



# Baker County Library District Library Board Regular Meeting Minutes

Feb 14, 2023

<p><b>Call to Order</b></p>	<p>The meeting was held in the Archive 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 <b>Rohner</b>, Beth <b>Bigelow</b>, and Betty <b>Palmer</b> and; attending online is Joan <b>Spriggs</b>. Also present is the retiring director, Gary <b>Dielman</b>. Attending in person are Perry <b>Stokes</b>, Director and Christine <b>Hawes</b>, Business Manager. In addition, one guest attended in person, Ashley McClay.</p> <p>Noted that Gary Dielman had sent in his official resignation letter January 31. Therefore, he is officially not a board member and cannot vote tonight.</p> <p>Rohner called the meeting to order at 12:02 pm. Four directors are present at the start of the meeting which constitute a quorum.</p>
<p><b>Consent Agenda</b></p>	<p>Rohner asked for any additions or deletions to the agenda or minutes from the previous meeting. Stokes is adding an item to the agenda to new business for bank account authorized signers. There were no changes to the minutes. <b>Palmer made a motion to approve the Consent Agenda; Bigelow seconded; motion passed unanimously (4 yea, Rohner, Palmer, Bigelow, Spriggs) by those present.</b></p>
<p><b>Conflicts of Interest</b></p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none.</p>
<p><b>Public Comment</b></p>	<p>Rohner moved to public comments. Stokes had no comments but reported that several people had dropped into his office recently to say they appreciated our great facility and staff help.</p>
<p><b>OLD BUSINESS:</b></p>	<p>None</p>
<p><b>NEW BUSINESS:</b> <b>Board Member Resignation and Recognition</b></p>	<p>Stokes said that on January 31, 2023 he received written notice by email from board member Gary Dielman, his intent to resign from the library board. The email was addressed to Board President Kyra Rohner and himself. Rohner asked Dielman what date he wanted the resignation to be effective. Dielman said that it is effective on the date of his email.</p> <p>Stokes said that on behalf of the Board we would like to take this opportunity to express our deep gratitude for his dedication and invaluable contributions. According to service history records, Gary has served at least 31 years on the library board with 22 of those years as Board president.</p> <p>Stokes presented Dielman with a plaque to celebrate over 3 decades of service</p>



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	<p>which he read to the group. Dielman thanked the group. Dielman recalled that he started working with the library in about 1985. Discussion on his several years of service. Rohner thanked Dielman for bringing her on the board and mentorship.</p> <p>Dielman talked about the historic documents and photos that are stored in the cabinets in the archive room. Stokes talked about a long range strategic plan of moving the Archive Room materials into another room with better climate control. The old Reference Room would be much better suited for archival storage.</p>
<p><b>Appointment to Fill Board Vacancy</b></p>	<p>Rohner moved to the Board Vacancy agenda item.</p> <p>Stokes told the board that Ashley McClay has submitted her candidacy for consideration of being appointed to the board seat vacated by Dielman. A Candidate Application form and resume are included with the board packets. The board will recall that McClay has been a supporter of the library events this past year and attended several recent board meetings.</p> <p>Stokes asked the directors to please read through the materials. Ashley is present and available to answer any questions.</p> <p>Rohner asked McClay what most interests her about being on the library board. McClay described becoming aware of and concerned about a surge in ideologically-motivated efforts to restrict or remove materials in libraries. She is interested in supporting inclusiveness, fairness, and Constitutional rights. She would like to support the library in any area. Palmer said she expects McClay's involvement and awareness of happenings across Baker County will be a valuable asset.</p> <p>Stokes reminded the group that the term McClay is filling will end in June. She has already submitted her candidacy materials for the ballot. Bigelow thanked McClay for attending some of the meetings and showing interest in the library. There were no further questions.</p> <p>Rohner said she would entertain a motion and asked for further discussion, there was none. <b>Bigelow made a motion to appoint Ashley McClay to fill the vacated Director position; Palmer seconded; motion passed unanimously (4 yea, Rohner, Bigelow, Palmer and Spriggs).</b></p> <p>Stokes said that the swearing in will be at the next meeting. Ashely said that she has a schedule conflict with the March meeting. Stokes said that is not a problem, the induction can be on the April meeting agenda.</p>
<p><b>May 2023 Election</b></p>	<p>Stokes told the board that two positions will expire at the end of June 2023; both Position 4 (formerly Gary Dielman) and Position 5 (Joan Spriggs). The Election for those positions will be included with the May 2023 ballot. Stokes</p>



