



Baker County Library District
Library Board
Regular Meeting Minutes

Jun 11, 2024

<p>Call to Order</p>	<p>The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Kyra Rohner and Ashley McClay. Attending via Zoom is director Joan Spriggs. Also attending in person are Perry Stokes, Director and Christine Hawes, Business Manager.</p> <p>No guests attended.</p> <p>Meeting called to order at 12:01 pm by Rohner. With three directors, a quorum is present.</p>
<p>Consent Agenda</p>	<p>Rohner asked if there were any additions or deletions from the agenda. There were none. No changes to the minutes.</p> <p>McClay made a motion to approve the consent agenda; Spriggs seconded; motion passed unanimously.</p>
<p>Conflicts of Interest</p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none stated.</p>
<p>Public Comment</p>	<p>Rohner asked if there are any public comments. No one from the public was present. Stokes had no official communications to share. Stokes said that he continues to get informal comments in support of the new Request to Review Materials form.</p>
<p>OLD BUSINESS:</p>	<p>None</p>
<p>NEW BUSINESS: Budget Hearing</p>	<p>Rohner asked if there are any public comments. There was no public present.</p>
<p>FY2023-24 Supplemental Budget</p>	<p>Rohner moved to the next agenda item.</p> <p>Stokes presented the Supplemental Budget and reviewed the general changes by each funding category. In total the General Fund will be reduced by a total of \$5,943. Primary changes in the GF include Personnel category decrease by \$40,885, Materials & Services decrease by \$3,475, Capital Outlay increase of \$3,000, and Unexpended Ending</p>



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	<p>Fund Balance (UEFB) increase of \$37,102. Stokes reported that recent tax revenues of around \$50,000 was an amount larger than expected for the end year payment. That may be an indicator of progress on resolution of assessment disputes.</p> <p>Other Fund will increase by \$4,000, the Reserve Fund will increase by \$1,000, and the largest change is in the Sage Fund which increases by \$29,500, mostly in contingency and its UEFB.</p> <p>The sum of fund changes amounts to an increase of \$28,557.</p> <p>The total change to major categories is confirmed as less than 10% so the supplemental budget did not require publication.</p> <p>Rohner asked if there was any more questions. There were none.</p> <p>McClay made a motion to adopt resolution No FY2023-24.07 to adopt the Supplemental Budget as proposed; Spriggs seconded; the motion passed unanimously (3 yea, Rohner, McClay, & Spriggs).</p>
<p>FY2024-2025 Budget adoption</p>	<p>Rohner moved to the budget adoption agenda item.</p> <p>Stokes had no changes to the budget as reviewed by the committee. The resolution is to appropriate, impose tax and categorize tax as defined in the document presented to the board.</p> <p>Rohner asked if there were any other questions that have come up after the budget committee meeting that anyone would like to discuss. There was no discussion.</p> <p>McClay made a motion to approve Resolution No FY2023-24.08 to adopt the budget for fiscal year 2024-2025 as presented; Spriggs seconded; motion passed unanimously (3 yea, Rohner, McClay & Spriggs).</p>
<p>Discussion of FY2024-2025 Officers & Regular meeting schedule</p>	<p>Rohner moved to the meeting schedule agenda item.</p> <p>Stokes said this is a discussion so he can make the resolution for the July meeting. Spriggs said that the current time for meetings works well for her traveling from Halfway and hopes we can keep it the same. Rohner</p>



