

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

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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 | |
| 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. May 2021 Election - Local Option Levy | Stokes |
| | b. Materials Recovery, Unique Management Services (ACTION) | Stokes |
| VI. | NEW BUSINESS | |
| | a. Vehicle donation offer (ACTION) | Stokes |
| | b. Vehicle Use Policy (ACTION) | Stokes |
| VII. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| VIII. | Next meeting: Apr 12 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) (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 via online web conference software. The meetings are open to the public. Sign language interpretation for the hearing impaired is available if at least 48 hours' notice is given.

Library Board Meeting – Annotated Agenda

Monday, Mar 8, 2021, 6:00 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, Feb 8 2021

- III. Conflicts or potential conflicts of interest Rohner
- IV. Open forum for general public, comments & communications Rohner
- a. None

V. OLD BUSINESS

- a. **May 2021 Election - Local Option Levy** Stokes

The forms required for a ballot measure were filed with the Baker County Clerk and the levy option is scheduled to appear on the May 18 ballot. I will prepare a press release with basic information for the community.

- b. **Materials Recovery, Unique Management Services (**ACTION**)** Stokes

Attachments:

- V.b.i. UMS account status report, Feb 2021

The 3 month trial period of the [Gentle Nudge Materials Recovery service](#) from Unique Management was completed in February. The attached document shows that materials recovered were valued at over \$800 and \$180 of cash payment was received. The service cost is around \$430. So far, 43 accounts have been referred and for each the district pays UMS a \$10 fee. That cost is applied to the delinquent account billings.

I am pleased with the service and recovery rate and recommend we continue the service for the next year and then re-evaluate. In order to loan costly tech equipment, I feel it's critical we have a recovery tool such as this firmly in place. The monthly cost will be variable, depending on the number of accounts referred at the same rate of \$10 each. *Unless the Board has objections, I intend to contract with UMS for a year.*

VI. NEW BUSINESS

- a. **Vehicle donation offer (**ACTION**)** Stokes

Facilities Specialist Ed Adamson has offered to donate his 1996? minivan to the district. This is a personal vehicle he has been regularly using for library tasks. The offer is being made since he has acquired a new vehicle and no longer needs it personally but feels it would be beneficial for his facilities and grounds work.

If accepted this would expand the district's vehicle fleet to four in addition to the bookmobile, pickup truck, and SUV. Ed feels that in order to keep the SUV recently acquired in good condition it should be reserved for "less dirty jobs" such as for IT trips, courier, and administrative travel purposes. His plan for the pickup truck has changed; whereas he had

Library Board Meeting – Annotated Agenda

Monday, Mar 8, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

proposed to sell it and acquire a small utility trailer, he now wants to retain the pickup just for trips to the dump or collection of grounds keeping material. The minivan would be for local errands.

If the donation is accepted, the district would incur some related annual expenses for automobile insurance, registration, and maintenance. However, the more staff uses fleet vehicles, the less the district must pay out in mileage reimbursement claims.

b. Vehicle Use Policy (ACTION)

Stokes

Attachments:

- VI. b.i. Personnel Policy, 8.5 – General Provisions, Use of Vehicles
- VI. b.ii. Vehicle Use Policy – proposed DRAFT

With the expansion of the district’s vehicle fleet, I am proposing an expansion to the district’s policy on Use of Vehicles. Currently, the district addresses vehicle use in just a few sentences as part of the Personnel Policy (General Provisions, 8.5). The proposed 3-page policy draft is modeled from a “permissive use” template provided by SDAO. In addition to guidance on usage permission and expense reimbursement for employee vehicles authorized for work use, it covers general rules, traffic citations and accidents, including requirement of a drug test after an incident.

I. REPORTS

a. Director

Stokes

i. Report on Pandemic Response Activities

At the Feb 8 board meeting, I reported that Baker County cases numbered 603, a 17% increase from the prior month which was a significant improvement from the 44% prior month growth. As of Saturday, 3/6/21 the count is at **676**, just a 12% increase.

Baker County is at an **extremely high risk** level.

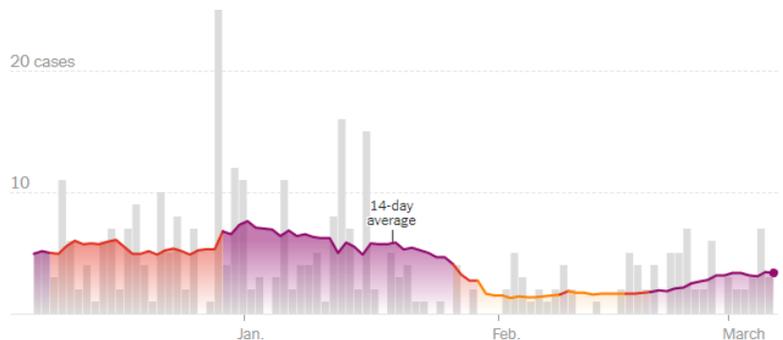
[See why](#) [Full national risk map >](#)

The risk of getting Covid-19 is based on cases per capita and test positivity.

