

Baker County Library District

Board of Directors

Regular Meeting Agenda

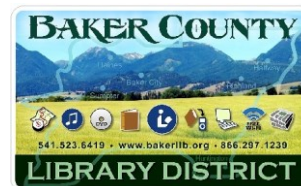
Tuesday, Dec 13, 2022, 12:00 – 1:00 pm

Riverside Meeting Room, Baker County Public Library
2400 Resort St, Baker City

Meeting simulcast via [Zoom](#)

Phone: +1 669 900 9128 Meeting ID: 818 2227 4917 Passcode: 997658

Kyra Rohner, President



- | | | |
|-------|---|------------------|
| I. | CALL TO ORDER | Rohner |
| II. | Consent agenda (ACTION) | Rohner |
| | a. Additions/deletions from the agenda | |
| | b. Minutes of previous meeting | |
| III. | Conflicts or potential conflicts of interest | Rohner |
| IV. | Open forum for general public, comments & communications | Rohner |
| | 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. | OLD BUSINESS | |
| | a. None | |
| VI. | NEW BUSINESS | |
| | a. FY2021-2022 Financial Audit Report | Rob Gaslin (CPA) |
| | b. 2023 Holiday Closures (ACTION) | Stokes |
| VII. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| VIII. | Next meeting: Jan 10, 2023 | 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 in bold and marked with an asterisk* are scheduled for the current meeting's executive session.

ORS 192.660 (2) (d) Labor Negotiations

ORS 192.660 (2) (e, j) Property

ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (a, b, i) Personnel

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, Dec 13, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- 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, Nov 8 2022

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

An informal complaint was submitted in the Comment Box at the front desk about the board book “A is for Activist.” The objection alleged it is not age appropriate due to concepts and terms such as trans, LGBTQ, and pronouns. The patron wrote form, “This is a book designed to teach lies as truth, a book teaching toddlers about sexuality is perversion and not educational.”

A written response will be sent by the Library Director and the challenge reported to the state and national officials which track book challenges. BCLD owns both the picture book and board book versions of this title. The book was included in NPR’s list of 100 Favorite Books for Young Readers. Circulation counts to date have been low.

- V. **OLD BUSINESS**
 a. **None**

- VI. **NEW BUSINESS**
 a. **FY2021-2022 Financial Audit Report** **Rob Gaslin (CPA)**

The FY2021-2022 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. **2023 Planned Closures (ACTION)** **Stokes**

Attachments

- VI.b. 2023 Planned Closures List with Calendar

Total planned closures for next year number 14 (12 holidays, 2 special closures).

For the 2023 Planned Closure schedule, I propose the standard 12 holidays and to include Dec 24 as a non-standard holiday closure date. It falls on a Sunday and I expect visitation would be exceedingly low. The annual in-service training day is scheduled for August 17, but it may end up being moved to 8/10 or 8/24, whichever is most conducive to attendance as determined by a staff poll.

Library Board Meeting – Annotated Agenda

Monday, Dec 13, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes

Note, the annual Planned Closures schedule does not include short-notice or emergency public closures due to facilities or technology maintenance needs, such as for repairs, cleaning, painting or other activities that compromise air quality, and major computer systems updates.

VII. REPORTS

a. Director

Stokes

- **Personnel changes** – three new hires, including for IT Systems Administrator, Technical Services Assistant, and Library Assistant substitute. A fourth to be the new Richland branch lead is expected this week.
- **YA Shelving Expansion** – Shelving installation is complete. Includes expansion for YA FIC, YA GRAPHIC & MANGA (corner by window). Some finishing work still needed for slatwall panels.
- **Solar Charging Station launched** - Operational as of 11/21. Strong positive social media response. One compliment at desk from patron who works with disadvantaged people in our community. Light snow buildup will melt away off of panel by itself. Ed has a special brush to remove heavy snow buildup.
- **Server upgrade** – Jim is working on a planned update to the server array as part of his final goals before retirement.
- **Email changes** – Update to Outlook 365 occurred on Nov 19. There have been some technical difficulties reported with those who use the desktop client Outlook. Bryan
- **Code of Conduct signage** - 11x17 copies of the Code of Conduct are posted in the entry windows for public information, and for staff quick reference in computer labs and lounge areas.
- **Cartoon Maps** - Limited number of free copies available to patrons on request (one per person).

b. Finance

Hawes

Attachments:

- VII.b.i. Financial Reports, Dec 2022
- VII.b.ii. Approved bills list, Dec 2022

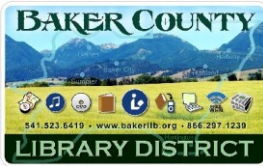
VIII. Next meeting: Jan 10, 2023

Rohner

Topics:

