

Baker County Library District
 Board of Directors
Regular Meeting Agenda
 Monday, Nov 12, 2018, 6:00 – 8:00 pm
 Riverside Meeting Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President



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|--------------|---|---------|
| I. | CALL TO ORDER | Dielman |
| II. | Consent agenda (ACTION) | Dielman |
| | a. Additions/deletions from the agenda | |
| | b. Minutes of previous meeting | |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Open forum for general public, comments & communications | Dielman |
| | 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. | |
| V. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| VI. | OLD BUSINESS | |
| | a. Tax Anticipation Note activity report | Stokes |
| | b. Film & photography policy | Stokes |
| VII. | NEW BUSINESS | |
| | a. Swearing in of New Board Member | Dielman |
| | b. County Assessor millage report | Stokes |
| | c. Discussion of federal court decision about homeless camps | Stokes |
| | d. Discussion of free Narcan opportunity | Stokes |
| VIII. | Agenda items for next regular meeting: Dec 10, 2018 | Dielman |
| IX. | ADJOURNMENT | Dielman |

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.

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| 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 |

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Library Board Meeting – Annotated Agenda

Monday, Nov 12, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

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|--|---------|
| I. CALL TO ORDER | Dielman |
| II. Consent agenda (ACTION) | Dielman |
| a. Additions/deletions from the agenda | |
| b. Minutes of previous meeting | |
| <i>Attachments:</i> | |
| • II.b.i. Board meeting minutes, Oct 8 2018 | |
| III. Conflicts or potential conflicts of interest | Dielman |
| IV. Open forum for general public, comments & communications | Dielman |
| V. REPORTS | |
| a. Director | Stokes |

Friends & Foundation

No report.

Facilities & vehicles

Minor roof leaks repaired.
Janitor service expectations clarified
New ladder purchased
Pressure washer motor failure – to be repaired or replaced
DVD disc storage expansion project
Replacement of toilet bowls planned
Maintenance contracts to be bid out – snow removal, electrician services

Grants

Rotary Club gift for early literacy programs.

Programs & services

Jehovah's Witnesses notified of "Time, Manner, Place" policy violation
Robotics Club program exceeds capacity

Personnel

IT Manager on medical leave.
New staff scheduling software
Staff SDAO online training scheduled

Safety & Security

Exterior power outlets damaged, shut off.

Technology

New laptop storage cabinet.

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b. Finance

Hawes

Report documents to be distributed at the meeting.

VI. OLD BUSINESS

a. Tax Anticipation Note activity report

Stokes

No TAN short-term loan was needed for this fiscal year. Expenses up through the end of October were less than originally projected and payment on some large invoices were able to be delayed until after tax turnovers were received. Many thanks to Christine and staff for making this achievement possible.

b. Film & photography policy

Stokes

Proposed policy is still being reviewed by SDAO counsel. To be revisited at a future meeting.

VII. NEW BUSINESS

a. Swearing in of New Board Member

Dielman

Recently elected and newly appointed directors must qualify by taking an oath of office before assuming the duties of office. The district's Oath of Office will be presented to appointee **Frances Vaughan** for swearing in by verbal affirmation and written signature agreement.

“I, (board member), do solemnly swear, that I will support the Constitution of the United States, the Constitution of the State of Oregon, the laws thereof, and the policies of Baker County Library District, and that I will faithfully discharge the duties of Director according to the best of my ability.”

b. County Assessor millage report

Stokes

According to the recently released 2018-2019 millage report from the Baker County Assessor, the total assessed valuation of Baker County increased by 10.8%, which would generate a surplus of around \$65,000 from the permanent rate and local option levy. In addition, \$70,000 is reportedly assessed on proceeds from “Additional tax/farm/land/historical taxes”. If received in full, the sum would equate to a revenue surplus of \$135,000 for FY18-19.

But “don’t bank on it” said the Assessor in my conversation with him. Apparently, this surplus is primarily from a valuation of \$98 million on wind farm property in the Huntington area which is being disputed. Settlement of that dispute will take up to two years. So, while the district is likely to ultimately see a portion of this projected surplus, the actual amount is unknown.