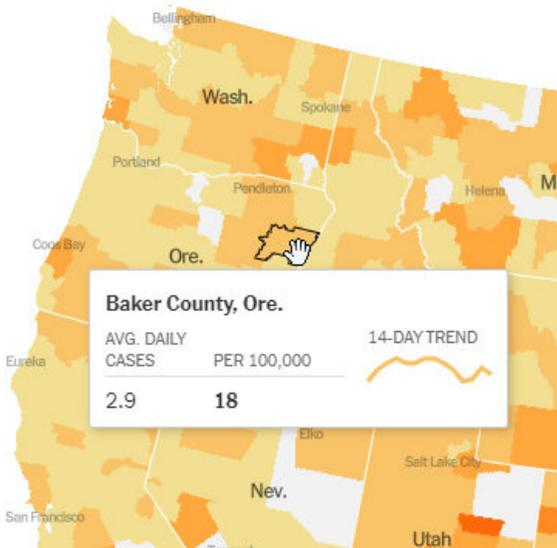
LOW MEDIUM HIGH VERY HIGH EXTREMELY HIGH

New reported cases by day

TOTAL ON MARCH 6 3 14-DAY CHANGE +74%



On Feb 12, Baker County was dropped from the High Risk category to Lower Risk. But the rate of new cases over the past two weeks has been



Library Board Meeting – Annotated Agenda

Monday, Mar 8, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

trending upward. The latest test positivity rate has also trended up to 8% from a low of 3.9% in early February. This puts Baker on track to be raised back up to the High Risk category.

With the drop to Lower Risk and completion of upgrade to HVAC controls, I authorized re-opening a restroom for public use. That relaxation may be reversed if Baker moves back to High Risk.

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

Next step relaxations, such as reopening the meeting room for small group use, are dependent on case numbers and risk level remaining low for 30 days. We have installed 2 powerful wall mount air purifiers in our conference room, and upgraded our HVAC system with needlepoint bipolar ionization and a more sophisticated master control system. Even with that, the time limit will be 1 hour max, group size limited to 8 (based on 6 foot spacing), and masks required. Food and drink will be prohibited.

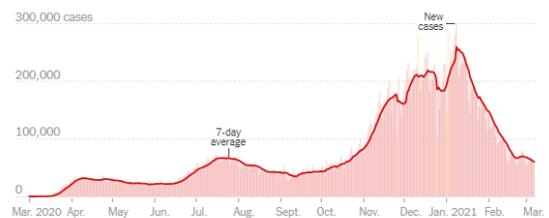


Nationally -- according to the [NYT](#),

- Cases are as low as they have been in months. But after weeks of steep declines, progress has slowed nationally and some cities are backsliding.
- The New York City and Miami areas have seen persistently high case numbers at a time when much of the country is reporting major improvement.
- Though fatalities have started falling, in part because of the vaccination campaign at nursing homes, it remains routine for 2,000 deaths to be reported in a single day across the country.

Coronavirus in the U.S.: Latest Map and Case Count

Updated March 7, 2021, 2:07 PM, E.T.
Leer en español



	TOTAL REPORTED	ON MARCH 6	14-DAY CHANGE
Cases	29 million+	56,606	-11% ↘
Deaths	524,243	1,459	-5% ↘
Hospitalized		41,401	-29% ↘

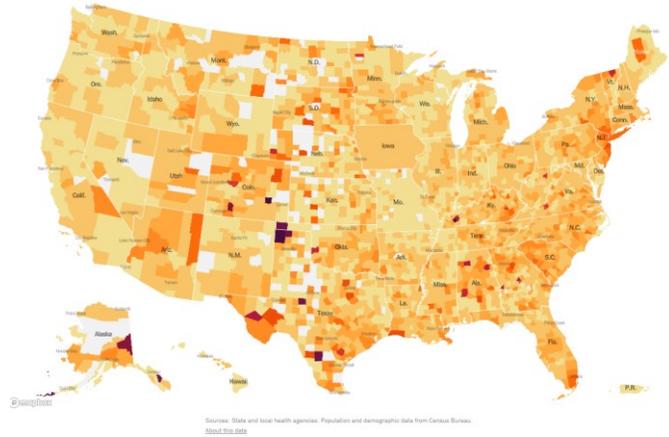
Day with reporting anomaly. Hospitalization data from the Covid Tracking Project; 14-day change trends use 7-day averages.

Library Board Meeting – Annotated Agenda

Monday, Mar 8, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

- For the first time, the country is administering more than 2 million vaccine doses on average each day. As the newly approved Johnson & Johnson vaccine is distributed, that number could climb higher.



