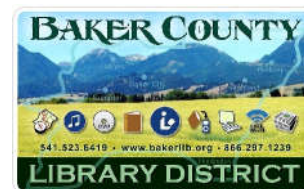


Baker County Library District  
 Board of Directors  
**Regular Meeting Agenda**  
 Monday, Jan 13, 2020, 6:00 – 8:00 pm  
 Riverside Room, Baker County Public Library  
 2400 Resort St, Baker City  
 Gary Dielman, President



- |              |  |                 |
|--------------|--|-----------------|
| <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. <b>Oregon PERS Employer Incentive Fund(ACTION)</b> Guest speaker, Kent Bailey  |                 |
| <b>VI.</b>   | <b>NEW BUSINESS</b><br>a. <b>FY2018-2019 District Financial Audit Report (ACTION)</b> CPA firm, Gaslin   |                 |
| <b>VII.</b>  | <b>REPORTS</b><br>a. Director<br>b. Finance  | Stokes<br>Hawes |
| <b>VIII.</b> | <b>Next meeting: Feb 10, 2020</b>  | Dielman         |
| <b>IX.</b>   | <b>ADJOURNMENT</b>   | Dielman         |

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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

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Monday, Jan 13, 2020, 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, Dec 09 2019

- |  |                            |
|--|----------------------------|
| III. Conflicts or potential conflicts of interest            | Dielman                    |
| IV. Open forum for general public, comments & communications | Dielman                    |
| V. OLD BUSINESS  |                            |
| a. Oregon PERS Employer Incentive Fund( <b>ACTION</b> )      | Guest speaker, Kent Bailey |

Former auditor/accounting advisor Kent Bailey will attend at the Board's request to discuss the potential benefit of participating in the Oregon PERS EIF program, should there still be the opportunity.

## VI. NEW BUSINESS

- |  |                  |
|--|------------------|
| a. FY2018-2019 District Financial Audit Report ( <b>ACTION</b> ) | CPA firm, Gaslin |
|--|------------------|

### *Attachments:*

- To be shared at meeting

The FY2018-2019 audit report will be presented at the meeting by a representative of Gaslin Accounting, CPA firm of Baker City. It will be posted as soon as possible for public access on the library website at <http://www.bakerlib.org/about/budget.html#section-1>

- |  |        |
|--|--------|
| b. 2020 Holiday closure schedule ( <b>ACTION</b> ) | Stokes |
|--|--------|

### *Attachments:*

- VI.b.i. 2020 Holiday closure schedule

Every year, the library closes on holidays recognized by BCLD, which includes most federally-recognized holidays. Eligible staff receives paid vacation on those days (10 per year). Depending on the day of the week a holiday falls, it may be advisable to close in full or partially on other days for safety, security and courtesy to staff. These additional closures are not paid holidays for staff; they adjust their schedules to ensure that they have the correct number of hours. This year, the recognized holiday calendar is standard with no additional planned closures and the two early closures as is customary on December 24 at 3:00 pm and December 31 at 5:00 pm.

# Library Board Meeting – Annotated Agenda

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Monday, Jan 13, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

## VII. REPORTS

### a. Director

Stokes

#### **Administration**

In late December, the Baker County Treasurer notified the District of an unanticipated disbursement of funds due to partial settlement of property assessment appeal. This should result in surplus revenues in Prior Year Taxes of around \$35,000, which could be allocated toward the Operating Reserve, Capital Improvement Fund, PERS EIF, or other designated budget need at a future meeting.

#### **Facilities & vehicles**

Ed replaced weather stripping on the main entrances of the Baker branch, which will help somewhat with heat loss. Ed is also concerned about energy loss through the rows of single pane glass in near the ceiling on the Resort St side of the building. He has begun working with a representative from Energy Trust of Oregon to conduct an energy audit and identify priorities and possible grant opportunities for energy efficiency projects.

Paper towel dispensers in the “old restrooms” near the riverside exit were upgraded from towel bundles to motion-activated towel rolls, which are expected to reduce excess inadvertent towel use and waste.

Projects being scheduled include removal of the Siberian Elm at the northwest corner of the building, replacement of the worn-out wooden boardwalk along the river with synthetic Trex planking, and stripping/refinishing the tile flooring in the StoryTime Room.

