

**Baker County Library District**  
 Board of Directors  
**Regular Meeting Agenda**  
 Monday, Dec 10, 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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|--------------|---|----------------|
| <b>I.</b>    | <b>CALL TO ORDER</b>  | Dielman        |
| <b>II.</b>   | <b>Swearing in of New Board Member</b>  | Dielman        |
| <b>III.</b>  | <b>Consent agenda (ACTION)</b>  | Dielman        |
|              | a. Additions/deletions from the agenda  |                |
|              | b. Minutes of previous meetings   |                |
| <b>IV.</b>   | <b>Conflicts or potential conflicts of interest</b>   | Dielman        |
| <b>V.</b>    | <b>Open forum for general public, comments &amp; communications</b>   | 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. |                |
| <b>VI.</b>   | <b>NEW BUSINESS</b>   |                |
|              | a. FY2017-2018 District financial audit report  | CPA firm, GLBM |
|              | b. 2019 Holiday closure schedule (ACTION)   | Stokes         |
| <b>VII.</b>  | <b>OLD BUSINESS</b>   |                |
|              | a. Report on OLA Public Library Standards   | Dielman        |
|              | b. Film & photography policy (ACTION)   | Stokes         |
| <b>VIII.</b> | <b>REPORTS</b>  |                |
|              | a. Director   | Stokes         |
|              | b. Finance  | Hawes          |
| <b>IX.</b>   | <b>Agenda items for next regular meeting: Jan 14, 2019</b>  | Dielman        |
| <b>X.</b>    | <b>ADJOURNMENT</b>  | Dielman        |

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The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk\* are scheduled for the current meeting's executive session.

ORS 192.660 (2) (d) Labor Negotiations  
 ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (e, j) Property  
 ORS 192.660 (2) (a, b, i) Personnel

# Library Board Meeting – Annotated Agenda

Monday, Dec 10, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes

## Annotated Agenda

- I. **CALL TO ORDER** Dielman
- II. **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 new appointee **Frances Vaughan** for swearing in by verbal affirmation and written signature agreement. Vaughan was appointed by the board at its October 2018 meeting to fill the position vacated by Nellie Forrester.

“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.”

- III. **Consent agenda (ACTION)** Dielman
- a. Additions/deletions from the agenda
  - b. Minutes of previous meetings

### *Attachments:*

- III.b.i. Board meeting minutes, Oct 8 2018
- III.b.ii. Board meeting minutes, Nov 12 2018

- IV. **Conflicts or potential conflicts of interest** Dielman
- V. **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.
- VI. **NEW BUSINESS**

- a. **FY2017-2018 District financial audit report** **CPA firm, GLBM**

The FY2017-2018 audit report will be presented at the meeting by a representative of Guyer Lindley Bailey and Martin CPA firm of Baker City. It will be posted as soon as possible for public access on the library website at <http://www.bakerlib.org/about/budget.html#section-1>

- b. **2019 Holiday closure schedule (ACTION)** **Stokes**

### *Attachments:*

- VI.b.i. 2019 Holiday closure schedule

Every year, the library closes on holidays recognized by BCLD, which includes most federally-recognized holidays. Eligible staff receives paid vacation on those days (10 per year). Depending on the day of the week a holiday falls, it may be advisable to close in full or partially on other days for safety, security and courtesy to staff. These additional closures are not paid holidays for staff; they adjust their schedules to ensure that they have the correct number of hours. This

# Library Board Meeting – Annotated Agenda

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Monday, Dec 10, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes

year, the recognized holiday calendar is standard with no additional planned closures and the two early closures as is customary on December 24 at 3:00 pm and December 31 at 5:00 pm.

## VII. OLD BUSINESS

- a. Report on OLA Public Library Standards Dielman

Gary will comment on his review of the OLA PLD standards document (see board packet from [October 2018 meeting](#)).