Facilities staff Ed Adamson continues to make progress on projects:

- Upgrade of HVAC system controls from analog to digital is complete. The master control software is installed on Ed's computer workstation and is to be installed on the Director's office computer also for redundancy.
- Installation of the wall-mount [Aeramax Pro IV](#) air purifier units is complete. One unit is in storage for rapid replacement contingency. Replacement filters are in storage in the Baker HVAC loft. Note: Ed did a great job of clearing out surplus items from that space to make room for the filters.
- Door traffic sensors were installed at Haines. Richland and Halfway are the final locations.

ii. Continuation of Services Plan – Update (ACTION)

Stokes

Attachments:

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

No new changes to the CSP.

iii. General

- Budget
 - No new information about Special Districts Provide Essential Services Act (SDPESA) being pursued by a coalition of states as potential new federal COVID funding.
- Facilities –
 - New hand-vacuum – For quick cleanup needs we now have a rechargeable hand vacuum near the front desk. It seems branch and bookmobile staff are interested in having one, as well, so we may soon be purchasing 6 more.
 - Server room temperature – A portable AC unit in the server room needed replacement recently after failure. The unit runs constantly to keep the equipment cool and just wore out. There is a temperature sensor in the room for monitoring, so the failure triggered a beeping alert on the building alarm panel. Ed had replaced the AC unit, but advises that the server equipment eventually be

Library Board Meeting – Annotated Agenda

Monday, Mar 8, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

moved back to the electrical panel/storage closet adjacent to the staff workroom since it has HVAC infrastructure which appears designed to cool electrical equipment. That may be a future project in coordination with Jim.

- Bookmobile accident – Minor body damage occurred in a parking lot mishap in February when staff had a slight collision with the drive-up window shelf. Ed was able to make repairs to the lights and reflectors.
- Friends and Foundation
 - Nancy Johnson is turning over her Treasurer roles for both the Friends and Foundation to daughter Shannon Moon. Nancy has supported the library for decades as former Board member and as Treasurer for both organizations. For her dedication and generous service, we are deeply grateful.
 - The Foundation approved \$5,000 to a campaign to help pass the upcoming library levy and assigned one of the members to submit Political Action Committee expenditures to the state as required. They are looking to deposit their cash resources to an investment fund for growth since their balance is now over \$40,000.
- Marketing & Publicity
 - “Wowbrary” emailed weekly newsletter was launched with [premiere issue](#) on March 3 2021. Patrons on our contact list were sent an email invitation to [subscribe](#). I’ve also sent out a press release to newspaper and radio, and will have a series of social media posts. We have 34 active subscribers to date. The newsletter is automatically updated each week with new information pulled from our catalog. We can also add news, reviews, and feature items as desired.

The screenshot displays the Wowbrary website interface. At the top, the logo reads "Wowbrary The Newest Stuff at Your Library". A navigation bar includes links for Home, Sign Up, For Users, For Libraries, For Sponsors, About Us, and Contact. Below the navigation, a sidebar lists various categories such as Top Choices (20), DVDs (60), Non-Fiction (Arts & Photography, Biographies & Memoirs, Business & Investing, Computers & Internet, History, Reference, Science, Society), Recreation (Audiobooks & Courses, CDs: Music & Shows, Cooking, Food & Wine, Entertainment, Home & Garden, Outdoors & Nature, Sports, Travel), Personal Growth (Health, Mind & Body, Parenting & Family, Professional & Technical, Religion & Spirituality), Fiction (Literature & Fiction, Mysteries & Thrillers, Romance, Science Fiction & Fantasy), Young People (Children's Books, Comics & Graphic Novels, Teen), eBooks & eAudios, Large Print, and Non-English. A "Useful Links" section includes Sign Up for a Wowbrary Newsletter, Tell your Friends about Wowbrary, Suggest an Idea, and Report a Problem.

The main content area features a header for "Baker County Library District" dated March 3, 2021. Below this is a section titled "This Week's Top Choices" with a "Show all items" dropdown. A featured item is "Let Him Go" (DVD), described as "A retired sheriff and his wife, grieving over the death of their son, set out to find their only grandson." A red arrow points to "more of this week's new titles".

Below the featured item is a section for "Find Your Next Book Online at OverDrive", which includes a link to borrow ebooks, audiobooks, and ebooks from the local library. A note states: "To register or sign-in, remember to choose LEO LISTENS as your member library."

At the bottom, there is a section for "Search or browse US Newspapers with NewsBank database", which promotes the "America's News" database for searching current and archived news coverage. It lists Oregon sources: Baker City Herald, The Oregonian (text-only or image).

