

Baker County Library District

Board of Directors

Regular Meeting Agenda

Monday, Aug 11, 2014, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

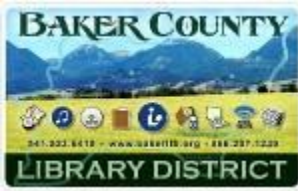
Gary Dielman, President

6:00	I. CALL TO ORDER	Dielman
	II. Additions/deletions from the agenda (ACTION)	Dielman
	III. Conflicts or potential conflicts of interest	Dielman
	IV. Approval of minutes from previous Board Meeting (ACTION) <i>Related documents: Board Meeting Minutes 7/14/14</i>	Dielman
	V. Open forum for general public, comments & communications 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. PREVIOUS BUSINESS	
	i. None	
6:10	VII. ANNUAL / RECURRING BUSINESS	
	i. End-of-year 2013-14 financial report – cash flow projection	Hawes
6:20	VIII. NEW BUSINESS	
	i. Organization Chart Revision (ACTION) <i>Related documents (2):BCLD Org chart 2014-08 DRAFT; BCLD Org chart 2014-04</i>	Stokes
6:45	IX. ADMINISTRATIVE REPORTS	
	i. Director's Report <i>Related documents: To be distributed at meeting.</i>	Stokes
	ii. Business and Financial Report <i>Related documents: To be distributed at meeting.</i>	Stokes
	X. Agenda items for next regular meeting: Sep 8, 2014 6:00pm	Dielman
7:30	XI. ADJOURNMENT	Dielman

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

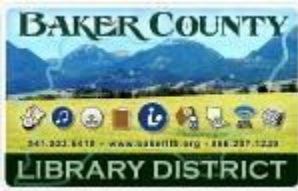
ORS 192.660 (1) (d) Labor Negotiations
ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (e) Property
ORS 192.660 (1) (i) Personnel



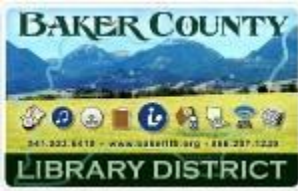
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Call To Order	<p>Gary Dielman, President called the meeting to order at 6:02pm. He declared a quorum was present. The meeting was held in the Large Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were Directors Gary Dielman, Nellie Forrester, Kyra Rohner-Ingram, and Della Steele, and Library Director Perry Stokes.</p>
Agenda Approved	<p>Dielman asked for additions or changes to the agenda. No changes were proposed.</p>
Conflicts of Interest	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none.</p>
Board officer elections	<p>Dielman stated nominations were open for the offices of Library Board President and Vice President. He nominated Kyra Rohner-Ingram. Stokes reported that Palmer had alerted him she was unable to attend the meeting. Steele proposed re-electing the current officers to their same positions, Dielman as President and Palmer as Vice President. Members discussed duties and time involved with officer positions. Nellie and Kyra voiced support for re-election of Dielman and Palmer. Dielman called for a vote; he and Palmer were re-elected by the other three Directors. Dielman abstained.</p>
Minutes Approved	<p>Dielman asked for corrections to minutes. There were none. Rohner-Ingram made a motion to approve both the Agenda as corrected and the June 16, 2014 Regular Meeting Minutes as presented; Forrester seconded; motion passed unanimously.</p>
Public Comment	<p>Dielman noted no members of the general public were present for comment. He asked Stokes for any correspondence since; there was none to report.</p>
Sage Fiscal Agency Proposal	<p>Dielman and Forrester said they had reviewed the documents and were satisfied with the contents. Stokes said the legal budget and banking infrastructure for Sage fiscal agency are in place and the district did receive transfer of the balance of Sage funds in the amount of \$95,000. All Sage members are now being asked to submit signed copies of the new IGA.</p> <p>Dielman stated he saw no remaining issues of concern with the caveat that he is not a lawyer. The Sage organization, he said, is entitled to restructure its bylaws as its membership wishes. Stokes clarified in response to an email inquiry from Dielman that the newly added termination clause for BCLD as fiscal agent is the same process and timeline as required of any Sage member that wishes to withdraw – essentially a minimum of 6 months notification.</p> <p>Rohner-Ingram said that the agreements in her interpretation do not commit BCLD to take on significant additional financial risk by becoming fiscal agent. The Sage membership will remain responsible for all expenses and losses and</p>