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	<p>included this agenda item for board discussion of whether these members will be seeking re-election or if recruitment efforts are needed.</p> <p>Spriggs said she intend to run again and will get her application in by March.</p> <p>McClay said she has already turned her application in to the County Clerk.</p> <p>No further action is needed.</p>
<p><b>Policy Update - Use of Vehicles Policy, Per Diem Rates</b></p>	<p>Stokes said that the District’s employee reimbursement rates for travel mileage and meals need to be updated, especially given the inflation spike. He included four options in the packets for the board to consider.</p> <p>After surveying peer entities, he said, most all now follow the current IRS rates. BCLD has less travel mileage reimbursement in recent years both because we have acquired district vehicles for use, and because of the pandemic and more remote meeting options being offered.</p> <p>The first two options presented are just changing the rates alone, 2019 mileage rate, the second mileage and per diem rates. Option 3 is a brief expansion with verbiage explaining the policy and tying it to the IRS rates. All options are proposed to include an idea he got from the City, which allow staff the option of using their own vehicles even if City vehicles are available, but at half of the reimbursement rate. Discussion on potential reasons for use of a private vehicle.</p> <p>Option 4 is modeled from an Indiana library policy. It is most comprehensive and covers scenarios we haven’t yet encountered but may need in a future occasion such as air flight and auto rentals. Palmer said that usually the agency will make the flight plans and registration so it is all paid for by the company. Stokes reviewed the content of the option.</p> <p>Rohner said that she prefers option 4; it covers everything and is clear. However, she did not see the statement about reimbursing 50% of personal vehicle use, which she likes. Stokes said that he meant to include that element, but must have overlooked it; he will add that. Rohner suggested a paragraph from Option 3 into Option 4, Transportation paragraph inserted under Automobile rentals; Palmer wanted to put that in front of the section. Palmer asked McClay if she is interested in making a motion.</p> <p><b>McClay made a motion to approve Option 4, with the addition of the paragraph from Option 3; Bigelow seconded; passed unanimously by 5 yea (all board members present).</b></p> <p>Rohner asked about board email accounts. With the recent change in Email providers, Perry will take a look at what Director emails are still there and where they are going. In general, the district emails do forward to personal emails. Some discussion.</p>



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<p><b>Bank Account Signers</b></p>	<p>Rohner moved to the new agenda item. Bank Account Signatures.</p> <p>Hawes said that with Dielman’s retirement, we need to update the signature cards on all of the District bank accounts, including Sage. The General Fund Checking Account historically has all of the current board members on it. At the moment this includes Perry, Gary, Betty, Kyra, Beth and Joan. We need to remove Gary and add Ashley to this account. The Sage Checking Account included Kyra, Gary and Perry; we will remove Gary and add Beth Bigelow. This account has historically had 3 authorized signers. Since we are making these changes we can add all of the board, if that is desirable. With some discussion, the board decided to make the changes recommended and leave just three on Sage.</p>
<p><b>REPORTS:</b> <b>Director</b></p>	<p>Stokes gave his administrative report:</p> <p><b>Facility</b> - Ed believes the contractor has finally resolved major roof leaks and now has a new leak detection tool he had recommended. The equipment will detect moisture and help identify areas to work on. Ed has also been replacing ceiling tiles.</p> <p>Stokes has posted signs that the library is a “<i>Fragrance Free Zone</i>”. There were two incidents in the past 3 months in which a disabled patron who has chemical sensitivities collapsed at the front desk with breathing difficulty possibly triggered by VOCs in the library air.</p> <p>The District received an Energy Management Assessment Report from Energy Trust of Oregon (ETO). Palmer noted our first year rating is 33%. Stokes said he was informed that is high score for a first year program participant. Rohner asked if this is the same organization from which we received grants this last year. Stokes replied, yes, ETO has issued several \$1,000 incentive payments for achieving energy management goals. Ed was recognized as the MVP for the “Best Peer Mentor” and received an award certificate. Ed is now working on a grant for a solar project to fund installation of solar panels on the south side of the library to support our energy needs. The grant funder has three separate \$100,000 grants available. We have applied for this for a few years but have not yet won. Stokes is hoping we can qualify this time with a boost from our ETO program participation.</p> <p><b>Friends &amp; Foundation</b>- The Winter book sale was very successful. It collected \$600 on the first day. Bigelow said she went last week and was pleased with the selection.</p> <p>The Foundation is working on a Joint Venture Contract for its management of dedicated funds for the Tower of Books project. As you recall, this is an art sculpture piece created by local artist Tom Novak with a literature theme. He continues to raise funds for bronze casts of the sculpture. If the goal is reached,</p>