#### **Personnel**

Staff welcomed new hire BoDean Warnock on January 6 as Tech Services Specialist. She is being trained by Heather Spry and John Brockman.

Longtime volunteer Barbara Prowell was recognized with a Legacy Woman of the Year award at the Baker County Chamber of Commerce banquet on Saturday, Jan 11. Library staff had supported the award nomination by contributing anecdotes and accolades.

#### **Programs & services**

We will be exploring options in partnership with the Friends for selling and/or loaning book bags now that Oregon has banned single-use plastic grocery bags, which we’ve traditionally recycled for checkout of library materials.

The Sage Library System catalog will be offline for the day of Wednesday, Jan 15 2020 for a planned system upgrade from Evergreen version 3.1 to 3.4. The most significant element of this upgrade is discontinuation of a client program loaded onto local library workstations and switch to exclusively using a web-browser based client. Public services

# Library Board Meeting – Annotated Agenda

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Monday, Jan 13, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

will be limited while the system is down for the day. Public notice includes signage at the libraries, press releases to radio and print news outlets, and social media posts.

Managing Librarian Diana Pearson reports weeding nearly 3,500 items for the year of 2019. Most discarded items were given away as freebies & some which retained value were sent to Better World Books for resale.

## **Safety & Security**

The library work pickup truck has had a parts stripped while in the north parking lot. A headlamp and fuel pump were removed, resulting in the need for parts replacement and repair. The theft has been reported to law enforcement.

**Technology** – no report

## **Other**

State & National news/trends:

### **Publishers Weekly – The Week in Libraries**

[Jan 3 2020](#)

“Though 2019 began with the [Trump administration once again proposing the permanent elimination of the Institute of Museum and Library Services \(IMLS\)](#), IMLS wound up with a \$10 million increase in the final budget, including a \$6.2 million bump for the Library Services and Technology Act (LSTA), the largest increase in LSTA funding in 12 years.”

**NOTE:** BCLD benefits from IMLS funds distributed to the State Library of Oregon through the statewide database program, Ready-to-Read grants, and annual funding support for the Sage courier.

[Jan 10 2020](#)

The U.S. Senate quickly confirmed Trump's IMLS appointee, Kansas City Public Library CEO Crosby Kemper III. “After three straight years of criticism from librarians for proposing to eliminate the IMLS, librarians have roundly praised the Trump Administration's choice of Kemper to lead the agency for the next four years.”

The DPLA announces a new e-book initiative with BiblioLabs to offer libraries the ability to license a growing collection of more than 16,000 e-books, including independent author collections and titles from a number of major publishers, under "a simultaneous multi-use model," in other words, terms that allow for an unlimited number of patrons to borrow e-books at the same time.

# Library Board Meeting – Annotated Agenda

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Monday, Jan 13, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

OverDrive reported 2019 was another record year for digital lending in libraries with over one million digital ebooks loaned, and total digital checkouts from libraries and schools up 20% over 2018, to 326 million lends. Among the factors driving circulation, OverDrive officials point to its app, Libby, which was named one of Popular Mechanics' 20 Best Apps of the 2010s and one of PCMag's Best Free Software.

## Trends in libraries include

- Another library dropping the Dewey Decimal System ([Gwinnett County libraries, Georgia](#)).
- "First Amendment Audits"  
[American Libraries](#) reported libraries are among various public facilities facing "First Amendment Audits" by "Individuals who arm themselves with video cameras, proclaim themselves First Amendment auditors, and enter police precincts, post offices, libraries, and other spaces under the auspices of the First Amendment right to free speech in order to record staff violations." Deborah Caldwell-Stone, director of the American Library Association's (ALA) Office for Intellectual Freedom (OIF), addressed the phenomenon in a [post on ALA's Intellectual Freedom blog](#). Libraries are legally considered limited or nonpublic forums when it comes to First Amendment rights, she says. In these spaces, agencies in charge are only obligated to allow activities that comply with the nature of the space—meaning that rights to film and photograph can be restricted if they interfere with library functions or operations.

"We're not necessarily concerned with recording in public libraries per se," says Caldwell-Stone, whose office has collected 10 reports of similar incidents across five states, as of press time. "What we're most concerned about is when the behavior crosses the line into harassment and invasion of privacy." Patrons should be able to use library services without fear that their identity, location, or reading choices will be published on YouTube, she says.

