

Baker County Library District
Board of Directors
Regular Meeting Agenda
Monday, Feb 8, 2021, 6:00 – 8:00 pm
Virtual Meeting held electronically via GoToMeeting
Kyra Rohner, President

Please join from a computer, tablet or smartphone.

<https://global.gotomeeting.com/join/188059221>

You can also dial in using your phone.

+1 (571) 317-3112 Access Code: 188-059-221

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|--|------------------|
| I. CALL TO ORDER | Rohner |
| II. Consent agenda (ACTION)
a. Additions/deletions from the agenda
b. Minutes of previous meeting | Rohner |
| III. Conflicts or potential conflicts of interest | Rohner |
| IV. Open forum for general public, comments & communications
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. | Rohner |
| V. OLD BUSINESS
a. None | |
| VI. NEW BUSINESS
a. May 2021 Election - Local Option Levy Ballot text (ACTION)
b. May 2021 Election - Board Member Re-election | Stokes
Stokes |
| VII. REPORTS
a. Director
b. Finance | Stokes
Hawes |
| VIII. Next meeting: Mar 8 2021 | Rohner |
| IX. ADJOURNMENT | 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, Feb 8, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

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

Attachments:

- II.b.i. Board meeting minutes, Jan 11 2021

- | | |
|--|--------|
| III. Conflicts or potential conflicts of interest | Rohner |
| IV. Open forum for general public, comments & communications | Rohner |

Staff report a slight increase in the incidence of mask-noncompliance and aggressive policy challenges. On Saturday, for instance, staff submitted this written account of a verbal complaint:

“I had a lady call today asking questions about printing. She asked if the first five copies were still free, I told her yes, the first five black and white copies were still free. Then she asked if we were still handing out the computer parts to put together before people can use the computer. I told her yes, we still sanitize the keyboards and mouse. She asked why we do that because she has been in other libraries and she has not seen that anywhere else. I told her it was the best way we could think of to sanitize them and help keep everyone safe. She was quite upset and she disagrees with our policy. She asked who had come up with the policy and I told her the director and the library board made the policies official. I think at this point she asked my name, I gave it to her. She said that just sanitizing the stations should be sufficient and I explained that by doing it this way we could use the UV sanitizer which was more safe than just the spray. She also asked whose idea it was in the first place, if it was just the director’s idea ... I told her I could not pinpoint who came up with that idea that last year we all put forth ideas of how to make the library safe so we could continue to stay open. Then she explained to me that the point of keeping people safe from COVID was to prevent people from touching as many surfaces as possible. I explained that keeping them in the bags does just that. She argued that touching the bags were an unsafe surface because she was under the impression that we reused the bags immediately. I explained how we sanitize and quarantine the bags as well as receiving new bags. She then reiterated that she is unhappy with the policy and to let you know that at least one person finds it to be ridiculous. She has never seen anyone else do it like we do ‘in the whole country.’”

I am hopeful the complainant will contact me so that I have an opportunity to explain that our disinfection procedures for the computer peripheral components / utensils were developed in the spring of 2020. Since there was, and still is no, guidance specifically designed for public libraries we crafted a system based on Oregon Health Authority guidance for restaurants and Video Lottery Terminals (VLTs).

Library Board Meeting – Annotated Agenda

Monday, Feb 8, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

That guidance directed businesses that operate VLTs to enable use of the machines only on request, and to disinfect them directly prior to use. Restaurants were prohibited from having preset tableware out. At the same time, since the supply of chemical disinfectants was disrupted and unreliable we invested in UVC as a sanitation method. Besides being an almost bottomless resource for sanitation, UVC has the added advantage of helping to minimize the dispersal of chemicals into our environment. Even though the Vital Oxide product we use is rated as "non-toxic", the less we have to use it the better.

OHA guidance has evolved since then. VLTs were actually all taken offline temporarily for "extreme risk" counties. More recent guidance for "[Eating and Drinking Establishments](#)" (includes VLT guidance) and "[Self Service Operations](#)" (from which we have to extrapolate since libraries are still not addressed) is essentially the same -- emphasizing single-use, disposable utensils.

- Require individuals to request VLT access from an employee before playing; an employee must then clean and disinfect the machine to allow play. A business must not allow access to VLTs or change VLTs without requesting access from an employee.
- Use menus that are single-use, cleanable between customers (laminated), or....
- Provide disposable gloves, wax paper or single-use utensils for customer use.
- If providing disposable utensils for customers, individually wrap utensils.
- Provide new flatware or containers for customer self-service refills.
- Regularly clean and sanitize self-service operations including, but not limited to, service utensils, fountain drink machines and taps,...
- Regularly clean and disinfect non-food contact surfaces including, but not limited to, touchpoints such as counters, doorknobs and handrails.
- Frequently clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both customer/public and employee areas of the business. For example, wipe down payment machines and counter tops between each customer use.

Our procedures may not be a method standard in other libraries, because there is no standard. Each library is left to determine its own practice. Anyone who has truly surveyed library operations in many other areas of the country should be well aware that we're one of the few that are still open and providing services. We are making that possible through safety practices soundly based in direction from state and county health agencies, as well as science and logic.

If we are erring, we are doing so on the side of "an abundance of caution", as the saying goes. Our procedure is an expression of how seriously we value the health and very lives of our visitors and staff. It's worth the inconvenience of a few extra minutes and effort. We've had many compliments from users who have said our procedures "make them feel safer" using the

Library Board Meeting – Annotated Agenda

Monday, Feb 8, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

library. On Friday, staff reported a visitor comment that our operations are "the most efficiently run" she had seen in any business since the pandemic began.

I have assigned a training session to all staff recently offered by the State Library titled "Preparing for the Next Wave of Pandemic-Fatigue Customers".

V. OLD BUSINESS

a. None

VI. NEW BUSINESS

a. May 2021 Election - Local Option Levy Ballot text (**ACTION**) Stokes

Attachments:

- VI. a.i. SEL803 NOTICE (Official) – DRAFT
- VI. a.ii. SEL803 Notice of District Election Measure – Text History
- VI. a.iii. Local option levy collections estimate
- VI. a.iv. 2021 Oregon Elections Calendar

Filing deadlines for the 2021 May election are approaching. The Baker County Clerk needs the district's local option levy ballot measure to be submitted by Feb 26. Draft language for the ballot measure is included in the packet, along with language from the prior two measures for comparison.

The primary change I am proposing for the new draft is an increased emphasis on funding needed to sustain facilities maintenance.

b. Board Member Re-election Stokes

- VI.b.i. BCLD Board member roster with terms

This agenda item is an opportunity to discuss the continuance of board member service. Terms for three Board members, Beth Bigelow, Betty Palmer, and Kyra Rohner are scheduled to expire at the end of June 2021. The Baker County Clerk has mailed candidacy forms to the district, which I will scan and forward to board members as needed.