When adjusted downward less the wind farm assessment, TAV growth is 4.2% which is above the 3.5% budgeted. At that rate, however, I project no real revenue growth for the district due to increased losses from compression. So, revenues should be on target for at least as much as

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budgeted. I will be gathering more information on how or whether this assessment may help offset anticipated the large PERS cost increases for the next budget cycle.

c. Discussion of federal court decision about homeless camps Stokes

Recommended reading:

<https://www.opb.org/news/article/homeless-camping-portland-boise-court-ruling-impact/>

<https://www.currypilot.com/news/6650791-151/library-confronts-homeless-camps>

<https://www.kxly.com/news/moses-lake-sees-spike-in-homeless-activity-following-9th-circuit-court-decision/801772571>

<https://www.registerguard.com/news/20181013/curbside-camping-by-homeless-grows-in-visibility-in-eugene>

<https://www.sfchronicle.com/bayarea/otisrtaylorjr/article/Berkeley-s-homeless-may-have-to-scale-back-13305622.php>

In September 2018 the U.S. Court of Appeals for the Ninth Circuit in San Francisco ruled, in a case known as Martin vs. City of Boise, that the Constitution’s prohibition against cruel and unusual punishment means that cities can’t prosecute homeless people for sitting, sleeping or lying outside on public property when they can’t find shelter.

In essence, the court said people without shelter can sleep on public property if there are no shelters available. The early effect of the ruling is to compel public agencies to examine their policies regarding people experiencing homelessness. An exacerbation of problems has been reported in communities such as Brookings, Oregon where library patrons and employees are complaining about the homeless’ use of alcohol and drugs and using restrooms to bathe. Urban and even rural areas such as Moses Lake, Washington have experienced a spike in homeless encampments following the court decision.

At this point BCLD has not experienced chronic camping. Nevertheless, this is a developing issue to be aware of that may significantly impact the district’s policies or ability to enforce current policy. I am sharing several news stories for background on the issue.

Problematic activity typically associated with persons experiencing homelessness is addressed in two different BCLD policies:

BCLD Code of Conduct

While on library property, you may not:

Sleep, appear to be sleeping, lie down or loiter.

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Use restrooms for bathing, shaving or laundering.

BCLD Parking Lot policy:

No overnight parking is allowed between the hours of 11:00 pm and 6:00 am, except by permission of the Library Director

d. Discussion of free Narcan opportunity

Stokes

Recommended reading:

<https://americanlibrariesmagazine.org/blogs/the-scoop/narcan-company-supply-free-narcan-to-libraries/>

<http://publiclibrariesonline.org/2018/09/the-opioid-crisis-and-administering-narcan-in-libraries/>

The drug maker Emergent BioSolutions recently announced it will provide two doses of Narcan to every public library branch in the US. This is a nasal spray version of the anti-overdose drug naloxone hydrochloride.

I advise that the district not establish a staff duty to deliver emergency medical treatment as part of their job performance. Like CPR, delivery of Narcan is not routine first aid. Special training and procedures would be required to adequately determine when and how it would be appropriate to administer. I believe there are significant legal liabilities and staff safety issues associated, as well.

Narcan interrupts the recipient's "high" and sends them into immediate withdrawal. Recipients may become combative and belligerent and a possible discharge of bodily fluids brings the risk of contamination and disease to well-meaning dispensers of the drug.

I am uncertain about liability issues associated with storage of Narcan on the library premises and making it available to staff who volunteer on non-staff persons to administer. More information and legal counsel is surely needed to make a fully informed decision.

As this issue a current hot topic in the profession, I am presenting it for Board discussion and guidance.

VIII. Agenda items for next regular meeting: Dec 10, 2018

Dielman

- Policy review/revision
 - Review of donations process
 - Policy revision – Fee Schedule

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Notes prepared by Library Director Perry Stokes

IX. ADJOURNMENT

Dielman



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Board of Directors

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Monday, Oct 8, 2018

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| <p>Call To Order</p> | <p>Gary Dielman, President called the meeting to order at 6:00. The meeting was held in the Riverside Meeting Room. Present at the meeting were Gary Dielman, Kyra Rohner-Ingram, Nellie Forrester and Della Steele, Directors; Perry Stokes, Library Director and Christine Hawes, Business Manager. Guests present were: Sue Forrester and Aletha Bonebrake. Betty Palmer arrived at 6:40pm.</p> |
| <p>Consent Agenda</p> | <p>Rohner-Ingram asked if there were any changes to the consent agenda. There we no changes to either the agenda or the minutes. Forrester made a motion to approve the Consent Agenda as presented; Rohner-Ingram seconded; the motion passed unanimous.</p> |
| <p>Conflicts or Potential Conflicts of Interest</p> | <p>Dielman asked for any potential conflicts of interest. There were none.</p> |
| <p>Open Forum for general public</p> | <p>Dielman asked if there were any comments. There were none. Both guests had come to support Nellie Forrester and celebrate her retirement from the board.</p> |
| <p>REPORTS: Director</p> | <p>Stokes gave the Director's Report:</p> <p>Friends & Foundation – Stokes said the Friends cancelled their October meeting. The Foundation reports that signups for the Dolly Pardon Imagination program have greatly exceeded expectations and projections for the first year. The program sends a free book each month to enrolled children. Aletha Bonebrake, Foundation President, commented that there are 1200 kids subscribed so far. Many partner agencies are supporting the program and handing out flyers. The support has been phenomenal, she said. Enrollment is already at 38%, using 4-county estimated figures. The projection after five years is for total enrollment to be at 60% of eligible children under age 5, so our region has already grown to 2/3 of that. Kyra Rohner-Ingram says she has been pleased with the books sent to her child.</p> <p>Personnel – The new Haines staff person has resigned due to a decision to move out of the area. This is the second turnover with that position in a short time. For the time being, the branch will be operated with various substitute staff.</p> <p>Safety – Perry reported that while traveling back from a Director's</p> |