**NOTE:** With the recently created Photography, Recording & Filming Policy, staff will be trained on handling this type of scenario at the next annual in-service training event.

## [Top 10 Library stories of 2019](#)

Of interest: #4. ALA Votes to Strip Melvil Dewey's Name from Its Top Honor – due to notorious sexual harassment.

### **b. Finance**

**Hawes**

Report documents to be distributed at the meeting.

# Library Board Meeting – Annotated Agenda

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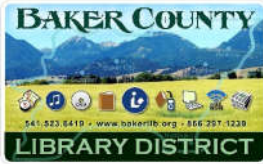
Monday, Jan 13, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

VIII. **Next meeting: Feb 10, 2020** **Dielman**

- 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

IX. **ADJOURNMENT** **Dielman**



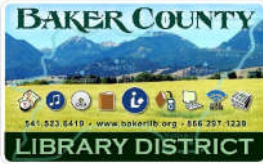
# Baker County Library District

Board of Directors

## Regular Meeting Minutes

Dec 9, 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 6:06pm. Present at the meeting were Directors Gary <b>Dielman</b>, Betty <b>Palmer</b> and Beth <b>Bigelow</b>. Also present at the meeting was Perry <b>Stokes</b>, Library Director and Christine <b>Hawes</b>, Business Manager. There was one guest, Courtney Snyder, a District employee.</p>
<p><b>Consent Agenda</b></p>	<p>Dielman asked for any changes to the consent agenda. Perry had one correction to the minutes (on page 1 correcting word anticipated to actuarial to correct reference to PERS UAL). There were no other changes. <b>Palmer made a motion to approve the consent agenda; Bigelow seconded; motion passed unanimous (3 yea) by those present.</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 recognized that we had one guest present. He asked Courtney if she had any comments. She said she came to observe the meeting. Stokes had no correspondence or patron comments to share.</p>
<p><b>OLD BUSINESS: Oregon PERS Employer Incentive Fund Discussion</b></p>	<p>Stokes said the deadline for the first application window for the Employer Incentive Fund has closed. It was open to PERS members with a UAL of over 200%. PERS announced it had overwhelming response and all eligible funds have been awarded. Any other employers who apply will be on a waiting list. He asked Palmer if she knew what the School District decided. Palmer replied that to her knowledge they passed on this. Stokes said that he is still waiting on a response from Special Districts. He does intend to contact Kent Bailey to see what insight he may have. At the last meeting, the board gave direction that we will not set up a side account at this time.</p>
<p><b>NEW BUSINESS: Personnel Policy – Harassment Policy Revision</b></p>	<p>Stokes said that a new State law is requiring public agencies to have a policy in place by the first of the new year. The District does have a harassment policy included in its Personnel Policy. However, SB479 requires expansion of the policy. The new law also includes specific items that have to be addressed in the policy. Special Districts has provided a template. He referenced the policy revision draft and article included in the board packets. Looking at the Workplace Harassment Policy draft, the first section covering Equal Employment Opportunity has expanded the protected classes to include genetic information. There was a short discussion on the EEO section with no changes made.</p>



# Baker County Library District

Board of Directors

## Regular Meeting Minutes

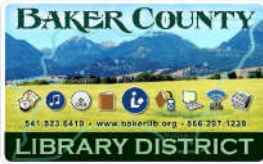
Dec 9, 2019

Stokes said he didn't change much from the template. The primary change was listing the District primary contact reporting as the Business Manager with the alternative as the Director. In the case the complaint is against the Director, the Business Manager would report to the Library board President. He added Supervisory Responsibility section which had been in the Personnel Policy. Stokes highlighted the complaint procedures, documentation and follow-up requirements. Dielman suggested replacing the word "we" and "us" on page 4 with Baker County Library District. Palmer wanted the list of complaint options to include as the first bullet the option to report to the President of the Board as an alternative to external options. She has experience with both and prefers the complaint start internally. She also wanted to change the word "external" to "additional" complaint options in the sentence preceding the list. There was some discussion on the availability of approaching a board member. The final section titled Additional Employee Support Services was discussed. Stokes confirmed that the District group health insurance does provide employee assistance services.