- b. Film & photography policy Stokes

I have received a couple of recommendations from SDAO legal counsel. Also, our insurance agent Kevin Bell reported that his insurance counsel was satisfied with the paragraph on that topic. I am working on revising the draft to reflect board wishes expressed at the October meeting. I expect to have the revised draft ready for review at the January meeting.

## VIII. REPORTS

- a. Director Stokes

### ***Friends & Foundation***

At its November meeting, the Friends funded staff request for display shelving to go alongside fireplace. That shelving is ordered and expected to be set up this week.

### ***Facilities & vehicles***

Ed reports that the “glow plugs” which help pre-heat the diesel engine of the Bookmobile are not functioning and need replacement. The vehicle is now being serviced. Also, the motor on the generator has lost compression power and likely needs to be replaced. Both are critical issues that must be serviced. Ed estimates the cost for generator motor at \$2,000-\$3,000.

Ed has been investigating a possible warranty on the carpeting at the Baker branch. He believes the carpet has some defects which may be covered. Records to validate the warranty, however, have not yet been located and are suspected to have not have been retained either by the district or general contractor on the building remodel project.

### ***Grants***

The 2018 R2R grant report was submitted to State Library. 2019 Ready2Read grant funds were received for the amount of \$7,582.

I received notice of a grant award of \$10,000 from Leo Adler Community Fund for the roof repair (new layer) project.

### ***Programs & services***

On Nov 19, I met with two Jehovah’s Witness group representatives for a property tour and discussion of the district’s Public Demonstration -- Time, Manner, Place policy. I advised they consider the appropriate distance from the entrance to be 20 feet from the entrance rather

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Notes prepared by Library Director Perry Stokes

than 15 feet. I will be proposing that policy be revised with the 20 ft distance for sake of clarity in directing public demonstration activities.

## **Personnel**

I'm pleased to report our IT Manager is back working after medical leave.

## **Safety & Security**

The lock on the staff entrance door needs to be replaced to due wear. It occasionally fails to work with some employee keys. We will be upgrading the lock to a combination punch-pad/key unit. This will allow us to remotely issue the entrance code to police officers in emergencies. The estimated cost is \$400-\$500.

Two other Baker building locks will be replaced as part of the project, as well – the IT Office and Archive Room.

## **Technology**

A demonstration of the Virtual Reality experience kit was set up for the Friends of the Library on Friday morning, 12/7/18. I am working on liability release forms to use with public programs.

### **b. Finance**

Hawes

### **IX. Agenda items for next regular meeting: Jan 14, 2019**

Dielman

- Policy creation/revision –
  - Film & photography policy
  - Public Demonstration: Time, Manner, Place Policy
  - Fee Schedule
- Discuss prorated staff benefits
- Review of donations process