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| | <p>meeting in Bend on the evening of September 28, he collided with a cow in the road near Austin Junction. Since he was on library business he wanted to report this car accident to the board. He suffered no injuries, but his vehicle is a total loss.</p> <p>Storytime – The number of Storytime programs was reduced from three to one per week for the month of September, which is typical. This month is used to assess the past year and make plans for the upcoming year. Storytime is resumed three events per week this month.</p> <p>Vehicles – Facility Manager, Ed has approached OTEC about possibly donating one of their surplus vehicles to the library to replace the aging utility pickup. They will be considering the proposal at a future round of vehicle decommissions.</p> |
| <p>Finance</p> | <p>Hawes passed out financial reports and check packets for signatures.</p> <p>The General Fund did not receive tax turnovers during October, again this is consistent with prior years. In Personnel Services, is at 36% spent and is on track with the budget. In Materials & Services, starting with the book budget, checks were written to Ingram \$6,031.87 and to Visa \$4,371.42 that includes movies and books totaling \$1,729.09 and magazine subscription renewals of \$268.75. In Buildings & Grounds, a check was written to Oregon Trail Landscaping for \$550 to remove the large tree stump and fill the hole. Other noteworthy checks include Comprise \$3,169 annual SAM subscription, Visa included \$549.95 for 5 new computers, Special Districts \$858.55 annual membership dues, and Nero Network (UofO) \$477 for quarter invoice for the Baker Library Internet. Materials & Services is at 22.5% spent which is low compared to the anticipated 33% for this month. The staff has been frugal with spending. The District has been operating on its own funds up to this point. The available cash is \$4,572; General Fund has borrowed \$80,000 from Other Funds to date.</p> <p>Other Funds had no income activity. This fund wrote 2 checks including \$1,100 to Frank Hendricks for piano repairs (baby grand piano in Riverside Meeting Room) and Visa \$149.64 for Amazon shipping expenses. The available cash is \$49,135 after having made operating loans to General Fund.</p> <p>Sage Fund had no income activity. Checks written include Visa \$233.85</p> |



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| | <p>for Sage labels and courier services totaling \$1,436.93; invoices also included \$5,100 for its technical contract monthly payment that is sent electronically. The available cash is \$103,780. Membership dues are anticipated to start arriving in October.</p> <p>There were no further questions. The checks were signed and check lists initialed approving activity for all three funds.</p> |
| OLD BUSINESS | None |
| NEW BUSINESS: Authorize Tax Anticipation Note | <p>Stokes reviewed the Resolution included in the board packets. Authorization is needed to obtain a Tax Anticipation Note short-term loan with US Bank. Only a portion of the full loan amount of \$100,000 is projected to be used, but the loan amount cannot be changed at this point since paperwork is in progress. Hawes added that recent projections estimate the reserves shortfall at around \$30,000. The resolution and Note were read. Rohner-Ingram said that she doesn't see a problem with it. She expressed that she wants to see the District increase its savings to avoid this in the future but understands that this past fiscal year was unusual with the building repairs. With no further discussion, Rohner-Ingram made a motion to adopt Resolution No 2018-19.03 Authorizing Continuing Borrowing Procedure and US Bank Revenue Anticipation Note Series 2018 authorizing \$100,000; Forrester seconded; motion passed unanimously.</p> |
| Film & Photography Policy | <p>Stokes said that his impetus for creating this policy was a situation the Bend library recently had when approached by a political campaign candidate seeking to film scenes of an advertisement in the library. No policy is currently in place to address such a scenario. On investigation, Stokes has found other instances of libraries being concerned about being a campaign commercial location site since it may create an appearance of candidate endorsement. Bonebrake said that while campaign activity is not permitted in the library, she suggested asking Special Districts about the finer points of allowing filming. She feels a library could allow filming and photography on the grounds in a non-partisan manner. She expressed concern that an overly restrictive policy may prevent candidates from communicating the inherent value of the library to our communities, which is beneficial to all.</p> <p>Betty Palmer arrived at the meeting.</p> |