Library Board Meeting – Annotated Agenda

Monday, Mar 8, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

- For Read Across America week, Youth Services Specialist Missy Grammon recruited staff to do a series of short book talks on video which were posted to our social media pages.
- Newspaper features – The Hells Canyon Journal published a lengthy article in February by reporter Gail Kimberling about Halfway staff and the recent change to a job-sharing arrangement there. I was also recently interviewed by HCJ reporter Sherrie Kvamme for a forthcoming story covering a variety of library topics.
- Operations & Services
 - Seuss Out-of-Print Book Controversy – Announcement of the cessation of publication of six Dr. Seuss books created a national controversy this past week. The titles were discontinued due to insensitive caricatures of racial groups. The value of these items instantly skyrocketed with some selling on eBay and Amazon for multiple hundreds and even thousands of dollars. Due to the significant theft risk, I quickly made our copies In-Library Use Only. Many Sage libraries have done the same. Some public libraries have announced their copies are being retained in their regular collection; loss is expected, and replacement is understood to not be possible. To protect public property and maintain public access, BCLD's select items are now shelved securely behind desk for patrons to request. To review these items in the library, staff will require a valid library card, photo ID, or credit card as collateral. Usage will be logged with a scan into our circulation software for In-House Use.
 - Photo Archives – Our archive curator / board member Gary Dielman was able to quickly add a new collection of photographs gifted from Idaho Power of the construction of the three Hells Canyon Dams, including Brownlee, Oxbow, and Hells Canyon Dam. The collection consists of over 130 photos. I have also agreed to contribute BCLD photo archive content to a new Northwest Digital Heritage Hub collection as part of the Digital Public Library of America. That project is anticipated to launch in June 2021.
 - Wireless printing service – After discussion with staff, we will only be offering the Princh wireless printing service at the main library and not expanding to the community branches. With a significant cost per location for the service, we anticipate there will not be sufficient need at the branch sites to warrant the expense. Patrons will be advised to email documents to themselves for printing at the library.
 - Circulating Laptops – Jim has almost completed preparation of a suite of laptops for circulation. Check out details & form still needs to be crafted.
- Personnel
 - Staff health – No new incidence of staff COVID-19 cases.
 - New Hire – Amanda MacNaughton, hired for Sunday plus a couple of regular desk shifts during the week. Amanda has an extensive work history at bookstores and library experience. She also works at Betty's Books.

Library Board Meeting – Annotated Agenda

Monday, Mar 8, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

- Training – The 2021 Oregon Library Association conference will be conducted online this year in April. I have registered for a group of 5 staff to attend. Sessions are recorded and will be available until August.
- Safety
 - I attended a community information session on Feb 24 from Baker City Police Chief Ray Duman on the impact of new Oregon law that has decriminalized street drugs. Duman said that drug abuse interdiction and treatment tools are lagging behind rising use. He said officers are seeing an increase in “local homelessness”, mental health, and addiction issues, which are “more of a societal problem than a police issue.” There is some criminal activity associated, however, and he advised that all local businesses invest in a security camera system to help with rapid investigation and solid prosecution. I asked about library procedures with reporting discovery of drug paraphernalia; our practice remains the same and officers will respond to collect and destroy the material.

b. Finance

Hawes

Attachments:

- VII.b.i. Not yet available.

VIII. Next meeting: **Apr 12, 2021**

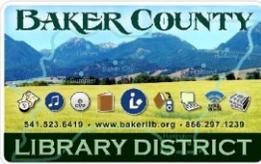
Rohner

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

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IX. ADJOURNMENT

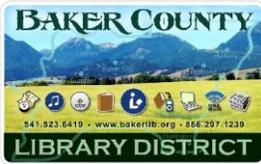
Rohner



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

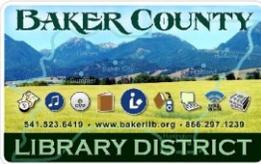
Feb 8, 2021

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 Betty Palmer, Beth Bigelow and Gary Dielman; also attending are Library Director, Perry Stokes, meeting host, and Christine Hawes, Business Manager. Dielman experienced technical difficulties with the video conference but was able to participate by phone. After greetings and verification of who was present, Vice- Chair Betty Palmer, called the meeting to order at 6:18pm. Palmer stated that with 3 directors attending, a quorum is present.</p> <p>Stokes displayed the board packet on the <i>GoToMeeting</i> screen starting with the agenda.</p>
Consent Agenda	<p>Palmer asked for any additions or deletions to the consent agenda. For the minutes, Hawes reported there was one correction to a name on page 10, correcting Beth Ross name. There were no changes to the agenda. Dielman made a motion to approve the consent agenda; Bigelow seconded; motion passed unanimously by the 3 directors present at the moment (3 yea, Palmer, Bigelow, and Dielman).</p>
Conflicts or Potential Conflicts of Interest	<p>Palmer asked for any conflicts of interest with any of tonight's agenda items for board members. There were none.</p>
Open Forum for general public	<p>Palmer asked if there were public comments. Dielman commented on the report that was shared in the board packet of a patron confronting staff and challenging the library's COVID-19 safety practices. Stokes said the complaint was informal at this point and no contact information was captured, but he wanted the board to be aware of the situation in the event the complainant contacted them directly. He asks staff to come get him if he is at the library when something like this happens, so he can personally address the issue. In this case, Stokes was out of the office. Dielman felt that if the patron called, Stokes could refer that to the board; he also volunteered to talk with the person placing this complaint. Dielman commented that staff handled it well and that the sanitation practices are reasonable. Palmer agreed.</p>
OLD BUSINESS:	<p>None.</p>
NEW BUSINESS: May 2021 Election – Local Option Levy Ballot text	<p>Palmer moved to Local Option Levy topic on the agenda. Stokes said that the County Clerk told him the deadline is February 19th. He wants to get the levy document submitted this week. The levy language was included in the board packet. He highlighted the new language. The levy</p>



