *Personnel*

- Our Lead Library Assistant at Haines, Katrina Horn, has resigned for personal reasons. Our Managing Librarian of Community Services intends to delay filling the position for an indefinite period, utilizing current staff for the shifts.

### *Programs & Services*

- Youth Services staff report that participation in the Summer Reading Program was strong despite being conducted online.
- Traffic data for the Baker branch remains steady at about 550 each week.
- We participated in the community Trick or Treat event at the Sunridge Hotel parking lot on Oct 31. The Kiwanis Club estimated about 1,500 people attended the event. We distributed both candy and free comic books.

# Library Board Meeting – Annotated Agenda

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Monday, Nov 9, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

- Staff are putting together several boxes of books to donate to the Baker County Jail. The library gives the jail materials about every other year.

## **Safety & Security**

- Staff have reported a few issues with non-compliance and dispute of mask policy, including entering without a mask and refusing to put one on when offered. Another person entered wearing a “see-through” mask apparently made of nylon stocking material.
- We also had an instance of a visitor disclosing to staff they were experiencing symptoms of COVID-19. I provided guidance to staff for speaking with the patron and requesting they use our drive-through/curbside service until free of symptoms. I obtained sets of KN95 masks for staff to use in such high-risk situations. I’ll also be developing a handout that can be used for staff and patron direction in that kind of scenario.

## **Technology**

- The district’s email system went offline a few weeks ago for a couple of days. In troubleshooting, Jim has learned that our email platform is antiquated. He is investigating alternatives.
- Jim is also evaluating options for mobile wireless printing solution, to enable visitors to print directly from their portable devices to a printer without having to use a library computer.

### **b. Finance**

**Hawes**

#### *Attachments:*

- VII.b.i. Not yet available.

### **VIII. Next meeting: Dec 14, 2020**

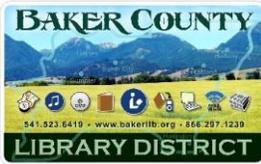
**Rohner**

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

- FY20-21 Supplemental Budget, Revision 1
- 

### **IX. ADJOURNMENT**

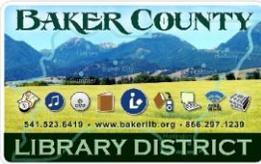
**Rohner**



Baker County Library District  
Library Board  
Regular Meeting Minutes

Oct 19, 2020

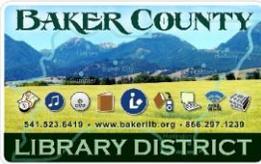
<p><b>Call To Order</b></p>	<p>The meeting took place online, utilizing <i>GoToMeeting</i> web conference platform. This meeting represents the Baker County Library District located at 2400 Resort Street, Baker City, Oregon.</p> <p>Attendees included Directors Kyra <b>Rohner</b>, Gary <b>Dielman</b>, Frances <b>Vaughan</b>, Beth <b>Bigelow</b> and Betty <b>Palmer</b>; along with Business Manager, Christine <b>Hawes</b> and Library Director, Perry <b>Stokes</b> who set up the meeting and was the host.</p> <p>After greetings and verification of who was present, President of the Board, Kyra Rohner, called the <b>meeting to order at 6:00pm</b>.</p> <p>Stokes displayed the board packet on screen starting with the agenda.</p>
<p><b>Consent Agenda</b></p>	<p>Rohner asked for any additions or deletions to the agenda. Then asked if there were any suggested edits to the minutes. No changes were stated. Rohner asked for a motion to approve the agenda and the minutes from the last meeting. <b>Dielman made a motion to approve the consent agenda; Palmer seconded; motion passed unanimous (5 yea, motion passed unanimous).</b></p>
<p><b>Conflicts or Potential Conflicts of Interest</b></p>	<p>Rohner asked for any conflicts of interest for board members. There were none stated.</p>
<p><b>Open Forum for general public</b></p>	<p>Rohner asked Stokes whether he had any communications from the public for the board. Stokes had none.</p>
<p><b>OLD BUSINESS: Report on Pandemic Response Activities</b></p>	<p>Rohner moved to Old Business and invited Stokes to begin.</p> <p>Stokes reported on the current situation of the pandemic in our region. Our state and the northwest in general are in a bit of a surge, which is also the case nationwide. Baker County total cases are up to 112. Just one case was reported this past week. Malheur County remains the hottest hotspot in Oregon. He reviewed neighboring counties in Idaho. The Idaho governor is under a lot of pressure to mandate face masks, but that hasn't happened yet. Schools are planning to begin in-person classes but teachers are expected to strike since area health authorities have classified Ada County as a "red zone" with conditions posing a significant threat of virus transmissions.</p>