I welcome and urge each member to run for re-election as they have a proven history of contributing positively to the district with their exceptional skills, experience and wise counsel. Those who wish to run for re-election must file their declaration of candidacy by March 18.

Library Board Meeting – Annotated Agenda

Monday, Feb 8, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

I. REPORTS

a. Director

Stokes

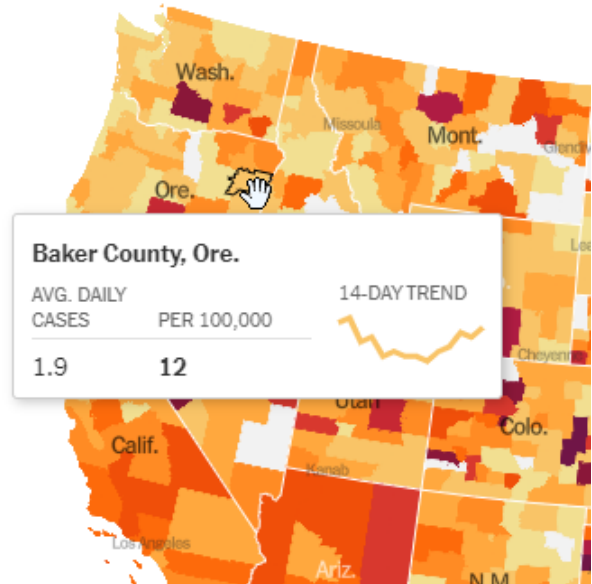
i. Report on Pandemic Response Activities

At the Jan 11 board meeting, I reported that Baker County cases were up to 517, a 44% increase from the prior month. As of Sunday, 2/7/21 the case count is at **603, just a 17% increase.**

On Feb 5, Baker County was dropped from the Extreme Risk category to High Risk. The county's rate of new cases over the past two weeks has been the lowest since mid-October. The latest test positivity rate is also under 5%.

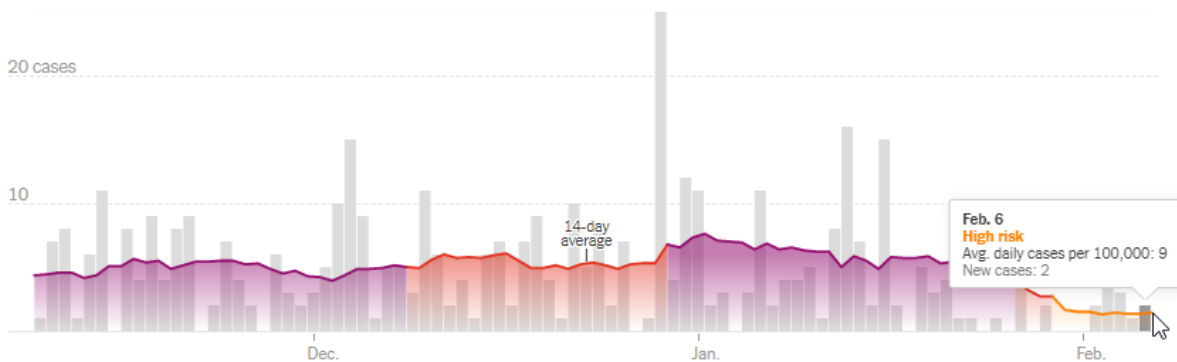
For now, BCLD service level is **holding steady** with limited occupancy, visitation time limits, limited seating, closed public restrooms, no group meetings, and use of our drive-up window and downloadable media strongly encouraged.

If Baker's risk level drops to Moderate or Low as expected on Feb 12, I have asked staff to prepare to re-open public restroom use beginning Feb 16. We will continue our regulated occupancy limits and timed visitation until the low risk designation is stable for at least 30 days.



New reported cases by day

TOTAL ON FEB. 6 2 14-DAY CHANGE -71%



Hospitalized

NO RECENT DATA



► [About this data](#)

Deaths

LAST TWO WEEKS

2



Test positivity

14-DAY AVG.

10%



Library Board Meeting – Annotated Agenda

Monday, Feb 8, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

Nationally -- according to the [NYT](#), “Over the past week, there has been an average of 121,677 cases per day, a decrease of 31 percent from the average two weeks earlier...

- Cases have declined 30 percent over the last two weeks, and hospitalizations are also falling. Those are real signs of progress, but there is also uncertainty about the months ahead.
- Deaths remain persistently high, with more than 100,000 announced already in 2021. Worrisome variants from overseas continue to emerge in more states. And case levels, though falling, remain higher than at any time before Election Day.
- About 1.3 million people are receiving a vaccine every day in the United States. As eligibility continues to expand, some teachers are being vaccinated in at least 25 states and Washington, D.C.
- There remains a large gap between the states administering vaccines at the highest and lowest rates. Alaska has given first doses to 14 percent of its residents. Only about 6.3 percent of Idahoans have received a shot.
- Several Western states have reported especially rapid improvement. Reports of new cases have fallen by at least 40 percent over the last two weeks in Arizona, California, Idaho and Wyoming.

Facilities staff Ed Adamson continues to make progress on projects:

- Upgrade of HVAC system controls from analog to digital has begun.
- Wall-mount air purifier units are installed in all branches. Ed has 3 more units to add to those already up in the Baker branch.
- Door traffic sensors are installed and working at Sumpter and Huntington.
- In mid-January (1/13-1/15), I visited all branches to distribute signage to help with mask, distancing and hygiene communication and enforcement; power tool electrostatic sprayers for rapid disinfection of restrooms and communal workspaces; and other COVID-19 safety supplies.

ii. Continuation of Services Plan – Update (**ACTION**)

Stokes

Attachments:

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

No new changes to the CSP.

iii. General

- Staff health – In January, one employee was diagnosed with a presumed case of COVID-19 due to transmission from a known close contact that occurred outside of the library. The staff was quarantined according to district policy and there has been no workplace outbreak.

Library Board Meeting – Annotated Agenda

Monday, Feb 8, 2021, 6:00 pm

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- Hiring new Sunday staff - Replacing staff member who resigned. Interviews scheduled this week. I posted the job opening with Worksource Oregon and utilized the Indeed.com application screening tool. It costs a fee of \$11 per applicant, but does assign skills test assessment which may be helpful. We have gotten several promising candidates with the process. Our Circulation Manager and I are looking forward to the interviews.
- Potential new federal COVID funding - Special Districts Provide Essential Services Act (SDPESA) being pursued by a coalition of states. Likelihood unknown.
- "Wowbrary" emailed weekly newsletter - Baker Will begin sending out in next month or so.
- Safety - individual trespassed for 1/26/21 incident of disorderly conduct.
- Facilities – new circulation pump installed, greatly improving water pressure and hot water delivery from new energy-efficient tankless water heater.

b. Finance

Hawes

Attachments:

- VII.b.i. Not yet available.