Baker County Library District
Library Board
Regular Meeting Minutes
 Feb 8, 2021

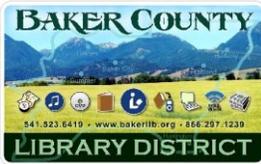
	<p>language is focusing on building maintenance and improvements. Taking a lesson from the recent failed measure for a new school bond, he believes that voters have indicated a preference to support sustaining existing assets rather than new construction. Most voters are likely to read the ballot measure description only, so this language is critical. Dielman thought it was very well written. It is transparent about what the funds are used for, and what losses the community will face if it doesn't pass. The main thing is that it states this will not increase taxes.</p> <p>Stokes said that had the revenue estimate figures reviewed by County Assessor Kerry Savage and the text by a Department of Revenue official. Edits were minor on the formatting of fiscal years.</p> <p>Stokes said that if it meets with the board's approval, he will submit the ballot measure document. Palmer asked for a motion. Bigelow made a motion to approve the Local Option Levy Ballot text as updated; Dielman seconded; motion passed unanimous with 3 yea (Palmer, Bigelow and Dielman).</p>
<p>May 2021 Election - Board Member Re-election</p>	<p>Stokes said that we have 3 board members up for re-election. Beth Bigelow, Betty Palmer and Kyra Rohner. He has emailed each person a link to the filing candidacy form. It costs \$10 to submit the form. Palmer verified that this is for information, there is no action required. Stokes said there is no action required. Beth asked for a copy to be printed off, she will pick that up.</p>
<p>REPORTS: Director Report</p>	<p>Stokes began with a Report on Pandemic Response Activities:</p> <p>The pandemic situation has greatly improved lately. Baker County was downgraded from Extreme category to the High Risk on February 5. If cases stay stable, the state is expected to downgrade Baker to the Moderate level and possibly even the Lowest Risk level as soon as February 12. Stokes reviewed highlights in a detailed report on Pandemic activity in the board packets.</p> <p>Stokes said our next policy change coinciding with the reduction in County status is to open at least one public restroom back up. The ventilation system has been repaired. The Baker branch has six bathrooms; Stokes considered rotating the bathrooms that are open through the day. But some staff felt that would cause public confusion. In the end, the consensus was to just open the two ADA bathrooms, since we are required to accommodate that anyway, and sanitize them both mid-day and each night.</p>



Baker County Library District
Library Board
Regular Meeting Minutes

Feb 8, 2021

	<p>Palmer wanted to know if the library will be extending the 30 minute patron visit limit. Stokes said if the county is at Low for 30 days, then we may consider extend that time period. He explained his reasoning based on risk assessment.</p> <p>Dielman commented about reading that a face shield only is insufficient, and that two masks are now recommended for protection. Stokes said the shield only accommodation is based on state requirements. When we get push back on enforcement, we rely on the State mandate policy. There was some discussion on the reason for two masks, how the library follows the guidance, and the use of masks at the front desk.</p>
	<p>Administrative report highlights:</p> <p>PayPal - we are looking for a replacement for the PayPal system – we have had several problems with the system recently.</p> <p>Facility projects progress – District Facilities Specialist Ed Adamson has electricians working on wiring for upgrading the controls in the HVAC system from the old analog to digital controls. Stokes explained the constraints. We have maximum outside air coming in which helps with ventilation but does make the building colder than usual. That work should be done next week.</p> <p>All Branches have their wall mount air purifiers installed.</p> <p>New door traffic sensors are installed and functioning at Sumpter and Huntington. He will focus on Haines and Halfway next.</p> <p>In mid-January, Stokes visited the branches and delivered big signs on COVID-19 safety. He also delivered electrostatic power sprayers for disinfecting the bathrooms once those are re-open to the public.</p> <p>Dielman asked about a recent patron refusing to wear a mask. Stokes pulled up the tally sheet where staff are keeping track of when people complain or are not wearing the mask correctly. He reviewed the notes that staff has attached. And talked about issues that have come up and how they were handled. Patrons are given the option of curbside or drive-up service if they cannot wear a mask or face shield.</p> <p>Stokes said it seems we are seeing “pandemic fatigue” in patrons. He has assigned the staff to watch a training video offered by the State Library titled “Preparing for the Next Wave of Pandemic-Fatigue Customers.” He hopes this will help us all deal with the challenges. Everyone is tired.</p>



Baker County Library District
Library Board
Regular Meeting Minutes

Feb 8, 2021

Dielman said that he supports the mask mandate; he has no sympathy for those who don't want to wear them. It is a small thing to ask for people to protect themselves and the safety of others.