### **X. ADJOURNMENT**

Dielman



# Baker County Library District

Board of Directors

## Regular Meeting Minutes

Monday, Oct 8, 2018

<p><b>Call To Order</b></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 <b>Dielman</b>, Kyra <b>Rohner-Ingram</b>, Nellie <b>Forrester</b> and Della <b>Steele</b>, Directors; Perry <b>Stokes</b>, Library Director and Christine <b>Hawes</b>, Business Manager. Guests present were: Sue Forrester and Aletha Bonebrake. Betty <b>Palmer</b> arrived at 6:40pm.</p>
<p><b>Consent Agenda</b></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. <b>Forrester made a motion to approve the Consent Agenda as presented; Rohner-Ingram seconded; the motion passed unanimous.</b></p>
<p><b>Conflicts or Potential Conflicts of Interest</b></p>	<p>Dielman asked for any potential conflicts of interest. There were none.</p>
<p><b>Open Forum for general public</b></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><b>REPORTS: Director</b></p>	<p>Stokes gave the Director's Report:</p> <p><b>Friends &amp; Foundation</b> – 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><b>Personnel</b> – 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><b>Safety</b> – 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><b>Storytime</b> – 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><b>Vehicles</b> – 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><b>Finance</b></p>	<p>Hawes passed out financial reports and check packets for signatures.</p> <p>The <b>General Fund</b> did not receive tax turnovers during October, again this is consistent with prior years. In <b>Personnel Services</b>, is at 36% spent and is on track with the budget. In <b>Materials &amp; Services</b>, 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 &amp; 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 &amp; 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><b>Other Funds</b> 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><b>Sage Fund</b> 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>
<b>OLD BUSINESS</b>	None
<b>NEW BUSINESS: Authorize Tax Anticipation Note</b>	<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, <b>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.</b></p>
<b>Film &amp; Photography Policy</b>	<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>
<b>Report on Public Library Statistics</b>	<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.
<b>Report on PERS Employer Incentive Fund</b>	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.
<b>Appoint Replacement Board Member</b>	<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. <b>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.</b></p>
<b>Next Meeting Date</b>	The next regular Board meeting will be November 12, 2018 at 6:00pm.
<b>Adjourn</b>	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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# Baker County Library District

Board of Directors

## Regular Meeting Minutes

November 12, 2018

<p><b>Call To Order</b></p>	<p>The meeting was held in the Riverside Meeting Room. With two board members present, the start of the meeting was delayed awaiting another arrival of another to make a quorum. Stokes said that Rohner-Ingram had informed him of a schedule conflict. Dielman called the meeting to order at 6:23pm and declared that no quorum was present. Present at the meeting were Gary <b>Dielman</b> and Della <b>Steele</b>, Directors; Perry <b>Stokes</b>, Library Director and Christine <b>Hawes</b>, Business Manager.</p>
<p><b>Consent Agenda</b></p>	<p>Approval of the consent agenda was tabled in the absence of a quorum.</p>
<p><b>Conflicts or Potential Conflicts of Interest</b></p>	<p>Dielman asked for any potential conflicts of interest. There were none.</p>
<p><b>Open Forum for general public</b></p>	<p>Dielman asked if there were any communication to present. Stokes had none to share.</p>
<p><b>REPORTS: Director</b></p>	<p>Stokes gave the Director's Report:</p> <p><b>Friends &amp; Foundation</b> –No report.</p> <p><b>Facilities</b> –Minor roof leaks at the Baker branch were recently repaired. In the northeast area Reading Room area, Ed has painted stained ceiling tiles. Due to repeat occurrence of false alarms, the contracted janitor crew were retrained on operation of the alarm system. Ed purchased a new ladder for safety reasons. The new model is much more stable for overhead work such as soffit repair. A project to expand DVD storage at the Baker branch circulation desk is in progress. Ed will be enhancing drawer sturdiness and pullout hardware and to accommodate the weight of materials and heavy use. Replacements of building toilet bowls are planned for those that are stained. A variety of techniques have been tried without success. Ed will begin to replace the oldest and most unsightly units over the winter. Commercial units are estimated at about \$250 each. Stokes is also working with Ed to develop facility maintenance service contracts to bid out services such as electrical, plumbing, and snow removal.</p> <p><b>Grants</b> – The Rotary Club gave the library a grant of \$2,000 for early literacy programs with half of that being designated for the Literacy Coalition.</p>