VIII. Next meeting: Mar 8, 2021

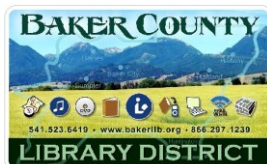
Rohner

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

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IX. ADJOURNMENT

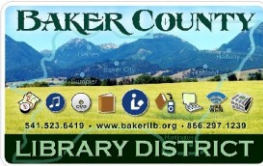
Rohner



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

Jan 11, 2020

Call To Order	<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 Rohner, Frances Vaughan, Betty Palmer, Beth Bigelow and Gary Dielman; also attending were Library Director, Perry Stokes, meeting host, and Christine Hawes, Business Manager. Other guests logged in were Aletha Bonebrake (representing the Library Foundation) and Rob Gaslin (District's Auditor, Gaslin Accounting). Gary Dielman was absent at beginning of meeting but logged in later at 6:25 as noted below. After greetings and verification of who was present, Board President, Kyra Rohner, called the meeting to order at 6:05pm. There were 4 directors present which constituted a quorum.</p> <p>Stokes displayed the board packet on the <i>GoToMeeting</i> screen starting with the agenda.</p>
Consent Agenda	<p>Rohner asked for any additions or deletions to the consent agenda. Rohner said that she had one addition to the Agenda under New Business – Check Signing Rotation. There were no other additions. She asked for changes to the minutes; there were none. Palmer made a motion to approve the consent agenda; Bigelow seconded; motion passed unanimous by the 3 directors present at the moment (3 yea, Rohner, Bigelow, and Palmer). (Vaughan had momentarily lost her connection; Stokes confirmed that she had technical difficulties and was not logged in at the moment. Vaughan logged back in shortly after the motion passed, was reinstated and verbally acknowledged she was present.)</p>
Conflicts or Potential Conflicts of Interest	<p>Rohner asked for any conflicts of interest with any of the agenda items. There were none declared.</p>
Open Forum for general public	<p>Rohner asked if there were public comments. Stokes said there were none.</p>
OLD BUSINESS: Resolution to Allocate Bequest Fund / Leo Adler Grant	<p>Rohner moved to Old Business and turned the meeting over to Stokes. Stokes said that he and Bonebrake, who is Stokes' predecessor and currently serving as President of the Baker County Library Foundation, had talked about how to handle the Barger Bequest, an estate gift of about \$65,000 awarded to the library several years ago with no restrictions. They are proposing to split the gift in to 3 parts. That would allow funds for the library to accept the \$10,000 Adler matching grant. He and Bonebrake are making a joint recommendation to dedicate \$10,000 for the current Adler digitization project grant, to dedicate \$25,000 for future matching grant needs for the digitization project to be</p>



Baker County Library District Library Board Regular Meeting Minutes

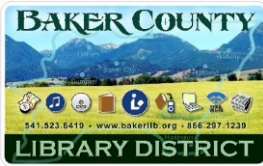
Jan 11, 2020

completed over multiple years, and transfer \$20,000 to the Baker Library Foundation for an endowment fund that will benefit the Library.

Stokes has invited Bonebrake to join the board meeting and present comments and answer any questions. Bonebrake said that she has often talked with people about the endowment but wants to go over what the endowment is. The BCL Foundation was set up to receive large gifts with the hopes of building a viable endowment fund. Those gifts have never much materialized, so the Foundation has served as a reserve pool of memorial funds given to the library. The Foundation has used the funds to support various projects, as needed, in support of the library. She was pleased to hear that the Barger Bequest has been retained by the District rather than being absorbed into general operating expenses. The Foundation is close to reaching the minimum amount required to create an endowment fund with the Oregon Community Foundation. If it were to put these funds into an OCE endowment or other investment fund, it would create the opportunity for compounding growth of the cash resources and possibly attract additional gifts.

BCLD has managed its funds well and recently built up operations reserves to the point that it can operate from July to November on its own money now without the bequest funds. With this new stability, it is a good opportunity to designate part of the fund to the Adler matching grant and keep some on hand for future matching grants to complete the project. Giving funds to the Foundation is nearly the same as setting them aside in the district's Other Fund but with greater opportunity for growth. The resources will ultimately return to Library as needs arise. Giving these funds to the Foundation shows good intent and gives the opportunity for an endowment to be created. Rohner asked if there were any questions for Bonebrake. With no further comments, Rohner said she thinks this is a great compromise for holding onto enough to do the newspaper digitization project and make progress toward the Foundation's financial goal.

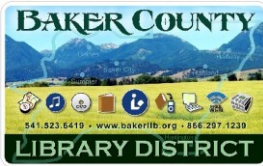
Palmer moved that the board adopt Resolution No 2020-21.05 Resolution to dedicate Barger estate bequest. The resolution approves giving \$20,000 to the Foundation, using \$10,000 for the Adler matching grant and designating \$25,000 for the multi-year grant project for "Digitizing Baker County History For Preservation and Greater Access"; Bigelow seconded; with was no further discussion, the motion passed unanimous by the 4 directors present (4 yea included Rohner, Bigelow, Palmer, Vaughan). Palmer said that Vaughan votes in support of the motion as well; Vaughan is attending by phone. Palmer said that Vaughan was having technical difficulties but assured everyone that Vaughan has been able to hear everything.