Moving back to the topic of who employees report a complaint to, Palmer said that she likes having a neutral person as the point of contact. Using the School District as an example, she feels the neutral contact should be a non-supervisor and Hawes would be a good neutral contact. She asked Stokes and Hawes how approachable they believed staff perceived them. Stokes said that he often gets staff coming in to talk to him about concerns so feels employees are comfortable coming to him, but has recently learned that some episodes of concern have not reported. Hawes said that she has worked at being approachable and building that rapport with coworkers, encouraging them to ask questions any time with regards to payroll, HR and financial reporting requirements. Dielman recognized Courtney Snyder, asking her if she had any comments. Courtney said she liked the option to go to the board as well as normal channels.

Palmer asked Stokes if he has had any harassment complaints. Stokes said he has had none related to protected classes since the policy was adopted. He has had reported allegations of workplace bullying. He gave an overview of an incident that was investigated and addressed through interpersonal conflict resolution. There was discussion on how to handle complaints.





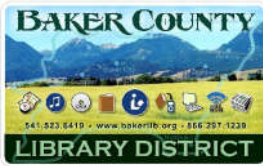
# Baker County Library District

Board of Directors

## Regular Meeting Minutes

Dec 9, 2019

	<p>With no further discussion, Dielman called for a motion. <b>Bigelow made a motion to adopt the Workplace Harassment Policy in response to SB479 as corrected; Palmer seconded;</b> <i>Discussion ensued</i> on whether the policy would be included in the Personnel Policy or a stand-alone policy. It was agreed to insert it to the Personnel Policy updating the existing policy.</p> <p>Palmer said as an <i>additional point of discussion</i> she wants this to be taken to the employees to get any feedback on the policy. She stated we can adopt the policy tonight but wants the employees to be informed. Stokes said that he reviews any changes and items of interest from board meetings in monthly staff meetings. She agreed that was sufficient. It was suggested to table the topic until the next meeting. Stokes reminded the board that the policy is supposed to be adopted by January 1. Dielman asked Bigelow if she was willing to amend the motion to add inserting the Harassment Policy in the Personnel Policy. <b>Bigelow restated the motion to adopt the Workplace Harassment Policy in response to SB479 as corrected and that it would be inserted into the Personnel Policy; Palmer seconded the amendment; the motion passed unanimous (3yea) by those present.</b></p>
<p><b>Renewal of Local Option Levy Discussion</b></p>	<p>Stokes said he has prepared the Notice of Measure for the Local Option Levy he had mistakenly believed needed to be renewed this coming year. However, he discovered we are a year out from needing to renew the levy. He shared a report of prior levy rates for discussion of factors involved in the last two renewals. The renewal in 2016 had an extraordinarily high voter approval rate of 83%, occurred during a presidential election year with a healthy economy. Dielman asked if we are considering going forward a year early. Stokes said that he believes that we can put it on the May 2020 ballot and address it early if we want to. Palmer said she believes the City is also putting something on the May ballot along with the School District. We should consider it may not be a good time. The May ballot would have three big things for voters if we move forward. Dielman said the 2021 levy renewal wouldn't be any different. There was discussion on factors and whether or not to list the levy in 2020. Stokes said there are precincts he wants to market to hoping to get the approval percentage up. Palmer stated she didn't feel it was a detriment to wait until 2021. Stokes summarized the board direction is that we will wait on the levy. All agreed.</p>
<p><b>REPORTS: Director Report</b></p>	<p>Stokes reported on highlights from the Annotated Agenda included in the board packets:</p>



# Baker County Library District

Board of Directors

## Regular Meeting Minutes

Dec 9, 2019

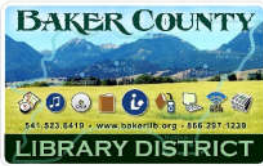
**Facilities – No Smoking Signage:** We are putting out more “No Smoking” signs and decals. Ed has made durable sign posts to be placed around the library grounds. As a Special District, if people don’t adhere to the policy, the district has authority to pass an ordinance that includes a fine. As an ordinance, law enforcement would help enforce it. It has been a chronic problem. Since smoking was banned in the adjacent city park, many perceive library grounds as a “safe” place to smoke.

**Handicap Signage:** We have updated the paint and signage for the handicap parking space along the Adler Parkway. People have continued to park in between the building and the handicap spot. We are adding another sign and yellow striping hoping to stop the practice.

**Branch Signage:** Many of the branch outdoor signage was installed in 2012. The signs have weather damage and need to be replaced. Ed has been installing new signs at each branch.