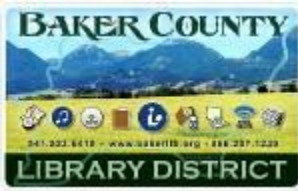
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	<p>reimburse BCLD for fiscal agent administrative work.</p> <p>Dielman asked for additional discussion. There was none. Steele moved to approve both Resolution 2014-15.001 and the Sage IGA; Forrester seconded; passed unanimously.</p>
<p>Resolution setting regular meeting time for 2014-2015</p>	<p>Dielman stated that he had requested an edit of the draft resolution emailed by Stokes--the addition of a clause to provide schedule changes or special meetings. Stokes read the resolution as revised; Dielman was satisfied with the change.</p> <p>Rohner-Ingram moved to adopt Resolution 2014-15.002; Forrester seconded; passed unanimously.</p>
<p>SDAO Joinder of Trust Agreement</p>	<p>Stokes reported that all SDAO insurance participants are being required to submit a new signed Joinder of Trust Agreement. He noted that the board packet included a brief description of the background & explanation of need along with FAQ answers.</p> <p>Rohner-Ingram stated she was not very familiar with this legal area. Dielman asked Stokes for a description. Stokes said the new Joinder is an update of the original agreement needed to accommodate law changes since 1985. While SDAO provided assurance it had adequate funds in reserve (over \$38 million) to pay major claims, the supporting documents did state that if SDAO reserves were inadequate that all members would ultimately be responsible for their own claims.</p> <p>Forrester asked what kind of claims SDAO insurance covers. Stokes stated it includes such claims as workers compensation, liability, crime & property. He noted that SDAO did not provide the old agreement for comparison so we are unable to compare and contrast the changes.</p> <p>Dielman said that without legal training, it is difficult to determine if the new agreement is an increase of liability. Rohner-Ingram stated she would like to see a markup of changes. Dielman said a markup of changes could be requested from SDAO. Additional legal opinions could be sought. Stokes noted that our legal counsel contacts are SDAO and Baker County D.A. Matt Shirtcliff. However, if the agreement is not adopted by the deadline, BCLD will default on coverage. Negotiation likely not possible, it is either full approval or decline.</p> <p>Unfortunately, Stokes said, BCLD did not receive the documents package when it was originally distributed in April for some reason. The deadline is now July 15 (next day), so to retain insurance coverage immediate approval is needed.</p> <p>Forrester suggested that the agreement be approved, but that Stokes should inform SDAO that the board was uncomfortable doing so since the old agreement was not provided and there is no time for investigation. Kyra said that on the</p>



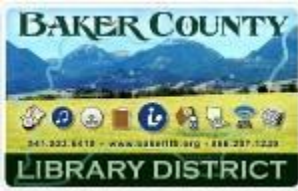
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	<p>positive note, the change does bring the board’s attention to a document that had never previously been reviewed.</p> <p>Rohner-Ingram moved to approve Resolution 2014-15.003; Steele seconded; passed unanimously – “under protest”. Stokes was directed to relay the complaint to SDAO.</p>
<p>Firearms in Libraries</p>	<p>Stokes said that a citizen had recently inquired about the legality of firearms in public libraries. Prior to investigating this issue, Stokes’ understanding was that firearms could be openly carried in library buildings due to 2nd Amendment U.S. Constitution rights. He found, however, that Oregon state law restricts firearms in public buildings except when the carrier is law enforcement, active duty military, or someone with a valid concealed weapons permit. The library is classified as a “public building”.</p> <p>Baker County District Attorney confirmed Stokes understanding and added that a concealed carry permit allows open carry as Dielman had stated. That information was relayed to the inquirer and no response was received to date.</p> <p>Dielman stated that the board should consider whether additional action beyond staff training on the issue is necessary, such as posting signage at library entrances. His recommendation is that no signage be posted since illegal acts are already addressed in the Code of Conduct and due to concerns that signage would be counterproductive.</p> <p>Stokes said that the library makes an additional allowance beyond the legal exemptions in <u>ORS 166.370</u> for participants in a scheduled event involving firearms held at the library, such as a hunter safety course or hobby club interested in black powder rifles.</p> <p>Stokes said he supports Dielman’s recommendation to not post signage about firearms. The recent inquiry is the first time it has been an issue to his knowledge. The matter will be reviewed at the next staff meeting and district-wide staff training event in the fall. Board consensus was supportive of the training measures and enforcement procedures as described by Stokes.</p>
<p>Richland Library Lease with NEOHA</p>	<p>Stokes said that a new occupancy agreement for the Richland library was necessary since NEOHA had taken over ownership of the property from Pine Eagle School District. The agreement sets district responsibility for electricity charges at 70% of the monthly bill and full responsibility for water/sewer charges since the library is on its own meter.</p> <p>Dielman asked about the record of utilities use; Stokes said that since the district was sole occupant of the building for several years we have a good history for reference of the standard usage cycles through the year.</p>