Stokes said that he has worked with staff on coaching people to wear their masks properly and at what point to ask them to leave. We prefer to begin with reminders and assume people are forgetful, but repeat violations and clearly willful noncompliance is dealt with more firmly. With the more infectious variants reported in nearby areas, the potential risk of non-compliance has increased. Stokes said we have saturated the building with mask guidance signs. Almost anywhere one looks there is a sign to remind visitors about proper wear of masks. He tells staff not to feel bad if they have to give verbal coaching; the patron has chosen to ignore multiple visual cues and therefore opted to have a more direct reminder. Palmer said at the school most students are wearing them. Discussion on mask compliance.

Palmer asked about the Continuation of Services Plan. Stokes said that he did not have any changes at this time. Palmer asked if there was action. Stokes said no, this plan has been working.

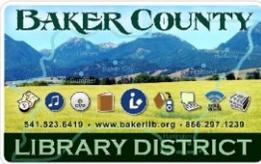
The district had one employee that contracted COVID recently but transmission occurred outside of the library. The employee's schedule was such that they were not in the library when infectious. The staff was quarantined and worked from home for the required period.

Personnel - one Sunday shift staff person resigned. Interviews are scheduled this week. Stokes reviewed the process of advertising and a new tool used. He said we have gotten a few good candidates.

Potential COVID funding – An multi-state coalition of Special Districts is pursuing a new round of federal funding through legislation called the Essential Services Act. The likelihood is unknown. Since the CARES Act funding was depleted in December, there has been no new federal funding for local governments.

“Wowbrary” emailed weekly newsletter – The library will begin publishing an electronic newsletter called Wowbrary next month. Stokes displayed an example from Cook Memorial Library in La Grande and explained features and options.

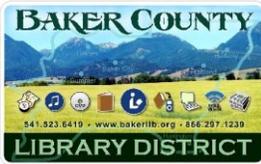
Safety – An individual had to be trespassed recently for a serious incident of disorderly conduct and possible criminal mischief. Stokes described the incident and how he handled it. A person that appeared to be experiencing mental health issues was reported to be creating a noise disturbance and



Baker County Library District
Library Board
Regular Meeting Minutes

Feb 8, 2021

	<p>possibly engaged in a fight at the riverside doors. Stokes observed the individual yelling profanities and threats at no one visible; he then physically attacked the library building. Stokes immediately called the police, which the person noticed, and departed into the park area where officers cited him for a different violation and served him the trespass order. A few hours later, however, he returned to library property and was arrested for trespassing. Stokes later learned this individual has a history of extreme violence with deadly weapons. The trespass period is indefinite, but for one year minimum. Staff has been informed not to engage this individual, and to call 9-1-1 if observed lingering on library property or entering into the building.</p> <p>Facilities – Ed has installed a new circulation pump on the water system which has greatly improved the water pressure and hot water delivery to all faucets. The water heater was upgraded to a new tankless on demand unit, that should save us some money for its energy efficiency.</p> <p>Library Foundation – The Foundation’s annual meeting is next Tuesday at 4:30 pm. Minutes from the prior meeting show their cash balance was about \$16,000, and to that they added a matured investment CD, so should be up to \$26,000. The library is adding another \$20,000 to that from the Barger Bequest. Per the district’s auditor, that alone should qualify the organization as a component unit, Friends of the Library resources notwithstanding. So, it will need to be included in the audit next year.</p> <p>Palmer asked if the library is participating in the Big Read this year. Stokes explained the program.</p> <p>That concluded the Director’s report.</p>
<p>Finance Report</p>	<p>Stokes displayed the financial report in <i>GoToMeeting</i> and scrolled through as Hawes reported on financial activities:</p> <p>The General Fund received tax turnovers of \$26,673.29 on February 1, 2021.</p> <p>In Personnel Services, District Salaries is on target with budget at 65% spent. Two noteworthy checks are the monthly group insurance of \$11,318.17 which is mailed on first each month and a check for a medical deductible reimbursement of \$1,500 for 2020. The PERS electronic payment is scheduled for February 12 (this week) for the February liability. PERS is current and at 65% spent. In total, Personnel Services is at 65% spent, slightly under the 67% anticipated for this time of the fiscal year.</p> <p>In Materials & Services, the book budget includes a check to Ingram \$1,332.21 for the monthly book order, and EBSCO of \$1,269.00 for Novelist subscription</p>