Baker County Library District  
**Library Board**  
**Regular Meeting Minutes**

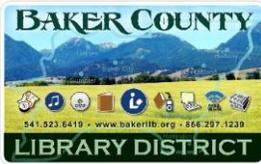
Oct 19, 2020

	<p>Despite the threat of rising cases, metrics for Baker Schools were sufficient for classes to resume last Wednesday for elementary students. Taking that cue, the library has relaxed the occupancy to 15 (up from 8) and increased visitation time to 30 minutes (from 20 minutes) as of last Wednesday. Stokes reported that facilities staff discovered recently that the HVAC system is not functioning as designed and is not bringing in fresh air. Once that system is repaired and ventilation is improved, more relaxations may be considered when the virus conditions are suitably stable. The State Library released guidance for library material quarantine in early October. OHA experts have determined that 24 hours are generally sufficient for low risk of virus transmission. Stokes still had apprehensions about that short of a period, based on other studies. After discussion with staff, the consensus was to revise the district’s item quarantine period to 3 days.</p> <p>Dielman asked about when the meeting room would be available for use again. Stokes responded that with repairs to improve the air quality, the Meeting Room may be made available for a small group meeting. Ed has been studying the building plans, troubleshooting systems, and pursuing improvements to the ventilation system.</p> <p>Palmer asked if staff had given feedback about their experience with increased occupancy capacity. Stokes responded that tracking is challenging at times, but it is rare that the library reaches the maximum. Mostly the capacity is hit when there is a family group and they are encouraged to stick together. Staff agreed to try it and see how it goes. So far it has been working well. Palmer asked what the library is seeing for demographics. Stokes said the same mix, some young families, some older. One difference is that there are no kids coming in alone or in groups, they are always with families or parent. Traffic numbers have been consistent around 500 a week the past 3 weeks, which is up from previous numbers.</p>
<p><b>NEW BUSINESS: Continuation of Services Plan</b></p>	<p>Stokes moved on to New Business, Review of the Continuation of Services Plan. There is only one element he wants to update after speaking with someone at the Health Department about the screening and that is the self-screening. The Health Department said that many clinics have abandoned temperature screening for employees. Stokes said the library will assume the employee is well if they show up to</p>



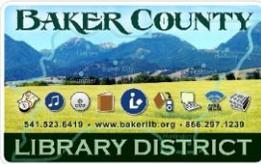
Baker County Library District  
**Library Board**  
**Regular Meeting Minutes**  
 Oct 19, 2020

	<p>work. If curious, they can choose to take their temperature with devices provided by the library.</p> <p>The full plan has been submitted to the Oregon Health Authority to review. Stokes is waiting on the response to that.</p> <p>Hawes has also written a document giving guidance on how to handle when employees are sick. That has also been submitted to the OHA for review.</p>
<p><b>Revising Financial Management Policy</b></p>	<p>Rohner moved on to the next item on the agenda. Stokes displayed the policy on screen. There were minor edits to this policy recommended by Hawes, including a wording change under disbursements, wording under designated alternates and amount corrected under Capital Outlay to \$1,000. With those changes, it is the same as approved in 2015. Discussion ensued. <b>Dielman made a motion to approve the financial mgmt. policy changes; Palmer second; 5 yea votes, motion passes unanimous.</b></p>
<p><b>Resolution to Authorize Online Auto Payments</b></p>	<p>Rohner moved to Resolution to Authorize Online Auto Payments. Stokes said that Hawes had recommended this authorization to make standard processes more efficient, saving time and material resources. The board has authorized such auto payments in the past, but Stokes has not proposed it routinely. He stated it should be done on an annual basis. The auto payment items listed in the resolution consist mostly of utilities, payroll tax items, and a few other vendors. These will be reported in the financial report Hawes does for the board each month.</p> <p>Rohner was supportive of saving Hawes time with payments. Dielman agreed. No further discussion. Rohner asked for a motion for Resolution 2020-21.03. <b>Dielman made a motion to approve the Resolution authorizing vendors to be paid online and automatic payment of bills in fiscal year 2020-21; Bigelow seconded the motion; no further discussion; 5 yea, motion passed unanimous.</b></p>
<p><b>Report on Budget Projection</b></p>	<p>Rohner said the next order of business is the Budget Revenue Projections. Stokes said that this was happy news to report. Hawes has been working on the audit report materials. It usually takes a few months after the start of the fiscal year, to have billings come in and accrue back to the fiscal year. After that has been mostly reported, the</p>