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	<p>The agreement is for 5 years. There are ownership protection clauses for district property and upgrades. The termination clause requires 90 days written notice. Should BCLD violate the terms of the agreement, however, NEOHA may terminate occupancy with 30 days' notice.</p> <p>Directors asked for clarification on the ownership protection for fixtures installed by the district. Stokes said that he had revised that section from the original proposal to clarify that NEOHA ownership applies only to fixtures in the space prior to BCLD taking occupancy. He plans to supplement the agreement with an inventory list of assets the district intends to retain should it ever relocate. Forrester suggested taking photographs as supplemental documentation; the board supported that strategy.</p> <p>Dielman asked if any board action was needed. Stokes said no. The matter was primarily a report for documentation purposes only; he has already signed and submitted the lease to NEOHA.</p>
<p>Administrative Reports: Director's Report</p>	<p>Stokes passed out checks for board signatures. He noted the packet includes a new set of Sage fund checks that only Dielman can sign.</p> <p>Forrester inquired about a check for air conditioner repair at the Baker branch. Stokes said that a contractor was called to perform annual maintenance, replacing some filters and running diagnostics on the HVAC system. Temperatures in the main space of the library are around 75 degrees. The contractor found some equipment issues which will require future repair.</p> <p>At the Richland branch, since the NEOHA residential housing remodel, the library has experienced excessive heat in its interior. Last summer, a window AC unit on loan from our Facilities Specialist was temporarily installed to alleviate the heat. Since Mr. Watson has moved on, we need to find an alternate solution. Last week a mobile AC/heating unit from Costco (14,000 btu, \$589.99) was acquired and installed by IT Manager Jim White. Richland staff reported Saturday that interior temperatures continued to climb into the low 80's by mid-day. They are logging temperatures to help inform our strategy. We may implement an alternate schedule of Summer Hours and/or acquire a second AC unit from Costco.</p> <p>For a comprehensive solution, HVAC project bids are being requested from local companies. Initial estimates are \$8,000-\$12,000, which may require a grant to accomplish. Since NEOHA is the property owner, any installation plan will need be presented to them for approval and possible funding support. Dielman asked how cost effective installation of a major system would be compared to continuing with the ad hoc relief measures. Stokes said that will be assessed when the bids come in. There may be some energy-efficiency rebates available from Idaho Power.</p>



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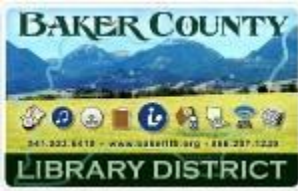
Directors inquired about other items on the **Costco purchase**. Stokes said that in addition to the Richland mobile AC unit and pedestal fan, the order included several large recycling and garbage bins and some computer & video equipment. The Bookmobile laptop was in need of an upgrade; a GoPro3 video camera was purchased that will be made available for public loan. Dielman asked about loan terms or fees for the GoPro; Stokes replied that loan procedures will be similar to the current practice of checking out the digital projector and that no fee will be required.

Stokes reported that newly installed **landscaping plants were vandalized** shortly after being planted. They were put in along the river bank near the south parking lot at the Baker branch but got trampled within days. So, before departing, Facilities staff John Watson deployed protective measures including a plastic mesh barrier, No Trespassing signs, and wire tomato cages around the plants. There has been one minor trespassing incident since. The young individuals and their guardian were confronted by PS and given a warning. Dielman commented that the Bleeding Hearts may not do well with the sun exposure at that location.

An **LSTA grant for Early Learning tablet computers** crafted by Kat Davis, Halfway resident and former director for the Pendleton Public Library, was passed through the first approval stage. Stokes is working with Davis to develop the grant into a full proposal which will be due in mid-August. Stokes described the grant objective of bridging the digital divide for low-income and “at-risk” youth that are less likely to have adequate access to computing resources. The grant emphasizes guided computer use with parental involvement with the idea that early experience will imbue an understanding of the logic of technology functions and operations.