Discussion ensued when Palmer asked to go back to the “No Smoking” topic. She asked about no smoking violations and primary persons. Stokes said they are both patrons and visitors passing by. We have had issues of damage to the signs. The City has plain “No Smoking” signage for the City Park at the bridge and other entrance points. Stokes said people often smoke outside the riverside entrance. He described the process of asking them to move and how he handles the situation. Palmer asked if this is a regular occurrence. Stokes replied yes and based on the number of cigarette butts found on the grounds, activity may have increased – particularly after library business hours as individuals and small groups access the library WiFi from near the building. Ed makes regular rounds to keep the grounds clean. Dielman stated that if we are willing to entertain a “No Smoking” ordinance, we can discuss the topic at a future meeting. Stokes said people often ask him where they *can* smoke. He said his response is that smoking is permitted on city sidewalks, as long as they are not part of the park or greenbelt (Leo Adler Pathway).

Stokes suggested the idea of having a “designated” smoking area with a receptacle along Resort St. He believes providing a designated space would ease enforcement and help mitigate litter and conflict. Dielman stated he is strongly against putting out a cigarette receptacle, accommodating or promoting smoking in any fashion. He gave statistics



# Baker County Library District

Board of Directors

## Regular Meeting Minutes

Dec 9, 2019

on the health dangers to smoking. Stokes said for the enforcement side, it would be helpful to have a designated contained area. He feels the accommodation is a better political approach as well, since smokers are also voters and taxpayers. After much discussion, the topic was tabled.

*Shelving relocation project:* the old shelving from the children's area is being used to widen shelving in adult collections. Stokes described the process.

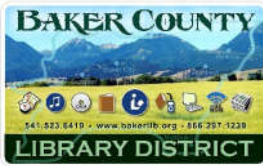
**Personnel** – The Tech Services position has been accepted by the winning candidate. The candidate is making plans to relocate to Baker County. She has a library degree and 6 years of experience in related fields. Stokes said that he has found 8 hours a week for Heather to use to keep subs trained. They will have a regular weekly shift so they can stay current with their skills. Palmer said she liked the idea.

**Programs & Services** – A press release was sent out announcing the Newsbank database. We subscribed to it a few months ago. It offers historical issues of newspapers and magazines. The subscription cost about \$2,000. He wasn't sure it was worth the cost although this is how we provide historical content. He described the program and its usability. The articles do not include photos, only the written content.

**Safety & Security** – Halfway library has new entry handrails at both its back and front entrances. This was in response to patron requests. The back entrance has a railing on both sides and is the entrance to the meeting room. The front entrance had a handicap ramp that needed railing installed. Ed recently completed the project. Dielman asked if there were photos to share. Stokes said there were.

**Technology** – The door traffic counters at the Baker Library have begun to regularly malfunction and need to be replaced. The new generation of counting units features smart technology that will enable more precise statistics.

**Other – State & National Trends** – An article in the La Grande Observer discussed the library consideration of going fines free. The article titled "Local libraries still find value in overdue fines" described the nation-wide trend, evidence of how late fines impact library users disproportionately among class lines, and area libraries practice and philosophy.