**Baker County Library District**  
**Library Board**  
**Regular Meeting Minutes**  
 Oct 19, 2020

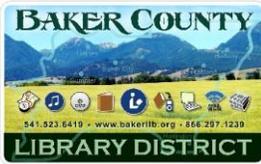
	<p>district's case carryover is \$552,000, which is significantly above the approved budget amount of \$430,000.</p> <p>The majority of the surplus is from funds unexpended in the prior year while operations were shut down for the pandemic. Supplemental to the carryover, the County Assessor just released the growth rate report rate for the County which shows a larger than projected revenue to be collected. The district budgeted conservatively for 2% growth; it is actually 3.5%. This will give the district about \$43,500 above the budgeted revenue. Stokes said he is pleased to be in a position to have funds available to make choices with.</p> <p>Looking at the carryover surplus in more detail, the district received \$15,000 surplus in tax revenue, \$5,000 more interest, \$5,000 additional COVID grant funds. Under expenditures, salaries and benefits were underspent by \$26,000; the district was \$23,000 underspent on books, since planned orders were not submitted due to being shut down and no one was here to process them. Various other major line items totaling \$53,800 were underspent in Materials &amp; Services. In aggregate, that totals to about \$94,000, and adding that to the tax revenue surplus results in a healthy boost to the district's cash reserve. Stokes said he is still developing plans of how best to use the surplus. His initial ideas are \$30,000 back into books with a focus on expanding digital content, adding \$25,000 into building deferred maintenance, and Capital \$25,000 for future projects.</p> <p>Overall for the \$142,000, he is considering about 1/3 to books and building, another third back into operating reserve (increase to \$500,000); and another third to Capital expenses and operating reserves. He will develop a budget revision to be presented for adoption at the November or December meeting.</p> <p>Stokes displayed graphs of Revenue History and reviewed the data being shown to the board. He highlighted revenue loss to Measure 5 compression and illustrated how that loss has declined in recent years. He also discussed how the county's Total Assessed Valuation growth rate has varied over the last decade.</p>
<p><b>Proposal to Bid on OTEC Surplus Vehicles</b></p>	<p>Stokes said that one of his action items is about spending some of the surplus. He proposes to submit a bid in the OTEC surplus vehicle auction. Currently, the district owns two vehicles: the Bookmobile, and</p>



Baker County Library District  
**Library Board**  
**Regular Meeting Minutes**

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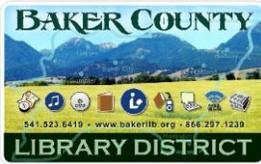
	<p>a 1986 Ford pickup truck for utility uses. Stokes said the pickup truck needs to be replaced as it has become a safety liability due to age. It would be good to have a district-owned vehicle that staff could use for various library purposes in addition to facilities and landscaping tasks. Currently, staff use their personal vehicles to haul supplies and equipment for branch visits or on local library business. The district reimburses staff for mileage on those trips.</p> <p>Stokes proposes to use up to \$15,000 to bid on two SUV type vehicles being auctioned by OTEC. There is one large diesel pickup truck up for auction, but Stokes and Ed agree that it would not be suitable for library needs. Dielman asked for the years on the 2 vehicles of interest. Stokes said 2011 and 2012. Rohner asked if the hope is to get one or to buy them both. Stokes said that his initial goal was for one to replace the pickup. However, there may be a need for both a dedicated facilities vehicle and one for library business travel. Stokes said that if both bids are won, he will have the option of choosing to purchase either or both. Ed will be researching and confirming the values Stokes proposes to bid before submission.</p> <p>Rohner verified that the action item is to state a limit. <b>Bigelow made a motion that the district bid on OTEC surplus vehicles using up to \$15,000 of surplus funds; Dielman seconded; no further discussion; vote 5 year, motion passed unanimous.</b></p>
<p><b>Report on Materials Recovery Service Trial</b></p>	<p>Rohner moved on to the report on Materials Recovery. Stokes said that the district’s standard procedure when an item isn’t returned for more than 90 days, has been to send a final notice letting the borrower know the district may involve law enforcement to recover materials valued over \$50 if necessary. In actuality, the district will only pursue this action in extreme cases, such as when billings are more than \$150.</p> <p>In recent years, the process of tracking down patrons to recover materials has become more time consuming, difficult, and less successful with the shift to mobile phones rather than home phones and listings in phone books. Collection agencies have more tools to locate people. Stokes proposes to outsource this collections action to a professional company, Unique Management Services which specializes in service for public libraries and uses a “gentle nudge” approach. Stokes explained the finances; essentially the company works for a</p>