Stokes said he had two incidents to report involving law enforcement response. On June 16, 2014 the **Huntington branch suffered graffiti** on exterior of building and an outside bench. Stokes supplied video evidence to the Baker County Sheriff which helped identify the culprits and enable charges to be filed. The two individuals responsible are now excluded for one year. Dielman asked about reimbursement. Stokes said he is expecting a Victim Assistance Packet in which he will report the district’s labor and materials costs. Removal of the graffiti is not expected to be difficult.

On July 2, 2014 Baker City Police responded to an **alleged harassment of a child incident**. A 19 year old male approached two young girls in the children’s computer lab and repeatedly touched one of them, aged 9, on exposed skin areas of the arms and legs. His other hand was in his front pants pocket in a peculiar way. The man was a complete stranger to the girls and the incident disturbed them enough that they informed library staff and their parent. Video evidence of the incident was provided to the responding officer. The suspect is believed to be new to the area having been issued a library card in mid-June 2014. Stokes contacted Dielman to also review the video footage. The two determined to



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notify the suspect that he is excluded indefinitely, pending the law enforcement investigation.

Stokes projected for the board the **revised versions of library card registration forms**. The forms were revised and printed in mid-June. There are now two different forms – one for adults and a blue one for Juveniles. The color coding will help alert staff that an updated registration card may be necessary. Primary changes involve expanded parental control options and additional user authorizations. Stokes reviewed the various changes in detail. Many are designed in anticipation of deploying self-checkout services one day. In the case of parental restrictions on movies rated R or NC-17, Stokes expects that a wholesale automated block of the format of movies on self-checkout would be the only way to retain accommodation of this service for parents. Youth encountering such a block would be directed to the staff desk whereupon the account could be access and restriction explained to them. Expanded authorization options allow library users to give full account access to anyone they choose (such as a spouse, parental partner, or caregiver), or a limited “Info Release” authorization which would allow sharing of borrowing information on the account while retaining security on contact & core account information. Stokes said that he has not observed other libraries allowing such authorizations on library accounts but he wished to allow access authorizations in a manner similar to HIPA medical information releases.

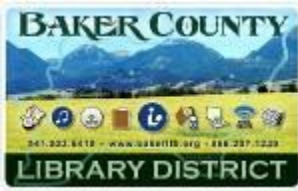
On the subject of Personnel, the **Cataloging Specialist position** is planned to be advertised in August so as not to be confused with the Sage grant cataloging position and provide some budget savings. In the interim, staff are working extra desk shifts and cataloging high-demand non-fiction items. The position fulfillment delay will allow a couple thousand dollars to be saved.

Six **Conversation Project programs** from the Oregon Humanities have been scheduled for July-October. The full schedule is posted on the library website. Posters from the first two events are up in the library.

As mentioned previously, a GoPro3 camera was acquired and will be made available for public loan. This is a high definition durable video camera that is often used to film outdoor, underwater or sporting events.

Six new **Early Learning stations from the AWE company** were acquired at a substantial discount negotiated by Libraries of Eastern Oregon. Each library branch will now have a unit. Baker acquired a second unit with the After School Edge program suite which is designed for early elementary aged children. The Baker County Friends of the Library has pledged \$3,000 to match the districts investment in these stations.

Consistent **troubles with accessing our public wireless network** have been reported by patrons for the last 3 months. Staff have been keeping a log of such