Baker County Library District
Library Board
Regular Meeting Minutes

Jan 11, 2020

	<p>Bonebrake left the meeting at 6:17pm.</p> <p>Shortly afterward, Palmer said that Vaughan was leaving the meeting due to the technical difficulties.</p>
<p>NEW BUSINESS: FY19-20 District Financial Audit Report</p>	<p>Rohner moved to the Financial Audit Report agenda item. Stokes switched the presentation controls over to Rob Gaslin of Gaslin Accounting.</p> <p>Gaslin started by introducing two letters included with the June 30, 2020 audited financial report. The first one, "Communication With Those Charged With Governance" is the Internal Control letter. As part of the audit, Gaslin considers internal controls as part of determining procedures and reports any findings which he will cover as he reviews the audit. There were no significant difficulties with the audit, he said. Gaslin expected to have the report done at the end of October, but due to the unusual year of challenges, it was issued on 12/31/2020.</p> <p>The second letter addressed "To The Board of Directors and Management..." talks about the auditors' responsibilities. This letter does report what he believes to be a deficiency. He wished to say first that the Library District is lucky to have Hawes. She is very capable of writing the financial statements on her own which is more than most entities he works with have. They are saying that although she can write the report, the district doesn't have someone on staff that can review the financial statements. They are great, in Gaslin's assessment and he doesn't believe the district can really correct this deficiency given its small size. Hawes is the only one that has the knowledge to write and review the statements. Gaslin does help internally with the review process. All this letter is saying is that the auditing firm had to review some of what the district was incapable of doing on its own as Hawes cannot review her own work. He feels this is inherent in the size of the district.</p> <p>Dielman logged in at 6:25pm.</p> <p>The Financial Statements were submitted to the Oregon Secretary of State by December 31st as required for all government audits. The deadline was met, so there was no need for an extension. Moving to the Independent Auditor's Report on pages 2 and 3, Gaslin said this is the most important piece that he adds to the audit. The bottom paragraph reads "in our opinion, these financial statements are fairly stated." This is the best audit evaluation possible.</p> <p>The letter goes on to describe what the opinion is based on. Gaslin described the required work he performs. Under Other Budgetary Comparison Schedules, these schedules are audited and were also found to be "fairly stated in all material respects in relation to the financial statements taken as a whole."</p>



Baker County Library District Library Board Regular Meeting Minutes

Jan 11, 2020

The MDA is put together by Hawes. This is the essential part to read if one doesn't read anything else. It summarizes and explains the financial statements. Gaslin encouraged board members to read through it.

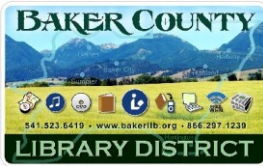
He moved on the Basic Financial Statements. A government entity has three sets of reports. Each set reports the same information in a different way. First, the Statement of Net Position is on the full accrual basis. It is intended to present the information like a business. The most important piece of information on this is the Net Pension Liability. Based on the actuarial calculation, the district would have \$1,026,417 to pay for the retirement in full if it ceased operations. There are a couple other items related to the pension obligation but this is the significant piece. The Statement of Activities is also on a business related basis. It condenses the information into a few lines. Gaslin reviewed the numbers. At the end of the day, the district is seeing a change in assets of negative (\$67,184). "Not all of this is real," he said, and will talk about that more.

Looking at the Governmental Fund balance sheet which Gaslin said is the most valuable set of reports. On this report, he said, auditors don't care about liabilities that are far in the future. In other words, long term items are not reported here. The district's cash balance is very high. "Congratulations there," he said. The unassigned fund balance shows what the district has to spend for the next year. The reconciliation on the next page, helps serve as a bridge between the front full accrual statements to these governmental fund statements, on the modified accrual basis. Gaslin reviewed the main items on the reconciliation.

Next was the income statement or the Statement of Revenue, Expenditures and Changes in Fund Balance. Gaslin said he likes to highlight this one. The District had a positive change in fund balance of \$263,061 primarily because of the back tax revenues boost. The reconciliation on the next page shows the changes from this income statement to the front full accrual statement.

The major difference from prior financial statements was with the Sage Fund reporting. GASB changed the way to report the fiduciary activity. Sage activity has previously been reviewed as an Agency fund. But the Agency fund designation went away this year under GASB 84, so auditors had to go back to the drawing board and give it a new identification as a Fiduciary fund. This statement used to state one number, total assets. Gaslin reviewed the two new Fiduciary reports, balance sheet and income statement.

Gaslin paused to ask for questions before continuing; there were none.



Baker County Library District Library Board Regular Meeting Minutes

Jan 11, 2020

Next up were the notes to the financial report. Starting on the first page (page 20) under the Financial Reporting Entity, Gaslin referred to the prior discussion about the Foundation. If the Foundation gets big enough, he said, the district will need to report it in its annual audit statements. That is one of the rules about bringing in a component unit. It meets reporting criteria because the sole purpose of the Foundation is to support the library, and without the library the foundation wouldn't exist. Gaslin said he wouldn't be surprised if the district needed to include the foundation in the future. He read aloud most of the paragraph on the Fiduciary fund. Moving to Budgetary Information (page 23), the District had two budget violations which were in the Sage Fund. These violations are not major but are required to be reported.

Reviewing the changes in capital assets (page 25), there were additions of \$11,900 and depreciation of \$85,847. Long Term Debt (page 27) shows the changes in the City LID debt and accrued compensated absences. There are several pages on the retirement plan in Note 13 (page 29). Much of it is a taken directly from the PERS report. One item Gaslin said he likes to look at is the discount rate sensitivity (page 32). It gives an analysis of how much a small change can make in the liability. He talked about these numbers and what they meant to the district.

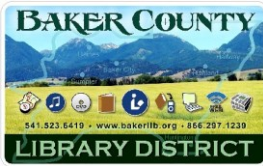
Moving to Required Supplementary Information. The third and final set of financial statements are the budgetary statements. These show amounts budgeted versus actual by fund. The first one is General Fund then the Other Uses Fund which are both major funds. The next page is additional information about PERS liability items that is required.

Other Supplemental information includes the new Capital Investment fund and the Sage budget and actual activity. The Capital Investment fund is non-major so included in this section. The Sage Fund as a Fiduciary Fund is reported here. The following page is the report on property tax transactions which are key to what the district does. And finally the Audit Comments has the auditors' report. This report states that there were no problems. Gaslin highlighted to minor comments.

In conclusion, Gaslin thanked the board. Christine is fabulous to work with, he said. Next year, he hopes the audit can be conducted as early as October. Rohner asked for any other questions. There were none. Dielman thanked Gaslin for his presentation.

Gaslin left the meeting at 6:45pm.

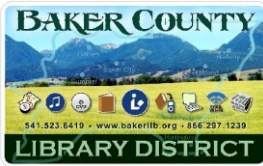
Dielman apologized for logging in late.