**Baker County Library District  
Library Board  
Regular Meeting Minutes**

Oct 19, 2020

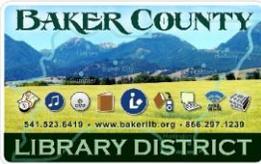
	<p>commission. He reported that the company comes highly regarded by library directors he’s spoken with. The district’s goal is to get the materials back rather than fees. This is a good time for the service as the district is planning to circulate more expensive computer items such as Wi-Fi hotspots, tablets, and laptops.</p> <p>Stokes said he will be engaging a trial of the service unless the board has any objections. Dielman asked Rohner for her opinion. Rohner responded that she supported the idea and feels this would be better use of staff time. The board was in general agreement.</p> <p>Stokes said that hearing no objections, he will get the process started.</p>
<p><b>Discussion of In-Person Board Meeting</b></p>	<p>Rohner moved on to the In-person Board Meetings, a topic she had requested on the agenda. She wanted to open this up for board discussion.</p> <p>Dielman stated he would prefer to meet in the meeting room. There was discussion on masks and being at least 6 feet apart. Stokes confirmed that the board could use the big meeting room. Tables have been marked for seating at proper minimum distance and could accommodate up to 8 people.</p> <p>Vaughan liked the idea. Bigelow and Palmer both agreed that they would prefer in-person meetings. Rohner said that she considers herself the “germiest” person that would attend; she has children, and with her profession; she would like the option to attend online. She will wear a mask if she does attend in-person. But she likes the idea of anyone electing to be online if they choose. Bigelow supported having the option to use video conferencing. Rohner asked Stokes about the technical aspects of having just one person attend online. Stokes said that it is certainly possible; he can set up a laptop and facilitate online participation. Bigelow felt it could be helpful for Vaughan also to attend online given the distance she travels in the winter. Vaughan supported having the options. Discussion continued. Rohner asked about public attendance online and whether it needs to be publicized that the public can attend in person or online. Stokes said he can continue to post online connection details for the public. One liability with online meetings is Zoom-bombing of persons disrupting the meeting in various way such as using pornographic images or obscene</p>



Baker County Library District  
**Library Board**  
**Regular Meeting Minutes**

Oct 19, 2020

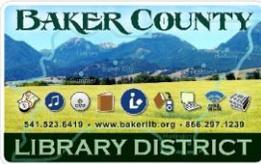
	<p>noises. Fortunately, the GoToMeeting platform has not been subject to the that activity like other platforms.</p> <p>Rohner said there is a definite consensus for in-person meeting. The district has sufficient time to plan for a combination of remote and in-person attendance this in November both for board and public.</p>
<p><b>REPORTS:</b>  <b>Director Report</b></p>	<p>Stokes gave highlights of the Director’s report:</p> <p><b>Facilities &amp; Vehicles</b> – The Baker branch will have reflective window tinting installed on the south east wing windows. This will help stabilize the climate in the Archive and Oregon rooms which have sensitive historic collections. The project investment will be about \$4,000. It may result in some energy savings in the summer with less use of air conditioning to combat the solar energy. On the west side, tint film will also be placed on windows above the front entrance and in the Teen Room to block the blinding glare from late afternoon sun that can be disruptive to staff serving the public.</p> <p>Branch sites all now have new business hours window decals, replacing deteriorated sets.</p> <p>The Bookmobile generator needs to be replaced. Staff are looking at both used and new options. A new unit will cost at least \$9,000 and a used/refurbished one should be about half that cost.</p> <p>The main branch needs a new water heater. The current one is old, rusting, and has begun to leak. Stokes has asked Ed to look at a tankless on demand unit. This will cost \$800-\$1,000.</p> <p>Halfway – Staff made repairs made on water heater.</p> <p>Personnel – the annual staff training was held October 12. The event was entirely by “distance learning”. The feedback collected via a post-event survey has been good. Stokes bought a number of seats in a personality profile and team analysis software. He shared a sample of results. It is primarily a virtual team building tool, but may also be useful for conflict resolution.</p> <p>Safety &amp; Security – After a recent littering incident, staff discovered an existing transient camp under the decking of the Haines Branch. Access</p>