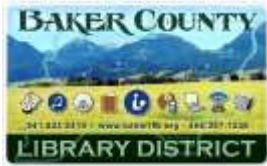
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	<p><b>Programs &amp; Services</b> – The local Jehovah Witness leadership has been notified of repeat policy violations of the district’s Time, Manner, and Place Policy. They occasionally have representatives near the front entrance to hand out materials and discuss their beliefs, but they have been within the 15 foot clearance zone as required by the policy. A meeting to clarify policy requirements is being planned. Interest in the Robotics Club program has spiked recently with participants exceeding club capacity. The number of robots and laptops for coding is limited. The spike is correlated to increased marketing with posters and radio ads.</p> <p><b>Personnel</b> – IT Manager Jim White is currently out on indefinite medical leave. Nola, Circulation &amp; Operations Manager, will be implementing use of scheduling software to make the process more efficient. It schedules daily shifts and coordinates filling open shifts by sending out emails to eligible personnel. The annual cost of the software is about \$200.</p> <p><b>Safety</b> – Due to unauthorized use and vandalism, the few electrical outlets on the exterior of the Baker branch have been capped off and/or decommissioned. Outlets have been damaged and locks have been broken off. Since these are a potential safety hazard, the district is not able to make them available to the public.</p> <p><b>Technology</b> – Four new laptops were ordered primarily for staff use. A specialized cabinet was also purchased for storage and circulation management of these units. Nola is crafting a more formal checkout process for issuing and tracking staff laptops.</p> <p><b>SDAO Training</b> – Online training for all staff is annually set in October at the staff training day. There will be 2 sessions of training this winter. The first set of 3 is Mandatory Child Abuse Reporting, Stress Management and Browser Security and will run for 90 days. Another session of 3 will immediately follow this covering Active Shooter, Blood Borne Pathogens (BBP), and Cybersecurity.</p> <p><b>In addition</b>, there was an article printed in the Hells Canyon Journal on the library. It was a lengthy article on library activities and coming services such as our “library of things”.</p>
<b>Finance</b>	Hawes passed out financial reports and check packets for signatures.



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	<p>The <b>General Fund</b> received 2 tax turnovers in November, Nov 2 and Nov 8 totaling \$258,126. Historically, the District receives 3 or 4 so another tax turnover is anticipated by the end of the month. The District also received a grant of \$3,000 from the State Library of Oregon to enhance the juvenile book collection. As previously reported, those books were already purchased. <b>Personnel Services</b> is at 44% spent and is on track with the budget. You will note the State unemployment expense line is overspent nearly double of the budgeted amount. The rate increased in 3<sup>rd</sup> quarter from 0.001 to 0.006 on gross subject wages. In <b>Materials &amp; Services</b>, the book budget included Ingram \$2,905.66 a small order this month, LEO subscriptions of \$3,754 for Library2Go and EBSCO Auto Repair subscriptions. Checks include the annual Sage membership of \$12,271; Landmark Construction \$3,000 to winterize the roof and maintenance, Action Plumbing \$150 annual backflow testing on the boiler; Lowry \$943.11 for bar code order and, finally, Ed Staub &amp; Son \$303.56 for heating fuel in Haines. The current GF cash balance is \$206,422. The General Fund owes Other Funds \$120,000 in operating loans. And as Stokes will report, we were able to avoid securing the TAN short-term loan. The District operated on its own funds in October.</p> <p><b>Other Funds</b> received \$845 in memory of Betty Kuhl and donations for the Bike Repair Station \$1,100 from the Friends of the Library and \$738.75 from Baker Loves Bikes. One check was written to Visa \$179.31 for shipping online book sale items and VR project expense. Repayment of the InterFund loans is expected by the end of November, no later than the first tax turnover in December.</p> <p><b>Sage Fund</b> received membership income totaling \$100,343 which is nearly half of its dues revenue budget. Checks written include Visa \$506.13 website subscription and courier services, plus 5 checks to independent couriers totaling \$2,167.16 and the monthly contract for IT support of \$5,000.</p> <p>There were no further questions. The checks were signed and check lists initialed approving activity for all three funds.</p>
<p><b>OLD BUSINESS:</b>  <b>Tax Anticipation Note (TAN)</b></p>	<p>Dielman asked about the TAN activity. Stokes reported that the district did not need the short-term operating loan for this fiscal year after all. Expenses up through the end of October were less than originally</p>