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| | <p>Stokes thanked Aletha and the board for their comments and guidance. He will have SDAO review the policy and report feedback at a later date. He added that one of the more important elements of the policy is addressing insurance liability. The district requires vendors to have proof of insurance to work on the grounds, so a similar standard should be required of commercial photo/film productions or political campaigns. He agreed that film shoots featuring the library can provide good PR by featuring particular services, resources, or even just the serene and contemplative library atmosphere available to the public.</p> <p>Rohner-Ingram suggested tabling the policy until additional information can be presented. She asked Stokes to talk to SDAO about the insurance requirement, having them look over the indemnification clause in particular. She asked “do we want political language in the policy”. She wants to focus on the most important elements. Dielman stated the matter is tabled to a future meeting.</p> |
| Report on Public Library Statistics | <p>Stokes submitted the annual public library statistics report to the Oregon State Library. The full report is included in the board packets. He also included a Statistical Report Summary by Year that included historical data for comparison. He reviewed highlights of the summary reports. Registered users increased 3.2%. In circulation, circulation of physical materials declined by (10.3%) in total. Inter Library Loans materials loaned out increased by 9.7% while materials borrowed decreased by (16.0%). More loans than borrowed means that patron needs are being filled by our own library collection rather than partner libraries. Another interesting trend is public computer use declined by 8.1%, he believes due to more people using their own portable computer devices such as smart phones and tablets using the library Wi-Fi. He also reported that door count numbers are down by 12% and both program count and attendance has been down.</p> <p>Public Library Standards – Stokes attended a meeting for public library directors on September 28. He went through the packet of new Public Library Standards. BCLD meets most all basic standards, quite a few of the enhanced, and some exemplary as well. Areas for improvement include strategic planning and diversity training (although our community has fairly low diversity such as 4% or less Hispanic). Goals include providing comment cards at more service points; we have one in Baker, but also need them at branches. He wants to look at sections throughout the year with the board. He invited the board to review the information</p> |



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| | and give him feedback. The standards measurement is not reported out to any other agency. It is a self-evaluation tool for libraries to use. |
| Report on PERS Employer Incentive Fund | Stokes addressed two articles in the board packets that summarize the issue with a new option to pay down the PERS liability. The State of Oregon now offers an investment program for rate increase mitigation. A bill passed in a recent legislative session established a special incentive fund to allow qualifying public employers to receive a match of 25% of a lump sum payment made toward their share of the unfunded liability. Under the new Employers Incentive Fund (EIF), public employers that want to get matching funds from the state would have to contribute a minimum of \$25,000. The PERS board will begin accepting applications once they determine the program is funded. They will give out those funds as long as it's available. Stokes said the district does not have the extra cash to invest at this time since it is already going into short-term debt for annual operations. Surplus funds and more analysis would be needed for serious consideration of the program. |
| Appoint Replacement Board Member | <p>Dielman reminded the board that Nellie had submitted her resignation at the last meeting. The board needs to fill the position by appointment. Since Frances Vaughan was not able to attend tonight, he asked Nellie to tell the board about her interest and qualifications. Nellie said that when she asked Frances to consider taking her position, she was very enthusiastic about it. Frances is a retired nurse and lives in Pine Valley (Halfway). Nellie said that she would be "a really good fit for the library board." She continued saying that Frances just finished up a term on the Halfway City Council. Dielman said that he had talked to Frances over the phone. She is involved in many things in her community. Bonebrake added that Frances worked for the library during her term. Frances was a branch librarian when she was first hired but then left for nursing school. Bonebrake highly recommended her. Dielman said Frances regularly comes to Baker City as has a daughter and grandchildren here. There was no further discussion.</p> <p>Dielman asked for a motion. Palmer made a motion to appoint Frances Vaughan to the board to finish out Nellie Forrester's term; Rohner-Ingram seconded; the vote was approved unanimously.</p> |
| Next Meeting Date | The next regular Board meeting will be November 12, 2018 at 6:00pm. |
| Adjourn | The meeting was adjourned at 7:07 pm. |



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| | <p>A celebration followed to congratulate retiring board member Nellie Forrester for her many years of service on the library board.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p> |
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DRAFT