Baker County Library District  
**Library Board**  
**Regular Meeting Minutes**

Oct 19, 2020

	<p>to that space is Criminal Trespassing since it is a restricted area. The padlocked access panel had been unlawfully removed. Staff found evidence of open flame cooking by Sterno can, as well, which poses a significant fire hazard. Law enforcement was notified. Stokes requested extra patrols, and is having outdoor cameras installed.</p> <p>Technology – Stokes is having IT staff replace the old security camera system at the Baker branch. Jim continues to look for Wi-Fi hotspots at an affordable price. Stokes will be pursuing grant funding for the hot spots and data plans.</p>
<p><b>Finance Report</b></p>	<p>Stokes put Hawes’ financial report on screen in <i>GoToMeeting</i> and scrolled through for the board to follow along. The reports were included in the board packets. Hawes explained the significant activity:</p> <p>The <b>General Fund</b> received tax turnovers on October 6<sup>th</sup> of \$1,669.70. In Revenues, Other Financing Sources includes a recent CRF (Coronavirus Relief Fund) Grant of \$14,482 received on 9/28/20 for pandemic related expenses. This is the third grant the District has received to cover the additional costs incurred. The <u>Personnel Services</u> expenditure percentage is a little low. The September PERS was paid on October 12; the October PERS has posted and will be invoiced on October 27. District Salaries is on target at 32.6% spent to-date. Materials &amp; Services, book budget expenses included checks written to Ingram \$5,077.40 for a large book order that recently arrived, EBSCO subscription renewal \$2,139 for Novelist package, and Rivistas of \$6,191.21 the annual renewal for magazine subscriptions for all of the District branches. The Building &amp; Grounds Maintenance budget includes checks to Arros Electric \$1,958.10 to install several new air sanitizers (11 at main branch plus another 5 in branches); Logsdon Grading \$242 for bark in landscaping, Alpine Alarm \$406 for Halfway alarm monitoring, and Stan’s Heating \$1,015 a new vendor servicing Huntington library HVAC annual maintenance.</p> <p>Back to the CRF grant funds received. The District has spent over \$39,100 and has received \$36,908 in grant reimbursements.</p> <p>A cash report for General Fund follows the financial report with a comparison for the same date last year. The increase in cash is primarily due to the large unanticipated tax turnovers the District received.</p>



**Baker County Library District**  
**Library Board**  
**Regular Meeting Minutes**  
 Oct 19, 2020

	<p>The <b>Other Funds</b> received book sales income in October of \$244, although it wasn't recorded on the financial report at the time of printing. One check was written to Visa of \$33.83 for shipping costs. A cash report is provided as a separate sheet for the board to review, currently totaling \$164,626.</p> <p>The <b>Sage Fund</b> has not received revenues at this time. Sage fund wrote 5 checks for small couriers totaling \$1,800.94, a check to visa of \$89.40 primarily for courier labels, and a check to Baker &amp; Taylor for its annual subscription of \$732.89 for Content Café. The Sage Fund cash is at its lowest point during the year, currently at \$86,643 (compared to prior year of \$101,423 on the same date). Again, this is due to the fact that membership billings are going out.</p> <p>There were no further questions.</p> <p>With no more business items or discussion, Rohner concluded the meeting. She said she will likely opt to attend the next meeting online. Most of the board will be in-person.</p>
<p><b>Next Meeting Date</b></p>	<p>The next regular Board of Director's meeting will be November 9, 2020.</p>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 7:16 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>