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	<p>Novak plans to donate one of the casts to the library.</p> <p><b>Technology</b></p> <p>Password Security – One of Bryan’s first initiatives has been moving the staff to a new password management software. He created a guidelines document he is sharing with staff. On his direction we are quickly moving away from the password tool formerly used since it was reported to have experienced significant security breaches in the last year.</p> <p>The State Library announced it will discontinue its support for statewide access to the Learning Express Database in October, which offers comprehensive sample tests, SAT’s, MS Office and other software tutorials. Stokes said it is a great resource, but does not get much usage. He is considering keeping the service one more year and highlighting it with marketing. The cost for BCLD is quoted at about \$2,000 a year.</p> <p>Stokes is working on updating our website to a new platform. A training session from SDAO talked about the requirement to have an ADA accessible website. Currently ours is about 75% accessible; it needs to be improved to 100%. Anything less than this is vulnerable to a lawsuit. Special Districts is recommending a website host vendor that will help migrate to one they recommend and are using. That will cost about \$200 a month. Several districts have already moved.</p> <p><b>Training</b></p> <p>The Special Districts Association (SDAO) annual conference was in February; both Christine and Perry attended virtual sessions, such as the “Public Meetings” and “Public Employees and the First Amendment” workshops. Stokes had the opportunity to advocate for District this week with Rep. Cliff Bentz, per SDAO counsel. Stokes attended sessions titled “Is Your website ADA compliant” and “Managing Conflict with fellow board members”. He said we fortunately don’t have conflict issues but it is good to be aware of how things can go wrong and be prepared.</p>
<p><b>Finance Report</b></p>	<p>Hawes shared the Financial Reports and Stokes displayed a digital view on the monitor and via Zoom. Hawes gave an overview of the financial reports:</p> <p>The <b>General Fund</b> has received tax turnovers of \$18,231 on February 1, 2023. An ECF reimbursement request for \$1,350 was filed with the USAC to support the 18 hotspots the library has available to loan out to patrons (the monthly cost is \$40.01 each totaling \$720.18 a month; of this we receive \$450 a month reimbursed through the program); we have another 4 months funding available through this program.</p> <p>The General Fund <b>Personnel Services</b> is on target in total at 62.5% spent. The PERS expense line is a little low, the February wages will be reported later this</p>



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	<p>week and the payment will be made at the end of the month (usually 27th).</p> <p>In <b>Materials &amp; Services</b>, starting with the Book Budget, checks were written to Ingram \$4,140.89 for the monthly book order, EBSCO \$1,400 for the annual subscription to Fiction Core Collection, and the VISA included \$2,240 in DVD and electronic movie purchases. The book budget is at 62.9% spent (a little under the anticipated 67% for). In Facilities, a check to Alpine Alarm of \$974.40 for the annual alarm monitoring contract for this library and a check to Stan's Heating \$276.25 for the Huntington library quarterly HVAC services. The monthly janitorial contract of \$2,200 is paid on the first so this check was written a couple weeks ago. The annual liability insurance to SDAO of \$24,340 for District liability coverage including flood coverage of \$2,263. And a check to CNA of \$350 for the annual officers bond. Other checks of interest include a check to Grumpy's Repair of \$775.06 for repairs to the bookmobile and to Showcases \$307.51 for book processing supplies. There are 2 checks to Ed Staub &amp; Sons, one for \$412.78 for heating fuel at the Haines library and one for \$1269.10 for heating fuel in Halfway; the second invoice came yesterday so we took advantage of getting a \$25.90 discount on the price if we paid it by 2/19/2023, the timing doesn't always work to take advantage of this, but we could this time.</p> <p>The General Fund cash balance is at \$1,066,000 which is ahead of anticipated for this time of year. The District should end the year with a healthy contingency of at least the budgeted amount of \$550,000.</p> <p>The <b>Other Funds</b> wrote one check to VISA for \$67.00 for monthly Amazon shipping costs. It received \$428.85 in Amazon book sale revenues in January. The total book sale revenues to date is \$2,546.35; we have budgeted to transfer \$4,000 from this fund to the General Fund to support the book budget; with 5 months remaining in the fiscal year, it seems likely the goal of \$4,000 will be reached. Other Funds has a total cash balance of \$183,773.</p> <p>The <b>Capital Investment Fund</b> has written one check for \$46,272.28 to pay the balance due on the roof project due to Landmark Contracting LLC. The exact dollar amount was transferred into the General Fund checking which is used to enable the Capital Investment Fund to write checks rather than to create another checking account. The remaining cash balance is \$65,076; we have budgeted to transfer \$15,000 into this fund from the General Fund which can be done any time. The transfer will increase the cash to about \$80,000.</p> <p>The <b>Sage Fund</b> had no income this month. This fund wrote 4 small courier checks totaling \$1,312.72, a check to VISA of \$174.12 for software subscriptions, a check to OCLC \$890.11 for EZProxy subscription, and replaced a lost check of \$700 to a new courier now covering the Ontario route. At the end of January, Sage wrote a check towards sponsorship of the Evergreen Conference for \$1,250. Finance reports were emailed to Beth for her review</p>
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	<p>and included an Accounts Receivable report as there are 5 member libraries that have not paid their annual memberships totaling \$21,234. Beth will send out reminders. The current cash balance in Sage is \$244,921.</p> <p>The Approved Bills Lists (ABL) printouts are for four (4) funds this month. These include activities in checking accounts since the last meeting date for review. The checks were signed by authorized board members present at the meeting who also initial the lists.</p> <p>Rohner needed to leave the meeting about 1:00 pm.</p> <p>There were no further questions. Stokes reported he told the Foundation about the potential audit fee for next year.</p>
<b>Next Meeting</b>	<p>The next regular board meeting will be March 7, 2023 at 12:00pm (Noon). As a reminder, this meeting was moved up one week from March 14 as Stokes will be on vacation.</p>
<b>Adjourn</b>	<p>Rohner adjourned the meeting at 1:15 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes          Secretary to the Board          PS/ch</p>