Baker County Library District
Library Board
Regular Meeting Minutes

Jan 11, 2020

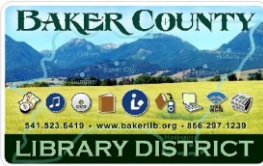
<p>FY2020-21 Supplemental Budget</p>	<p>Rohner moved on to the next item of business. Stokes said he had more numbers to present to the board. He began his presentation of the supplemental budget. The district has a significant amount of resources to adopt and allocate. Resources include \$43,500 of additional taxes, \$235,000 of COVID money (about \$180K received to date), interest \$5,000, and beginning cash surplus \$121,700, totaling \$405,200. The supplemental budget will disperse these funds as outlined in the Requirements: Collection & Cataloging \$24,500, COVID expenses \$237,700, capital outlay \$15,000, transferring \$72,500 over to the reserve fund for future capital improvements, and keep \$70,500 to add to the operating reserve (this raises the operating reserve to \$470,000 which should be sufficient for debt free operations).</p> <p>Stokes pulled up the board packet to review budget details on the web conference screen.</p> <p>Stokes continued, in the packet is the standard resolution for adopting the supplemental budget. This increases the budget to \$2,880,606. He added a couple of exhibits which present a different view of the supplemental budget changes. The Fund Change Summary shows the major category adjustments. The last exhibit is an analysis of the changes to see if the change percentage is over the publication threshold, and in this case, changes are definitely are over the 10% rule. Stokes did get the supplemental budget notice published in the Baker City Herald with full notice publication in the last Thursday issue. Budget adjustments are usually made at the end of the year, but earlier action was needed to adopt and appropriate the large amounts. The board will consider another supplemental budget near the end of the fiscal year.</p> <p>Rohner asked for any questions or discussion on changes to the budget. There were none. Rohner asked if Stokes had anything else; he did not. Palmer asked Stokes to show the resolution on the screen.</p> <p>Palmer made a motion that the board adopt Resolution 2020-21.06 Resolution adopting Supplemental Budget 1 as presented; Gary seconded; with no further discussion, the motion passed unanimous by the 4 directors present (4 yea, Rohner, Bigelow, Palmer, Dielman).</p>
<p>2021 Holiday Closure Schedule</p>	<p>Rohner moved to the next item on the agenda, Holiday Closures. Stokes said this an annual housekeeping measure to approve the closure dates for the coming year. He displayed the list of closure dates on screen and highlighted two non-standard closures. As July 4th is on Sunday, the observed day is Monday. The library will close both days. Christmas will be on a Saturday. Stokes anticipates Sunday will be too slow to be worthwhile to be open and difficulty with staff availability; so, he proposes that to close for those two</p>



Baker County Library District
Library Board
Regular Meeting Minutes

Jan 11, 2020

	<p>days, as well. The extra closures do not affect paid holiday benefits for staff, and make scheduling easier by avoiding many having a “floating holiday” to work into July.</p> <p>Palmer moved to approve the Holiday Closure calendar as presented for 2021; Bigelow seconded; with no further discussion; the motion passed unanimously by the 4 directors present (4 yea, Rohner, Bigelow, Palmer, Vaughan).</p>
<p>Check Signing Rotation</p>	<p>Rohner reported that she is uncomfortable being the primary check signer every month through the pandemic. She feels it would be a better practice to rotate that duty among board members each month. All directors are legally responsible for the finances. It is the responsibility for board members to have an opportunity to look at the checks. She has spoken with Stokes and Hawes about alternative. Palmer agreed; she feels it is important for all to be involved in the review of finances and signing checks. All of the directors agreed to take turns according to a schedule Hawes would coordinate.</p>
<p>REPORTS: Director Report</p>	<p>Stokes gave the Director’s report:</p> <p>Pandemic Response Activities: The district is holding its service level steady with limited occupancy, visitation time limits, limited seating, closed public restrooms, no group meetings, and encouraging use of the drive up window. Policy change –quarantine period for materials was adjusted down to 3 days from 7; some libraries are only doing are 24 hours.</p> <p>Stokes obtained a new supply of masks for staff, both the KN95 type for better protection and medical-type masks. He has advised staff to use the better masks when at the desk. They do still have the option to wear their own masks. He reviewed the Baker County COVID data compared to nearby counties.</p> <p>Baker County dropped from Extreme Risk to High Risk recently. But the Baker City Herald reports that the county is on the verge of moving back to the Extreme risk level already. Several counties are lobbying to eliminate the extreme risk level since the moving back and forth is a business hardship, particularly for restaurants. Dielman commented that the YMCA got permission to reopen the pool. Palmer added that we have received vaccination to roll out here so that will help too. Palmer felt the upswing in recent cases is due to Christmas break gatherings. Palmer said Baker has had two drive-through COVID testing events that have been good for detection and control, but increase the numbers. Stokes said the tests available have been limited so that has affected the numbers. Palmer said that most schools across the region are gearing up to increase in-person school time. She added</p>



Baker County Library District Library Board Regular Meeting Minutes

Jan 11, 2020

that teachers are next on the list to get the vaccine. Oregon has had a downward trend in infection rates. Some discussion.

In summary, Stokes said the transmission risk is still significant, especially from droplets in the air. For mitigation, wall mount purifier units have been installed in Baker, Haines, Halfway, Richland and Huntington. Sumpter is being done this week. The district's Facilities Specialist Ed Adamson is also putting a UV sterilizer in the HVAC in Haines. Door traffic sensors are being installed for branches to enable live occupancy count management. Stokes played a short video on the traffic sensors capabilities.

Administrative

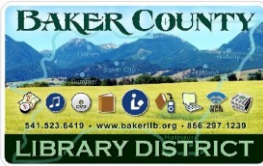
- CARES Act grant funds: This grant fund pool was exhausted early, to Stokes' surprise and disappointment. He had some duplication of expenses reported in the last round, so the bulk of expenses that were to be claimed on the latest round would be covered with that correction.
- Paid Quarantine Leave for employees: The district currently has one employee out on a 14-day quarantine. He asked what the board thought about sustaining the paid-quarantine leave now even though reimbursement funds may not come through. Palmer said the school district has approved extending its leave benefit for up to 80-hours. Stokes asked if the board was okay with the district doing that. Rohner approved, commenting that it encourages staff to be honest and safe. Bigelow and Dielman agreed. Stokes thanked the board and said if more funding is approved by the federal government, we will claim reimbursement.

Programs & Services

- WiFi Hotspot loan program: The first hotspot loan is out to a student that didn't have Internet access. Stokes said that this is what we have them for so he was excited to be able to full the need.
- Wireless Printing: Tech Manager Jim White also set up a wireless printing service called Princh. It will be launched this week. Palmer thought this a great option to offer.
- Bookmobile Outreach: The bookmobile will soon be visiting the Baker Early Learning Center, starting January 21. Palmer is excited about the partnership. There are about 80 kids involved in the program.
- Library of Things: All baker branch telescopes were checked out for the Jupiter-Saturn visual recently. The telescopes get used, but this was the first time they were all out at once.