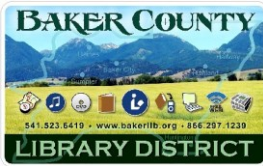
- Update to Mileage and Per Diem Reimbursement rate (**ACTION**)
- Paid Family & Medical Insurance

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



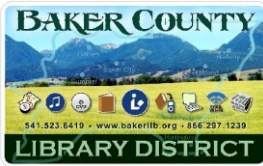
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 Nov 8, 2022

<p>Call to Order</p>	<p>The meeting was held in the Riverside conference 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 Rohner and Gary Dielman; one attended online through Zoom, Joan Spriggs. Also attending in person were Perry Stokes, Director and Christine Hawes, Business Manager.</p> <p>Rohner called the meeting to order at 12:05 pm. Three directors are present at the start of the meeting which constitute a quorum.</p>
<p>Consent Agenda</p>	<p>Rohner asked for any additions or deletions to the agenda or minutes from the previous meeting. There were no changes to either. Dielman made a motion to approve the Consent Agenda as presented; Spriggs seconded; motion passed unanimously (3 yeas) by those present.</p>
<p>Conflicts of Interest</p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none.</p>
<p>Public Comment</p>	<p>Rohner moved to public comments. Stokes had none.</p>
<p>OLD BUSINESS: SDAO/SDIS Best Practice Program - Follow Up</p>	<p>Stokes said this is a followup to previous meetings. He told the board that the Best Practices survey is complete and has been submitted. The district qualified for the full 10% discount on its liability insurance through Special Districts. He thanked the board members for their participation to make this possible. There will be a roll out of some items we can implement from the Best Practices list.</p>
<p>NEW BUSINESS: Revised Resolution 2022-23.03 adding Visa</p>	<p>Stokes said that Hawes has requested to revise Resolution 2022-23.03 to add the ability to pay the District corporate visa credit card online. The payment is not currently listed on the approved resolution. The need has become apparent since two different vendor payments have been lost in the mail. Hawes described the recent incidents with the postal service losing items in the mail. Discussion ensued. With no further discussion, Rohner asked for a motion.</p> <p>Dielman moved to approve the revised Resolution 2022-23.03 authorizing vendors for online payment of bills in 2022-23, the update is adding the</p>



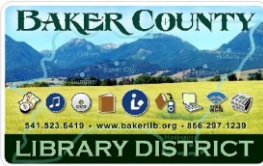
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	<p>US Bank Visa; Spriggs seconded; motion passed (3 yea) unanimous. Rohner signed the resolution.</p>
<p>County Assessor Tax Assessment Summary FY22-23</p>	<p>Stokes said that according to the annual Tax Roll Summary report from the County Assessor, property value growth is at 5.5% which is greater than the budget assumption of 4.5%. This should result in additional revenues estimated at \$24,000. He shared reports on a large monitor of the calculation spreadsheet he uses to budget the revenue which was based on 4.5% growth; the increase to 5.5% on the assessor’s report will add about \$9,000 in our regular rate plus \$15,000 in the local option levy. He reviewed highlights of the report. He talked about challenges to prior year collections that reduced what the district collected last year; this should result in an increase in collections this year. In the fiscal year just ended, the district received a \$35,000 settlement for a portion of those taxes being held for settlement. Those funds helped fund the roof repair.</p> <p>Dielman asked about the roof repair and recent leaks. Stokes said he wasn’t surprised that it is happening but is concerned that it is taking so long to resolve. Discussion ensued. Stokes finished up with graph protections of growth projected versus actual.</p>
<p>Oregon State Library Annual Statistics Report</p>	<p>Stokes included the full state statistics report in the digital packet. He maintains a Statistical Summary spreadsheet with historical data so he can track how trends. He started with a graph on the Budget by Format; the digital collection is growing, which is expected; audio and movies are staying steady. The next graph showed Checkouts Physical items versus Digital Checkouts; last year 57,000 checkouts of physical materials, and 15,000 digital circulation. He reviewed historical trends on circulation. The decline in checkouts is primarily in movies as people are moving to streaming services. He plans to launch a new library streaming service to provide movies, music, audio books and more. He reviewed the Interlibrary loan graph, the graph shows that we take care of our own residents' requests; we are fulfilling a good amount of need for our Sage partners. He feels this as the largest library, this is a service we provide.</p> <p>He reviewed library card borrower accounts; the number is declining. He described the practice of purging obsolete and unused accounts to keep the database up-to-date. The volunteer count has declined, mostly due to the pandemic; volunteers have returned but not as many. Some discussion on volunteers. Stokes moved on to highlight Computer Use statistics, circulation by audience age, adult, young adult (teen), childrens materials and digital usage. School visits with the bookmobile were suspended early</p>