Baker County Library District
Library Board
Regular Meeting Minutes

Feb 8, 2021

renewal. The Building budget includes checks to Kingsley (Jackson Enterprises) of \$1,888.00 for another drive up book drop insert and to Clary Business Machines of \$9,740.00 to stock filters for the Aeromax units that have been installed. In Janitorial, a check to Goertzen Janitorial of \$2,200 for the monthly contract \$1,875 plus \$325 for additional COVID related cleaning. The insurance budget includes a check to Special Districts of \$20,870.00 for the annual liability insurance which also includes auto, property and flood coverage. In the heating fuel budget, two checks to Ed Staub & Sons were issued, one on February 1 of \$920.74 for Halfway propane delivery in January and a second check on February 8 of \$339.69 for Haines propane delivery. A noteworthy fact is that the heating fuel costs are at 50% due to a mild winter. Another noteworthy check has been written of \$753.81 to the City of Sumpter for the library 50% share of the electricity and propane costs for the Sumpter Library for July-December 2020; Hawes contacted the City clerk and suggested the library reimburse them for half of the fiscal year. There is one more catch-up payment to make on heating fuel for the prior fiscal year. Once that comes in, we will once again be current with the City of Sumpter.

Hawes said she will get the approved supplemental budget changes posted to the books and make the budgeted transfers, before the next meeting. She apologized that wasn't included for this month. January was very busy.

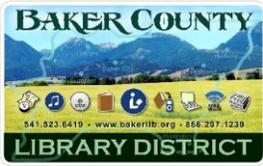
The **Other Funds** received Amazon book sale revenues totaling \$181.71. There were no checks written. Following the financial report, is the Memorial Funds report on Designated Funds for the board to review and a copy of the Barger Bequest allocation discussed at the January 11 board meeting. After the January minutes are approved, the funds will be dispersed.

The **Sage Fund** had no revenues this month. This fund wrote 5 checks for courier services totaling \$1,026.60. Sage wrote the monthly reimbursement to General Fund for PERS liability of \$1,526.19. Again, PERS is current.

Volunteer Check Signer for February – One board member volunteer is needed to sign checks for February bills now, and again later in the month (about the 25th) in conjunction with payroll. Betty volunteered in January. Beth agreed to sign the General Fund checks before noon tomorrow; Gary will sign the Sage fund checks.

Stokes said that he and Christine attended SDAO online sessions last week. The conference was all online. He reviewed the sessions he attended. Christine commented.

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



Baker County Library District
Library Board
Regular Meeting Minutes
Feb 8, 2021

Next Meeting Date	The next regular Board of Director's meeting will be March 8, 2021.
Adjourn	<p>The meeting was adjourned at 7:16 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

DRAFT

Mr. Perry Stokes
 Baker County Library District
 2400 RESORT ST
 BAKER CITY OR 97814

CREDITOR: 2025 -- Baker County Library District
 DATES LISTED: 01/01/1900 TO 02/28/2021

ALL AMOUNTS LISTED

Accounts Submitted	:	43	Dollars Submitted	:	6,023.91	Dollars Received	:	180.10
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	821.90
Incorrect Addresses	:	9	Dollars in Skiptracing	:	1,486.20	Dollars Waived	:	166.00
Patron Disputes/Suspends	:	0	Dollars in Dispute	:	0.00			
Accounts in Process	:	34	Dollars in Process	:	4,537.71			
# of Accounts Activated	:	9	Total Activated	:	1,551.00			
% of Accounts Activated	:	26.47%	% of Dollars Activated	:	34.18%			

ARTICLE 8 – GENERAL PROVISIONS, Continued

8.3 Problem Solving Procedures

Problems regarding assignments or the ability to perform one's duties or unresolved interpersonal problems shall be brought to the attention of the Library Director for direction and resolution.

An employee may bring any matter he or she wishes before the Board for consideration.

8.4 Outside Employment

A full-time employee who accepts outside employment shall give written notice to the Library Director. Each change in outside employment shall require separate notice and approval. To be approved, outside employment shall:

- a. be compatible with the employee's library work;
- b. not detract from the employee's efficiency in his or her performance of duty at the library;
- c. not conflict with the interests of the Library District nor be a discredit to the District and. be legal.

8.5 Use of Vehicles

Only employees specifically authorized and trained to operate it may drive the bookmobile. Any employee using a District owned vehicle shall provide the District with proof of a valid driver's license.

Any employee using a private vehicle in the performance of duty shall provide the District with proof of personal insurance before using such vehicle and have a valid Oregon driver's license.

An employee will be compensated at the mileage rate established by the Library Board for use of a private vehicle in the conduct of library business, which takes employee outside the town of one's usual employment, providing such use has been authorized in advance.

See *Appendix E* for mileage rate.

8.6 Training

The Library District encourages and promotes training. It encourages employees to bring training opportunities to the attention of the Library Director and to participate in training opportunities which are brought to their attention and are approved for funding.

For attendance at seminars, conferences, training, conventions or other meetings, funds will be allowed for room and board, at the discretion of the Library Director.

See *Appendix E* for meals per diem.