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	<p>projected and payments on a couple large payments were able to be delayed until after the tax turnovers were received. Many thanks to Christine and staff for making this achievement possible.</p>
<p><b>Film &amp; Photography Policy</b></p>	<p>Stokes said the policy is still being reviewed by SDAO counsel. The topic was tabled.</p>
<p><b>NEW BUSINESS: Swearing in of New Board Member</b></p>	<p>Tabled to the next meeting. Stokes has not heard from the newly appointed board member, Frances Vaughan. He will continue attempts to contact her. Steele expressed concern.</p>
<p><b>County Assessor Millage Report</b></p>	<p>Stokes said that every fall the County Assessor sends out a millage report on valuation and agency revenue projections. Stokes enters that data into a spreadsheet to calculate anticipated revenues. He was astonished to find a valuation increase of 10.8% which would generate a surplus on tax revenues of about \$65,000. The report also assessed proceeds on additional land taxes of about \$70,000. Regrettably the Assessor says “not to bank on it”. The surplus is primarily from valuation on windfarm property in Huntington which is being disputed. Resolution of the dispute could take 2 years. When and how much of the assessments the district will receive is unknown. The Assessor said disputes are usually settled for no less than half. When adjusted for the wind farm, the TAV growth is 4.2% which is still above the 3.5% budgeted but revenue increases are nullified by compression. At this rate, we should be on target for the amount budgeted but he doesn’t anticipate a revenue increase this year.</p>
<p><b>Discussion on Federal Court Decision on Homeless Camps</b></p>	<p>Stokes reported about a recent case law decision about homeless camping that affects public agencies. Police enforcement of the City of Boise’s prohibition of camping on public sidewalks was challenged and a federal court determined homeless persons cannot be evicted from public property when no shelter is available. He reviewed relevant library policies. According to an SDAO attorney, districts may still be able to regulate camping by requiring a fee. In this way, the activity is not criminalized as prohibited by the court decision. Stokes said there have been periodic instances of overnight sleeping on the property but no temporary camp sites have been set up. Dielman said we need to keep doing what we are doing. He said we should wait and see if the Supreme Court backs up the 9<sup>th</sup> Circuit Court; if it does, then we will be concerned. Stokes wanted the board to aware of the matter.</p>
<p><b>Discussion on Free</b></p>	<p>Stokes said another library matter has been in the news of which the</p>



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<b>Narcan Opportunity</b>	board should be aware. A prominent drug company recently announced it would provide two doses of the Narcan drug to every public library in the US. This is a nasal spray version of a drug that interrupts opiate drug overdoses. Stokes described the medical treatment procedure, effects and associated concerns. Stokes said that he is not comfortable asking the library staff to administer Narcan since, like CPR, it potentially risks personal health and legal liability for adverse effects. The Baker branch has first responder services nearby. He wants to retain current practice of contacting 911 and leaving medical treatment to EMT's. Board members present agreed.
<b>Next Meeting Date</b>	The next regular Board meeting will be December 10, 2018 at 6:00pm. We anticipate the audited financial reports being presented by the auditing firm.
<b>Adjourn</b>	The meeting was adjourned at 7:24 pm.  Respectfully submitted,  Perry Stokes, Secretary to the Board  PS/ch





## 2019 Holiday Closures

	DATE	DAY	REASON
1	January 1	Tuesday	New Year's Day
2	January 21	Monday	Birthday of Martin Luther King Jr.
3	February 18	Monday	Presidents' Day
4	May 27	Monday	Memorial Day
5	July 4	Thursday	Independence Day
6	September 2	Monday	Labor Day
	October 14	Monday	Staff in-service training
7	November 11	Monday	Veterans Day (observed)
8	November 28	Thursday	Thanksgiving
9	November 29	Friday	Day after Thanksgiving
	December 24	Tuesday	Early closure, 3:00 PM
10	December 25	Wednesday	Christmas
	December 31	Monday	Early closure, 5:00 PM

	Staff paid holiday	
	Public closure – staff work day (full or partial)	