Facility

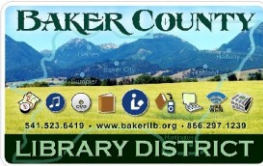
- Digital Display: The large monitor in the lobby is used to display rotating information. Stokes has been looking at a new subscription



Baker County Library District Library Board Regular Meeting Minutes

Jan 11, 2020

	<p>with ScreenCloud to operate the content displayed on it. The old software was no longer supported.</p> <ul style="list-style-type: none"> Radon: Levels have dropped by 3 points with the installation of the first fans. It looks like we will need to install more fans to bring the level into compliance. <p>Other</p> <ul style="list-style-type: none"> SDAO annual conference is Feb 3-4 online if any board members are interested. It is entirely online and free.
<p>Finance Report</p>	<p>Stokes displayed Hawes' reports in <i>GoToMeeting</i> and scrolled through for the board to follow. Hawes reported on financial activities:</p> <p>The General Fund received tax turnovers of \$37,801.01 on January 4, 2021. In <i>Personnel Services</i>, the District Salaries is on target with budget at 57% spent. There have been two PERS Invoices paid recently. In early December, we received notification of a special catch up invoice for January through November 2020 of \$10,975.60. This invoice was for retirees that continue to work for the District. The General Fund owed \$5,200.50 of that invoice plus Sage Fund \$5,775.10 owed a little over half of the amount billed. The December regular payroll was posted after that payment posted, totaling \$11,120.50 due which was paid on January 12. The January regular payroll has been posted and will be invoiced on January 27. At this time, PERS will be current. Moving to <i>Materials & Services</i>, the Book budget includes notable checks for Ingram \$3,475.83 monthly book orders and EBSCO \$1,305 annual renewal of MyHeritage subscription. Building & Grounds includes several large checks to Pendleton Electric \$4,231.75 for Baker library boiler repair and install modules in HVAC, Pendleton Electric \$2,479.00 for Richland library installation of 2 air purifiers, ARROS Electric \$1,251.50 to replace fans in the HVAC and wire 3 air purifiers in the library, and Kingsley \$3,474.00 one of two orders for QwikDrop book return units with chutes. Stokes added that these will allow touchless book returns. Moving to the Bookmobile budget, it had to be towed when it got stuck in a parking lot. A check was written to Halfway Towing for \$938.00. Stokes described the incident for the board and commented he was disturbed by the high fee. Alternate arrangements will be made for any future retrievals. Moving to Insurance includes a check to Bisnett Insurance \$1,280.00 for the annual boiler insurance. And the Auditor final payment of \$3,850 for the final half of audit services. In Library Service Supplies, there was a large Quill order of \$4,910.50, the majority of which was an order of KN95 masks \$3,139.98 and regular masks \$599.99. And finally the Visa Statement dated January 6, 2021 was unusually large at \$20,222.87. This statement includes the following unusual large transactions: Ed's visa included Lew Brothers Tire Service \$1,069.88 for tires on the GMC Denali; Hawes's visa included \$250.00 to the Oregon Audit Division the audit filing fee was paid online; Jim's visa included B&H Photo \$4,024.70 to purchase 5 desk top</p>



Baker County Library District
Library Board
Regular Meeting Minutes

Jan 11, 2020

computers and monitors. Stokes added that he thought these were to support the door counters; and Stokes's visa included \$11,431.88 in COVID related supplies, the majority of these orders were for COVID signage for District wide safety which was already covered by the CRF grant funds.

The **Other Funds** received Amazon book sale revenues totaling \$236.87 and wrote one check to Visa \$34.52 for Amazon book shipping.

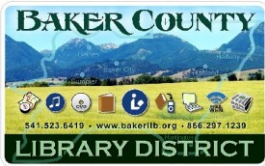
The **Sage Fund** had no revenues this month. This fund wrote 6 checks for courier services totaling \$2,036.46 and Visa of 857.43. The Visa transactions included Marcive record maintenance of \$213.24, Amazon courier labels \$232.80 and a GoDaddy subscription of \$369.99.

Audit Report – Hawes commented on a few things:

- On Page 23, under Budgetary Information, the Sage fund over budget violation in Personal Services was due to Bigelow Ross' severance check paid out on June 30 which had not been budgeted for; and in Materials & Services the over budget violation was due to \$15,000 the purchase of digital content to increase online availability of materials for patrons when the pandemic shut down the libraries.
- The Sage Fund was reclassified from an "Agency Fund" to a "Fiduciary Fund". The Custodial Funds the district holds for Sage has not changed, only the way it is reported. The reclassification also required an expansion of the previous one page report showing one number as both Total Assets and Total Liabilities and Fund Balances (last year Page 17); this year there are two pages on pages 17 and 18. Hawes said that she likes these reports much better and had wanted to include something like this in the past, but the State Audit Division wouldn't allow it.
- Overall, we received another clean audit with minor comments.
- Rob Gaslin of Gaslin Accounting has been great to work with both through the audit process and answering questions. He was very helpful with audit presentation and new requirements. Again, he was on site for two days at the Library, completing his field work and talking with staff as needed. She felt the audit process was very efficient.

Hawes said that there are 35 General fund checks ready for signatures and 8 Sage fund checks and asked who would be signing this month. Palmer volunteered to be the first check signer for this month; she is scheduled to sign checks tomorrow at 9:00am. Rohner will come in to sign the Sage fund checks.

Rohner asked if there were any further comments or business. There was none.



Baker County Library District
Library Board
Regular Meeting Minutes
Jan 11, 2020

Next Meeting Date	The next regular Board of Director's meeting will be February 8, 2021. The agenda will include a draft of the Local Option Levy ballot measure.
Adjourn	The meeting was adjourned at 7:50 pm. Respectfully submitted, Perry Stokes, Director Secretary to the Board PS/ch

DRAFT

Notice of Measure Election

District

Notice

Date of Notice	Name of District	Name of County or Counties	Date of Election
----------------	------------------	----------------------------	------------------

Final Ballot Title The following is the final ballot title of the measure to be submitted to the district's voters. The ballot title notice has been published and the ballot title challenge process has been completed.

Caption 10 words which reasonably identifies the subject of the measure.

Question 20 words which plainly phrases the chief purpose of the measure.

Summary 175 words which concisely and impartially summarizes the measure and its major effect.

Explanatory Statement 500 words that impartially explains the measure and its effect.

If the county is producing a voters' pamphlet an explanatory statement must be drafted and attached to this form for:

- any measure referred by the district elections authority; **or**
- any initiative or referendum, if required by local ordinance.

Explanatory Statement Attached? Yes No

Authorized District Official Not required to be notarized.

Name	Title
------	-------

Mailing Address	Contact Phone
-----------------	---------------

By signing this document:

- I hereby state that I am authorized by the district elections authority to submit this Notice of Measure Election; **and**
- I certify that notice of receipt of ballot title has been published and the ballot title challenge process for this measure completed.

