



## Regular Meeting Agenda - Notes

### Baker County Library District

#### Board of Directors

Tuesday, Dec 10, 2024, 12:00 – 1:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City, Oregon

- I. Call to Order
- II. Consent agenda (**ACTION**)
  - a. Additions/deletions from the agenda
  - b. Minutes of previous meeting

#### Attachments:

- II.b.i. Board meeting minutes, Nov 12 2024

- III. Conflicts or potential conflicts of interest
- IV. Open forum for general public, comments & communications
- V. Old Business
  - a. None
- VI. New Business
  - a. FY2023-2024 Financial Audit Report

The Fiscal Year 2023-2024 audit report will be presented at the meeting by Rob Gaslin of Gaslin Accounting, CPA firm of Baker City. A digital copy will be posted on the library website as soon as possible.

- b. 2025 Holiday Closures (**ACTION**)

#### Attachments:

- VI.b.i 2025 Planned Closures List with Calendar

I am presenting the 2025 planned closure schedule for board approval.

For the 2025 Planned Closure schedule, I propose the standard 11 holidays plus the annual in-service training day scheduled for August 21. This includes the standard 2-day closure for Thanksgiving, which makes 13 total closure days (12 holidays, 1 special closure).

There will also be two partial-day early closures related to the holidays, 3pm on Dec 24 and 5pm on Dec 31.

The district reserves the right to close on short-notice or for emergencies due to inclement weather, or facilities and technology maintenance needs that create unsafe conditions for staff and the public.

## VII. Reports

### a. Library Director

#### Admin & Finance

- Techsoup purchase
  - Consultations
    - AI assessment
    - Digital marketing
    - Website Wellness consultation
  - Software trials
    - ADP Payroll for Nonprofits
    - Asana teamwork & project management tool

#### Facilities

- Building Operator Certification program completed by Ed Adamson
- RFP for Interior Painting in progress

#### Marketing

- BluePath accessibility directory listing
- Niche Academy proposal

#### Personnel

- [SDAO Annual Conference](#), Feb 6-9 in Bend, Oregon

#### Programs & Services

- Santa Claus visit, 12/6/24
- Digital Literacy for Older Adults program
  - A partnership with Community Connections and AgePlus
  - Funded by grant from State Library of Oregon
- Tablet and hotspot lending proposal from Premiere Wireless/T-mobile

#### Safety & Security

- SDIS Grant Award
  - \$2,500 matching grant for upgrade of security cameras

#### Technology

- Sage catalog software residual problems after update

### b. Finance

Report documents to be distributed at the meeting.

## VIII. Next Meeting

Date/time: Jan 14 2025, 12:00 pm

#### Planned topics:

- Resolution adopting Plan of Action for Audit Division

Policies next due for adoption / revision

- **Volunteer (3/2014)**
- **Cardholder Responsibility (12/2015)**
- **Video Security & Records (2/2017)**

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

IX. [Adjournment](#)