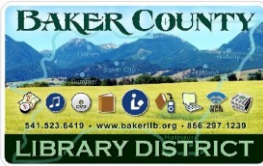
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	<p>during the pandemic; those will be resumed. He talked about recent improvements to provide the ability to track WiFi usage; we have had difficulty obtaining accurate visitor session information. The Digital Collection count graph showed a large increase; he talked about how the publishing industry works for providing digital materials. He highlighted adding materials to the collection and that our collection development is strong. He finished saying that we continue to evolve our services to meet demand.</p> <p>Discussion ensued on the policy for loaning out items and recovery of hotspots and other items included in the “Library of Things” if they are not returned. Discussion on when the status becomes stolen or lost rather than pursuing a person to return them. Rohner voiced her concern for criminalizing someone who doesn’t return something, that some people can’t afford the cost of loss and the difference between intentional theft. She wants us to be careful about turning lost items over to law enforcement. Discussion ensued on the topic. Stokes described the policy on how many times a person is contacted regarding returning overdue items. Stokes displayed a sample Unique report of recovery activity. Much time is allowed and many steps are taken to contact a person with a delinquent account before it is turned over to the “collection agency.”</p>
<p>REPORTS: Director</p>	<p>Stokes gave the administrative report:</p> <p>Friends – the group is scheduled to meet this afternoon.</p> <p>Facilities: Roof leaking issue – there was a big leak from heavy rains a couple weeks ago. Roof tiles fell, causing water damage to books. Stokes estimates loss of about 40 books and 30 magazines. The Insurance deductible is \$1,000; the value of loss was under that.</p> <p>Pipe insulation - Ed is installing pipe insulation for the new heating system.</p> <p>Solar Charging Station - the cement base pad is in place and curing. The unit is currently stored at the building across the street.</p> <p>Shelving for Literacy Coalition – As part of the district’s partnership with the Literacy Coalition, Stokes has authorized indefinite loan of unused steel book shelves for their storage of give-a-way books at the Early Learning Center.</p> <p>Marketing – The 2022 Baker County Living Guide published by the Baker</p>



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	<p>City Herald includes a quarter page ad for the library.</p> <p><u>Programs & Services:</u> New Halfway branch library hours – A new schedule is based on community feedback and visitation data; new hours started November 1. All open times are made consistent at 1:00 pm.</p> <p>Dinor-Story Traveling Exhibit – This interactive exhibit is in the children’s area through Nov 15th. It is from the Oregon Museum of Natural Cultural History.</p> <p>New teen book club – The new Youth Services Assistant is managing a teen book club; there are about 6 participants to date.</p> <p><u>Personnel:</u> IT Systems Admin- Stokes reported that about 7 applications were submitted; 3 from our local area, 4 out of area; he will schedule interviews next week.</p> <p>Library Tech, processing / cataloging - Ya-Wen Ott, who was hired in 2016, will be leaving to accept a position with USFS in her science field of study. That position will be open for applicants this week.</p> <p><u>Technology</u> - Email Platform change – the district’s email host GoDaddy, has discontinued the webmail service we have used for over 15 years; Email accounts and data are being migrated to Outlook 365 effective November 19. IT staff are sharing guidance for staff and volunteers. We will have to reduce the number of email addresses we are using. Some discussion on how the email migration will work.</p>
Finance Report	<p>Hawes has handed out Financial Reports and electronic copies are available for those attending via Zoom. Hawes gave an overview of the financial reports:</p> <p>The General Fund has received notification of one tax turnover on November 1 totaling \$88,840. Looking at the pool account online yesterday, there is another deposit of \$149,658 scheduled for deposit today, November 8; the reports haven’t come in the mail so it hasn’t been posted to the books (need the detail on the reports for accurate recording). The District has also received another \$1,000 check from the ETO program; again, thanks to Ed’s diligence in filing the required information with the program. Personnel Services is on track with the budget in total, currently at 39.9% spent. In Materials & Services, checks written include EBSCO</p>



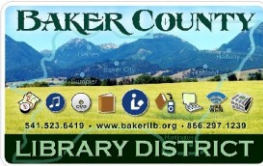
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\$2,359 for the Novelist subscription renewal , Value Line \$1,103 to renew the Investment Survey subscription, Sage Library System \$15,084 for this Library District's Sage membership; under Buildings two checks to Heaven's Best, one for \$1,868 to clean the library furniture and a second of \$402 to clean the carpets at the Huntington branch plus Stan's Heating out of Ontario \$276.25 to service the HVAC system at the Huntington branch. A check was written to Melissa Grammon, the Youth Services Specialist, for \$169.75 for visiting four of the branch libraries in October; she was moving children's books around and refreshing the branch collections while also doing some weeding.

Looking at the Telephone and Internet budget lines, to answer the question from the last meeting that Palmer had as to why the Huntington telephone budget line was so high; Hawes found that one of the monthly Internet payments (\$449/month) had been posted to the telephone budget in error, it has been moved which brings both lines back on track with the budget at 33% spent.