Vehicle Use Policy

Purpose and Scope

The purpose of this policy is to set forth guidelines under which Baker County Library District vehicles will be authorized to district personnel, the guidelines under which district vehicles may be used and guidelines for reimbursement or compensation for employee use of personal vehicles. Employees seeking clarification of or exemption from the provisions of this policy should contact the Library Director who may authorize exceptions to the policy under mitigating circumstances.

Policy

District Vehicles

It is the policy of the district that certain positions require employee access to district vehicles, either during the work shift or on a 24-hour on-call/ emergency basis.

Vehicle Use Requirements

The use of a district vehicle must be related to a particular job responsibility. That concept applies to employees, board members and volunteers. Where the use of the vehicle is for an activity not directly related to a particular job responsibility, deviations from normal use must be pre-approved by the employee's supervisor.

Where the district has agreed to extend the driver's use of a vehicle beyond the normal work requirements it will be the responsibility of the supervisor to document, in writing, all such allowed use. Any use not documented can be viewed as a situation where the driver is operating outside the scope and course of employment and the driver may be personally liable for any accidents that might occur. Any protections for the driver under the Oregon Tort Claims Act may not be available for such unauthorized vehicle use.

Expense Reimbursement – Personal Vehicles

It is the policy of the district to reimburse employees for expenses which they incur as a result of personal vehicular use on behalf of the district.

Expense reimbursement for use of personal vehicles requires advanced approval by the employee or volunteer's supervisor.

- When an employee is authorized to use a personal vehicle for work-related travel, he or she will be reimbursed at the current mileage rate established by the Library Board.
- In addition to the mileage rate, the district will reimburse employees authorized to travel outside of the district, driving personal or district

Vehicle Use Policy

- vehicles, for tolls and reasonable parking expenses, when receipts are provided.
- The district retains the right to require employees to purchase Oregon's minimum liability insurance in accordance with ORS 806.010, Oregon's mandatory insurance law.

General Rules Governing District Vehicle Use

District vehicles may only be used for legitimate district business.

District vehicles will not be used to transport any individual who is not directly or indirectly related to district business. Passengers shall be limited to district employees, volunteers, and individuals who are directly associated with district work activity. Family members shall not be transported in district vehicles, except in cases of an employee traveling out of town for a conference may, with approval from their supervisor, be allowed to take his or her spouse.

Vehicles should contain only those items for which the vehicle is designed. The district shall not be liable for the loss or damage of any personal property transported in the vehicle.

Employees assigned to operate district vehicles are responsible for the operation, care, and condition of such vehicle and are also expected to keep district vehicles clean.

Employees may not operate district vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation.

Employees who operate district vehicles must have a valid Oregon driver's license and may be required to provide proof of a valid license once every six (6) months. To operate certain district vehicles the law requires a Commercial Driver's License (CDL) and/or a hazmat endorsement. The District will cover the costs associated with obtaining and maintaining a CDL, including test, license fees and medical exams. Receipts must be submitted for reimbursement of these costs.

Employees driving district vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.

- Employees who incur fines in district vehicles will be personally responsible for payment of such fines.
- Employees, who are issued citations for any offense while operating a district vehicle, must notify their supervisor immediately, when

Vehicle Use Policy

- practicable, but in no case later than 24 hours. Failure to provide such notice will be grounds for disciplinary action.
- An employee who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of their license, whether in his or her personal vehicle or in a district vehicle, must notify his or her supervisor immediately, when practicable, but in no case later than 24 hours. Conviction for such an offense may be grounds for loss of district vehicle privileges and/or further disciplinary action.

Reporting and Investigating Accidents

When any district vehicle is involved in an accident resulting in property damage or injury to any person, the following procedures shall be observed:

Employee shall immediately report the accident to their supervisor and remain at the scene until a police report is made in the case of a fatality, injury, extensive damage, or damage that renders a vehicle inoperative. Do not remove any vehicle until authorized by your supervisor unless non-removal creates an undue hazard.

In cases where the vehicle(s) suffer only minor damage, other people should not be delayed any longer than is necessary to exchange the required information. All vehicles should carry a list of the necessary information to collect from the other driver and the information the employee would need to collect from them. The operator should also promptly complete the accident report upon returning to the district office.

The supervisor or other designated individual shall respond to the scene and request and facilitate a police investigation. The driver of the district vehicle may be subject to a drug and alcohol test as part of the investigation in the event the incident involves fatalities, injuries that require medical assistance away from the scene, police citations, towing a vehicle from the accident scene, or damages to a vehicle or property of more than \$500. The supervisor shall gather information for the district's insurance carrier, submit independent reports, and report all findings and conclusions to the Library Director.

In the event that an employee's personal vehicle is damaged during an approved, work-related trip and the damage is not due to the negligence of that individual, the district will reimburse the employee up to a maximum of \$250 or the amount of the deductible (comprehensive or collision), whichever is less, per occurrence. A receipt verifying payment of a deductible or payment for repairs is required.

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of district vehicle privileges, suspension, and/or termination from district service.