Signature

Date Signed

SEL803 NOTICE OF DISTRICT ELECTION MEASURE - History
Baker County Library District

2021

QUESTION (20 words):

Shall Baker County Library District impose \$0,249 per \$1,000 of assessed value for general operations for five years beginning 2022-23? This measure renews current local option taxes. ORS 280.075

SUMMARY (175 words):

This measure will not increase current tax rates. It continues an **existing** local option tax that, without renewal, will expire in **June 2022**. If renewed, the tax revenue will **sustain funding for maintenance of Baker County library facilities and general operations for five years**. This replacement levy would run from July **2022** through **June 2027**. Without this **levy revenue providing 1/3 of the library budget, the district will experience severe cuts to its operations, services, and workforce, including reductions to: building repair and capital maintenance projects such as strategic replacement for aging mechanical, structural, architectural, and safety and security components; open hours; reading and learning programs for children such as story times, summer reading, and STEM programs; student support services; collection of new books, audiobooks, movies, and digital resources; and upkeep of public computers, printers, and cybersecurity**. The proposed rate will raise approximately **\$413,087 in 2022-23, \$421,349 in 2023-24, \$429,776 in 2024-25, \$438,372 in 2025-26, and \$447,139 in 2026-27 for a total of \$2,149,724**. (167 words)

2016

QUESTION:

Shall Baker County Library District impose \$0,249 per \$1,000 of assessed value for general operations for five years beginning 2017-18? This measure renews current local option taxes. ORS 280.075(4)(b)

SUMMARY:

This measure will not increase current tax rates. It continues a current local option tax that, without renewal, will expire in June 2017. If renewed, the tax revenue will maintain funding for general operations of Baker County libraries for five years. This replacement levy would run from July 2017 through June 2022. Without this supplemental revenue providing 1/3 of library support, the district will experience severe reductions in workforce, services and operations including: hours open to public; keeping collections current and facilities in good repair; maintenance of computer and network infrastructure resources; and providing programs for children's reading and learning such as early literacy events, online research, homework and tutoring services. The proposed rate will raise approximately \$277,937 in 2017-18, \$282,666 in 2018-19, \$287,466 in 2019-20, \$292,336 in 2020-21, and \$297,277 in 2021-22 for a total of \$1,437,682.

2011

QUESTION:

Shall Baker County Library District impose \$.249 per \$1,000 of assessed value for general operations for five years beginning 2012-13? This measure renews current local option taxes. ORS 280.075(4)(b)

SUMMARY:

This measure will not increase current tax rates. It continues a current local option tax that, without renewal, will expire in 2012. If renewed, the tax revenue will be used to continue general operations of

SEL803 NOTICE OF DISTRICT ELECTION MEASURE - History
Baker County Library District

six libraries and bookmobile in Baker County at current levels of service for five years. Without this additional revenue providing 1/3 of library support, the district will experience severe reductions in workforce and services, including hours open to public, early literacy service to children in daycares, books and media purchases, online database subscriptions, bookmobile runs, and computer technology upgrades. The proposed rate will raise approximately \$262,970 in 2012-13, \$268,886 in 2013-14, \$274,936 in 2014-15, \$281,122 in 2015-16, and \$287,447 in 2016-17. Total revenue provided over five years amounts to approximately \$1,375,362. The estimated tax cost for this measure is an ESTIMATE ONLY based on the best information available from the county assessor at the time of estimate. ORS 280.075(6)

Estimate of BCLD local option levy collections

*Created by Library Director

**To be affirmed by County Assessor

Year	Tax Rate/1000 AV	Growth rate	Estimated TAV/1000	Estimated Tax		Estimated M5 Comp	Estimated Amt of Tax		
				Prior to M5 Comp	M5 Comp rate				
2019-20	0.2490	3.8%	1,706,727	424,975	16.19%	(68,811)	356,164	Actual	
2020-21	0.2490	3.5%	1,767,104	440,009	10.64%	(46,831)	393,178	Actual	
2021-22	0.2490	3.0%	1,820,117	453,209	10.64%	(48,236)	404,973	Estimate	
2022-23	0.2490	2.0%	1,856,519	462,273	10.64%	(49,186)	413,087	Estimate	
2023-24	0.2490	2.0%	1,893,649	471,519	10.64%	(50,170)	421,349	Estimate	
2024-25	0.2490	2.0%	1,931,522	480,949	10.64%	(51,173)	429,776	Estimate	
2025-26	0.2490	2.0%	1,970,153	490,568	10.64%	(52,196)	438,372	Estimate	
2026-27	0.2490	2.0%	2,009,556	500,379	10.64%	(53,240)	447,139	Estimate	
5-year total							<u>2,149,724</u>	Estimate	

2021 Elections Calendar

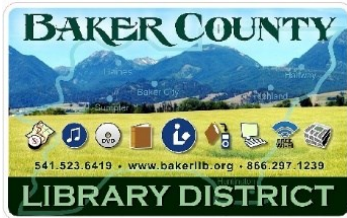
Date	Description	Reference
1/7/2021	Last day for governing body to file or withdraw notice of measure election and any required explanatory statement. (March Election)	254.095; 254.103; 255.085; OAR 165-022-0010
1/11/2021	Last day to file candidate statements for county voters' pamphlet, if county producing a voters' pamphlet. (March Election)	OAR 165-022-0010
1/11/2021	Last day to file measure arguments for county voters' pamphlet, if county producing a voters' pamphlet. (March Election)	OAR 165-022-0010
1/15/2021	Material submitted for county voters' pamphlet available for public inspection. (March Election)	251.430
1/23/2021	Last day to print and mail ballots to military and overseas voters. (March Election)	253.065
1/23/2021	Last day to deliver to district elections authority, board member update form. (May Election)	255.069
1/26/2021	Seven day campaign finance transaction reporting begins. (March Election)	260.057
1/29/2021	State initiative petition monthly submission	250.105
2/1/2021	Last day to file complaint of alleged election law violation. If violation occurred after election, deadline is 90 days after date of alleged violation. (General Election)	260.345
2/1/2021	Last day to file County Elections Security Plan. Adjusted under ORS 187.010(3). Annual	254.074
2/2/2021	Last day for district elections authority to return board member updates. (May Election)	255.069
2/6/2021	Last day to publish/mail notice of district board election. (May Election)	255.075
2/6/2021	First day for district candidate to file declaration of candidacy or nominating petition. (May Election)	255.235
2/8/2021	Last day to establish or divide precincts. Adjusted under ORS 187.010(3). (March Election)	246.410
2/8/2021	First day to mail ballots to voters with a non-Oregon mailing address who are not military or overseas voters. (March Election)	253.065; 254.470
2/8/2021	Last day to designate official ballot dropsites. Adjusted under ORS 187.010(3). (March Election)	OAR 165-007-0030
2/16/2021	Last day to register to vote. Registration cards postmarked by this date or submitted online no later than 11:59 pm are valid. (March Election)	247.025
2/17/2021	First day to mail ballots to voters. (March Election)	254.470
2/19/2021	Last day to mail ballots to voters without daily mail service. (March Election)	254.470
2/23/2021	Last day to distribute county voters' pamphlet, if county producing a voters' pamphlet. (March Election)	251.315
2/23/2021	Last day to mail ballots to voters. (March Election)	254.470
2/26/2021	Last day for governing body to file text of referral or prepared ballot title in order for ballot title challenge period to be complete by the filing deadline. Applicable to counties, cities and districts. (May Election)	OAR 165-014-0005
2/26/2021	State initiative petition monthly submission	250.105
3/1/2021	Last day for Secretary of State, State Treasurer, Director of Oregon Department of Administrative Services and Director of the Department of Revenue to select 5th member of financial estimate committee. Adjusted under ORS 187.010(3). Biennial	250.125
3/2/2021	Last day to conduct public certification test of vote tally system. (March Election)	254.235