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	<p>said that while she occasionally has a conflict, generally she also likes the second Tuesday at noon.</p> <p>Stokes said that in May 2025 three board members will be up for re-election. The levy renewal will also be on the ballot.</p> <p>Discussion on re-election, recruitment of board members and officer positions. Rohner invited other board members to take a turn as President.</p>
<p>REPORTS: Director</p>	<p>Stokes gave administrative reports:</p> <p>Facilities</p> <p>The bathroom toilet bowls have yellow water from rusty galvanized pipes. Ed is exploring options to replace water feed lines. The library building is built on a cement slab so it is not cost effective to excavate old pipes. New lines would have to be routed through the ceiling, which can be an additional water hazard from leaks and freezing. Some discussion.</p> <p>The Parking lot will be closed Wednesday through Friday this week for a contractor to seal and re-stripe it. The project will cost about \$8,000.</p> <p>The new online room booking software has been launched and will be available soon.</p> <p>Magazines have been added to the LEO Library2Go services. There are over 5,000 issues available.</p> <p>Various public printers are being replaced as the older ones are failing due to age, wear and tear.</p> <p>The Baker City Herald is ceasing publication along with several other Eastern Oregon newspaper titles owned by the same publisher. They will be absorbed into the East Oregonian.</p> <p>Structural Engineer Tom Hanley approved the library's project of removing the steel trusses extending from the Baker building to the boardwalk viewpoint frame. Removal is needed to discourage trespassing onto the roof. New security cameras on the roof will send an alert to staff when motion is detected in the specified zone.</p>



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	<p>Stokes is exploring the cost of feminine hygiene dispenser units in the bathrooms. The library recently had a donation of tampons, which were offered freely in a basket in a women’s restroom and were rapidly taken. Currently, staff provide them on request at the front desk. There is an advocacy movement for such products to be a standard offering in public facilities. He talked about the options and cost.</p> <p>Personnel Halfway staff Genine Hansen-Fillmore has resigned for personal matters. Genine was with BCLD for two years and did great work. She will be succeeded by Rachel Cairns who has extensive background as a professional educator.</p> <p>Programs Volunteer Appreciation event - Stokes reported the event went very well. Sylvia does a great job of putting on a program. About 15 people attended.</p>
<p>Finance Report</p>	<p>Hawes provided the monthly financial reports. Print copies were shared and electronic copies are posted online.</p> <p>The General Fund received tax turnovers of \$50,716.79 on June 3. The Sage Fund has paid its annual fiscal agency fee of \$2,292. The Personnel Services is on target with the budget at 88.4% of budget. The June PERS will be posted for and will be paid by the end of the month, which will bring this up a little more in line with expected 91% spent.</p> <p>The Materials & Services, starting with the book budget, includes a large check written to Ingram \$10,108.43. The Ready-2-Read expenses will likely be moved to the youth budget. The Children’s librarian has been updating the popular kids’ backpacks with grant funding. A check to Heaven’s Best of \$709.60 was for cleaning high traffic areas such as the meeting rooms and children’s room. Included on the VISA is a new laptop of \$754.99 for collections and outreach department. The VISA reconciliation is in progress and will be available for review at the next meeting.</p> <p>The Other Funds received online book sales of \$351.91 in May. This fund wrote checks to Jackie’s Savory Sweets of \$120 for the recent Volunteer</p>



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	<p>Appreciation event held on June 7, and a check to Copy Ship & Mail of \$31.72 also for the event. It will make a payment to VISA of \$246.42 that includes \$61.09 for book shipping expense and \$124.04 for volunteer appreciation event expenses.</p> <p>The Capital Investment fund had no other activity this time.</p> <p>The Sage Fund wrote checks for monthly courier expenses totaling \$2,096.80. It reimbursed the General Fund \$65.01 for postage used during the fiscal year and \$2,292 for the annual fiscal agency fee, transferring these two electronically. It will make a payment to VISA of \$1,839.96 for MARCive Inc, a subscription of \$1,560 and \$279.96 monthly record maintenance.</p> <p>The Approved Bills Reports were included with the check packets for the board members to initial while reviewing and signing checks.</p> <p>Rohner asked about the Haines library electric budget line is 140% spent. Hawes responded that since the Baker electric line is at 76%, likely something has been posted to the wrong line; she will investigate this. Rohner also asked about the Baker telephone at 123% of budget. Hawes said that the vendor did raise its prices for the telephone lines which we have three of those.</p>
Next Meeting	The next regular board meeting will be July 9 at noon.
Adjourn	<p>Rohner adjourned the meeting at 1:00 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>