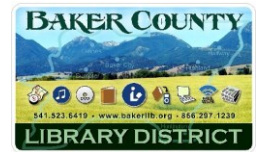
Hawes highlighted bills paid online recently, including the General Fund paid 6 utility bills online including Cascade Natural Gas \$149.62, OTEC \$91.32, Xerox \$204.41 and 3 Lumen/CenturyTel bills for Huntington telephone \$81.72, Huntington Internet \$449.10 and Sumpter combined telephone & Internet services of \$138.01. Those receipts are available to review with one of the check packets handed out. The bills paid online are primarily utilities and payroll related vendors.

The Other Funds had activity in October with several memorial donations and the purchase of a piece of equipment with the help of The Friends. The Library District wrote a check for the purchase of the Solar SmartCharger Station for \$6,890 on October 27; the Friends reimbursement was deposited a few days later on October 31. We received memorial donations in memory of Dulcina Robertson of Halfway, with \$330 designated to benefit the Halfway branch library; in addition, there was \$500 in checks designated for the Foundation that was delivered to them. We received a total of \$925 in memory of Shannon Sullivan; of which, \$150 initially received, has been sent to the Foundation along with \$485 in other undesignated memorial donations in October, that check totaled \$635. We recently received \$775 in donations from the funeral home in memory of Shannon Sullivan; at this time, those funds have been deposited in the Memorial Fund. We also received a \$200 donation designated to the Youth Program; the donor's note said it was "to inspire young people"; our Children's Librarian is working on how to use that to honor the request this winter with other youth programming being planned. The memorial fund spent a total of \$758 out of the Bikes-For-Books designated funds, leaving



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	<p>\$640 for next year. Missy gave away 6 bicycles to grade school age kids through the Summer Reading program thanks to these donations.</p> <p>Behind the Other Funds reports are two additional reports, the current Memorial Funds report showing balances for designated funds and cash balances by Fund.</p> <p>The Capital Investment Fund - no activity to report. The fund cash balance remains at \$110,501.</p> <p>The Sage Fund has begun receiving membership revenues. Its first deposit was on November 2 of \$48,276, another deposit November 7 of \$88,546 and a few checks that came in the mail today. Sage payroll is on target at 31% spent. In expenses, checks written include four checks to small couriers totaling \$2,726, a check to OCLC for the CatExpress subscription of \$1,687 and a check to EOU \$910 for tech services on the servers housed on campus for Sage. Sage also paid two other couriers at the end of October totaling \$1,638. One additional invoice from OCLC arrived for \$400.32 for CatExpress overage, that check was added into the packet at the last minute.</p> <p>The Approved Bills Lists (ABL) are printouts of checking account activities for all three funds since the last meeting date for review. The checks were signed by the board members present at the meeting who also initial the lists.</p> <p>There were no further questions.</p>
Next Meeting	The next regular board meeting will be December 13, 2022 at 12:00pm (Noon) with the Audit delivery anticipated.
Adjourn	<p>The meeting was adjourned at 1:24 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>



2023 Planned Closures

	DATE	DAY	REASON
1	Jan 2	Monday	HOLIDAY - New Year's Day (observed)
2	Jan 16	Monday	HOLIDAY - Martin Luther King Jr. Day
3	Feb 20	Monday	HOLIDAY - Presidents' Day
4	May 29	Monday	HOLIDAY - Memorial Day
5	Jun 19	Monday	HOLIDAY - Juneteenth
6	Jul 4	Tuesday	HOLIDAY - Independence Day
	Aug 17	Thursday	TRAINING – Annual All Staff Professional Development
7	Sep 4	Monday	HOLIDAY - Labor Day
8	Oct 9	Monday	HOLIDAY - Indigenous Peoples' Day (Columbus Day)
9	Nov 10	Friday	HOLIDAY - Veterans Day (observed)
10	Nov 23	Thursday	HOLIDAY - Thanksgiving Day
11	Nov 24	Friday	HOLIDAY - Day after Thanksgiving / Native American Heritage Day
	Dec 24	Sunday	HOLIDAY - Christmas Eve
12	Dec 25	Monday	HOLIDAY - Christmas Day

	Holiday closure (12)		Special closure (2)
	Total planned closures: 14 (Last year: 14)		

2023 Calendar

January Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Federal Holidays 2023 (11)

Jan 1	New Year's Day	May 29	Memorial Day	Oct 9	Columbus Day	Dec 25	Christmas Day
Jan 2	New Year's Day (observed)	Jun 19	Juneteenth	Nov 10	Veterans Day (observed)		
Jan 16	Martin Luther King Day	Jul 4	Independence Day	Nov 11	Veterans Day		
Feb 20	Presidents' Day	Sep 4	Labor Day	Nov 23	Thanksgiving Day		