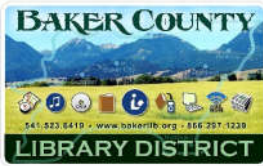
# Baker County Library District

Board of Directors

## Regular Meeting Minutes

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	<p>Stokes said we have discussed the “fines free” practice before, but the board was decidedly against it for reasons of personal responsibility rather than budget necessity. He shared information he gathered from a webinar on the logic of going “fines free.” Presenters said there was no difference in return rates after going “fines free,” in fact several experienced spikes in library use and circulation. Many report return of long-lost materials and a surge in returning library users previously blocked or alienated because of late fees. Stokes inquired about whether class disparity persisted due to lost/damaged billing obstacles rather than late fees, but presenters said there was insufficient evidence to date on that question.</p> <p>There was a discussion on district cost involved with fines assessment and collection, including staff time. Stokes said in general, his impression is that the district breaks even. Our late fees vary according to the age of the borrower – \$0.05 per day for children under age 6, \$0.10 per day for minors under age 18, and \$0.20 per day for adults. Stokes implemented this structure a few years after becoming Director. Fewer late notices are now sent by mail since our catalog system has the ability to auto email notices. In order to conduct a cost-benefit study on late notices, we are now tracking the number of notices mailed each day. Incidentally, he said, we do actually have one “fines free” location now -- the bookmobile does not charge late fees.</p> <p>There was also an article on the National Book Awards in the packets. There was a short discussion on book awards.</p>
<p><b>Finance Report</b></p>	<p>Hawes had already distributed financial reports. Check packets were passed out for review and to be signed.</p> <p>The <i>General Fund</i> received tax turnovers of \$55,427.81 on 12/02/2019. Current tax revenues are at 88% of budget. The Library also received the State Ready-To-Read grant of \$7,890 compared to the budget of \$7,500. <b>Personnel Services</b> is at 45% of budget which is a little below the anticipated 50% for the time of year. The December PERS will be paid later in the month and will increase the percentage a small amount. Under <b>Materials &amp; Services</b>, the book budget included a check for Ingram \$4,978.24 for book purchases. Building expenses included Integra Business \$1,245 for a service agreement on the new ScanPro3000; Dan Sword \$285 for November snow removal; Oregon Sign Company \$335 for Richland Library signage; Action Plumbing \$150 for the annual back flow</p>



# Baker County Library District

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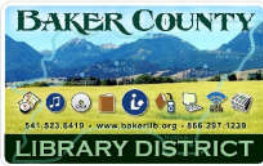
test. Other notable checks are Copy, Ship & Mail \$49.77 for shredding of old financial records; Ed Staub & Sons \$1,064.76 for heating fuel deliveries to 2 branches; the City of Baker City \$1,000 for the November LID payment due.; and finally, visa was smaller this month with a total due of \$2,613.83 of which \$2,157.50 was paid by General Fund. Visa purchases included DVD movies totaling \$955, 2 rolls of postage stamps \$110 and 4 new barcode scanners \$228. All of the detail is attached to the visa check for review by the signer. Palmer asked about the Computer Tech – Branch Travel expense line. It is at 97% spent. Hawes said she will review the line; the budget for that line may just need to be adjusted (Note: in looking at the line detail, it appears to be branch related mileage for systems maintenance).

**Other Funds** has received several donations recently. The Daughters of the American Revolution (DAR) attended the November board meeting to present the Library with \$100 donation for Literacy. The Friends supported the Library entry for the Festival of Trees with \$50 cash. Bigelow said the Library sponsored tree was very nice. And there were donations totaling \$385 in memory of Carmen Wickam. Also the Amazon book sales for November were \$141.98. As mentioned last month, General Fund repaid the operating loan to Other Funds in early November. A check was written for \$59.33 to Visa for book shipping expenses of \$40.55 and volunteer appreciation holiday cards of \$18.98. Hawes said that it was Sylvia's idea to send out Thanksgiving cards. There were several comments from volunteers thanking the Library for the card.

The **Sage Fund** has received cash payments of membership dues totaling \$187,702 of the \$217,517 invoices sent out (86%). LSTA Grant funds of \$27,500 were received last month which is half of the grant. The largest share of the courier expense is paid to the main vendor in July each year. Orbis Cascade is the backbone of the courier system. Checks written include 5 checks for small couriers totaling \$1,263.47; a check to visa totaling \$397.10 for courier labels and supplies \$163.10 and GoToMeeting subscription \$234 for the online meeting platform Sage uses; a large check to OCLC for the annual CatExpress subscription \$3,506.75. And an electronic payment sent monthly for Sage IT Support, Jon Georg of \$5,305.00

Hawes wanted to make a report on things coming up in her department. In 2020, the Federal Form W-4 for payroll withholding is changing. Employees are not required to file a new form and the old system will be