2021 Elections Calendar

Date	Description	Reference
3/2/2021	First day to open return identification envelopes and to scan ballots in accordance with security plan approved by Secretary of State. (March Election)	254.478
3/4/2021	Last day absentee or replacement ballots are required to be mailed to voters. (March Election)	247.307; 253.545; 254.470
3/9/2021	ELECTION DAY County Clerk's office open 7 am - 8 pm. Official dropsites open until 8 pm, for minimum of 8 hours.	254.470
3/9/2021	Seven day campaign finance transaction reporting ends. (March Election)	260.057
3/10/2021	Last day for Secretary of State to complete random ordering of alphabet to determine candidate name placement. (May Election)	254.155
3/11/2021	Last day for Secretary of State to distribute random alphabet. (May Election)	254.155
3/17/2021	Information identifying voters with ballots challenged for missing or non-matching signatures available for public inspection. (March Election)	254.431
3/18/2021	Last day for district candidate to file declaration of candidacy, nominating petition or to withdraw. (May Election)	255.235
3/18/2021	Last day for governing body to file or withdraw notice of measure election and any required explanatory statement. (May Election)	254.095; 254.103; 255.085; OAR 165-022-0010
3/22/2021	Last day to file candidate statements for county voters' pamphlet, if county producing a voters' pamphlet. (May Election)	OAR 165-022-0010
3/22/2021	Last day to file measure arguments for county voters' pamphlet, if county producing a voters' pamphlet. (May Election)	OAR 165-022-0010
3/23/2021	Last day to resolve ballot challenges. (March Election)	254.426; 254.431
3/26/2021	Material submitted for county voters' pamphlet available for public inspection. (May Election)	251.430
3/29/2021	Last day to prepare and deliver abstracts to appropriate elections officials. (March Election)	254.545; 255.295
3/31/2021	State initiative petition monthly submission	250.105
4/3/2021	Last day to print and mail ballots to military and overseas voters. (May Election)	253.065
4/6/2021	Seven day campaign finance transaction reporting begins. (May Election)	260.057
4/8/2021	Last day to issue proclamation if provisions of two or more approved county measures conflict. (March Election)	254.545
4/8/2021	Last day to prepare and electronically deliver precinct level results and Ballot Count Report to Secretary of State. (March Election)	254.074; 254.545; OAR 165-007-0030
4/8/2021	Last day to certify 50% turnout of eligible voters. (March Election)	OAR 165-007-0130
4/9/2021	Last day for elections official to prepare and deliver acceptance of office form to individuals nominated or elected by write-in. (March Election)	254.548
4/13/2021	Last day to file recount demand. (March Election)	258.161
4/19/2021	Last day for individuals nominated or elected by write-in to file acceptance forms. (March Election)	254.548

2021 Elections Calendar

Date	Description	Reference
4/19/2021	Last day for city elections official to canvass votes for city measures and issue proclamation if provisions of two or more approved measures conflict. Adjusted under ORS 187.010(3). (March Election)	254.565
4/19/2021	Last day to file contest of election, if no recount. Adjusted under ORS 246.021. (March Election)	258.036
4/19/2021	Last day to establish or divide precincts. Adjusted under ORS 187.010(3). (May Election)	246.410
4/19/2021	First day to mail ballots to voters with a non-Oregon mailing address who are not military or overseas voters. (May Election)	253.065; 254.470
4/19/2021	Last day to designate official ballot dropsites. Adjusted under ORS 187.010(3). (May Election)	OAR 165-007-0030
4/23/2021	Last day to deliver a certificate of nomination or election to individuals who filed write-in acceptance forms and, if applicable, issue a proclamation declaring the election of those individuals. (March Election)	254.548
4/23/2021	Last day for district elections authority to determine result of election. (March Election)	255.295
4/23/2021	Election Day Report due. (March Election)	DIR. 2006-7
4/27/2021	Last day to register to vote. Registration cards postmarked by this date or submitted online no later than 11:59 pm are valid. (May Election)	247.025
4/28/2021	First day to mail ballots to voters. (May Election)	254.470
4/30/2021	Last day to mail ballots to voters without daily mail service. (May Election)	254.470
4/30/2021	State initiative petition monthly submission	250.105
5/4/2021	Last day to distribute county voters' pamphlet, if county producing a voters' pamphlet. (May Election)	251.315
5/4/2021	Last day to mail ballots to voters. (May Election)	254.470
5/11/2021	Last day to conduct public certification test of vote tally system. (May Election)	254.235
5/11/2021	First day to open return identification envelopes and to scan ballots in accordance with security plan approved by Secretary of State. (May Election)	254.478
5/13/2021	Last day absentee or replacement ballots are required to be mailed to voters. (May Election)	247.307; 253.545; 254.470
5/18/2021	ELECTION DAY County Clerk's office open 7 am - 8 pm. Official dropsites open until 8 pm, for minimum of 8 hours.	254.470
5/18/2021	Seven day campaign finance transaction reporting ends. (May Election)	260.057
5/26/2021	Information identifying voters with ballots challenged for missing or non-matching signatures available for public inspection. (May Election)	254.431
5/28/2021	State initiative petition monthly submission	250.105
6/1/2021	Last day to resolve ballot challenges. (May Election)	254.426; 254.431
6/7/2021	Last day to file complaint of alleged election law violation. If violation occurred after election, deadline is 90 days after date of alleged violation. (March Election)	260.345
6/7/2021	Last day to prepare and deliver abstracts to appropriate elections officials. (May Election)	254.545; 255.295
6/17/2021	Last day to issue proclamation if provisions of two or more approved county measures conflict. (May Election)	254.545



Board contact information

You can contact the entire Board of Directors by emailing board@bakerlib.org.
You can also contact each individual Board member.

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Term ends: June 2023