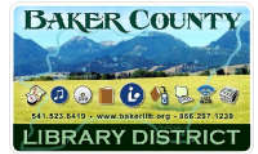
# Baker County Library District

Board of Directors

## Regular Meeting Minutes

Dec 9, 2019

	<p>honored. The new form will essentially annualize the individual/household income and divide by the number of pay periods to withhold estimated taxes. The employer is required to complete a worksheet for each individual that files a new W-4. There are fines involved for not withholding correctly. There are also new Form 1099 filing rules going into effect. Contracting income is being moved to a new form. Again there are fines involved for completing the wrong form. The auditors are scheduled to complete their work next week. They have been reminded to file the report with the State by the end of December even though delivery will be at the January board meeting. Palmer said it will be interesting to see how the new firm does that and what insights they may have.</p> <p>Hawes continued that PERS is changing a couple things effective January 1<sup>st</sup> as well. They will be collecting the employer rates on all retiree wages. The employee does not have to pay in if they are retired. They are also redirecting 2.5% of the 6% the District is required to withhold for employees into a new stabilization fund for that individual. This applies to monthly salaries of \$2,500 or more which is about 8 people for the District. In addition, the employee can elect to pay in another 2.5% on top of their current 6% that will go into their IAP account to keep the amount the same. Hawes said it sounds like there will be some reporting challenges to go along with the changes. She will continue to read up on changes and is looking for webinar based trainings on these new areas.</p> <p>Checks were signed and returned. Approved Bills Lists for all 3 funds were initialed as reviewed by those present.</p>
<p><b>Next Meeting Date</b></p>	<p>The next regular Board of Director’s meeting will be January 13, 2020 at 6:00pm.</p>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 7:50 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

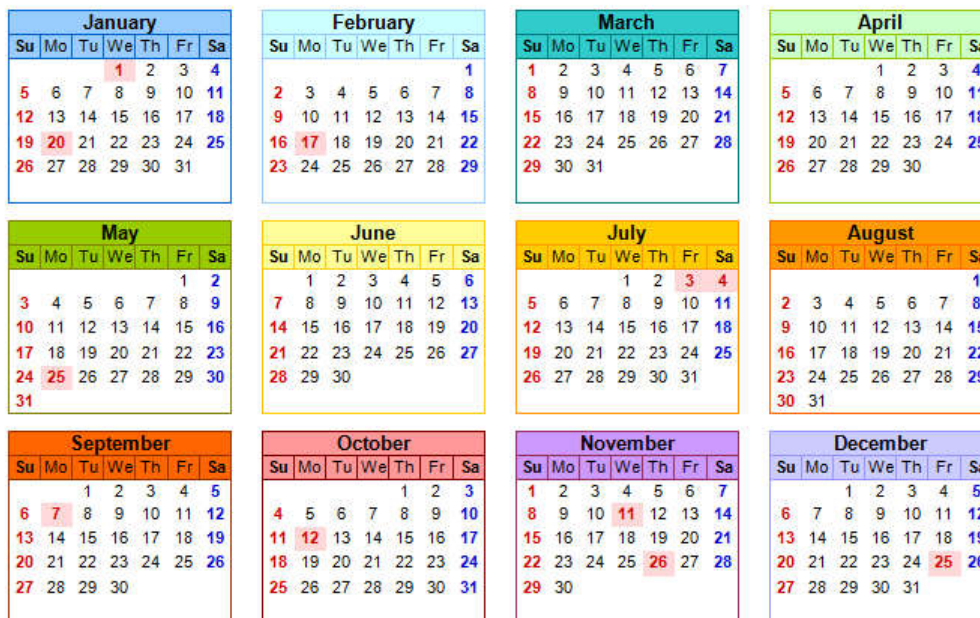


# 2020 Holiday Closures

	DATE	DAY	REASON
1	January 1	Wednesday	New Year's Day
2	January 20	Monday	Birthday of Martin Luther King Jr.
3	February 17	Monday	Presidents' Day
4	May 25	Monday	Memorial Day
5	July 4	Saturday	Independence Day
6	September 7	Monday	Labor Day
	October 12	Monday	Staff in-service training
7	November 11	Wednesday	Veterans Day
8	November 26	Thursday	Thanksgiving
9	November 27	Friday	Day after Thanksgiving
	December 24	Thursday	Early closure, 3:00 PM
10	December 25	Friday	Christmas
	December 31	Thursday	Early closure, 5:00 PM

	Staff paid holiday	
	Public closure – staff work day (full or partial)	

## 2020 Calendar



### Federal Holidays 2020

Jan 1	New Year's Day	May 25	Memorial Day	Sep 7	Labor Day	Nov 26	Thanksgiving Day
Jan 20	Martin Luther King Day	Jul 3	Independence Day (obs.)	Oct 12	Columbus Day	Dec 25	Christmas Day
Feb 17	Presidents' Day	Jul 4	Independence Day	Nov 11	Veterans Day		