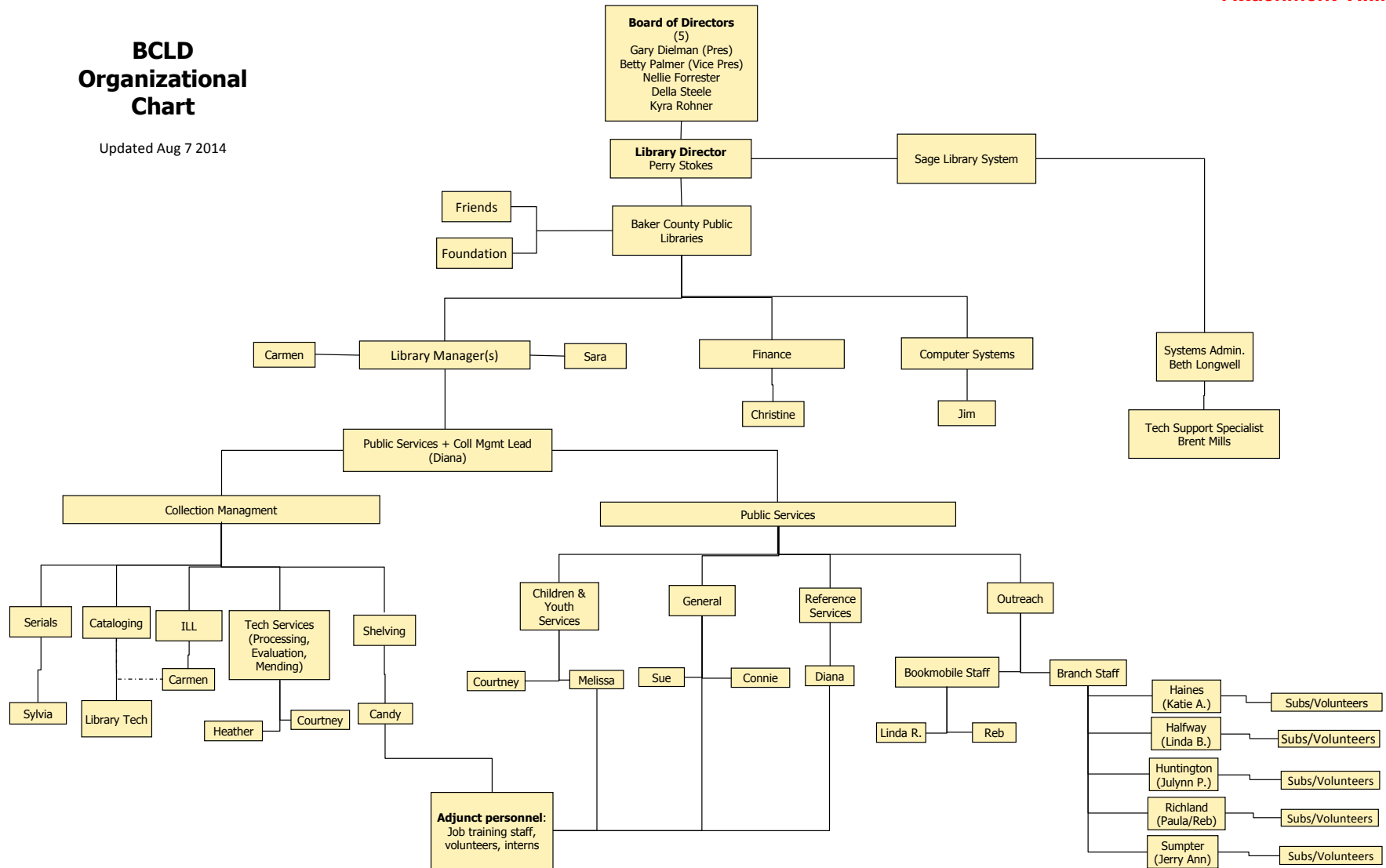


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	<p>issues and Jim has been working with Cisco to reconfigure our network server to troubleshoot the issue. After observing operation of the wireless network in place at the Lakeview Library, I directed Jim to acquire new Uni-Fi wireless Access Point devices for the main branch. These devices will enable unification of our public wireless access points so that the same WiFi name is displayed on devices regardless of which device a patron actually connects to. It also allows administrative monitoring and controls such as requiring users to accept a usage agreement for access and tracking of the number of daily logons.</p> <p>A training day for branch staff was held on June 30. Stokes commended Diana Pearson for coordinating their monthly visit so that no additional travel expenses were incurred. The primary focus of the training was on the logic and procedures for efficiently rotating new materials around the branches.</p>
<p>Business and Financial Report</p>	<p>Stokes relayed a message from Christine that the year-end cash figure was \$189,000 but the budget balance based on the modified accrual method was on target at \$213,000.</p> <p>Payment highlights include book orders in June and early July, carpet cleaning at the Richland & Halfway libraries, LEO membership, Library2Go renewal, Movie Licensing for public showings of films at the library, and Sumpter utilities.</p> <p>Stokes reviewed Sage payments with Dielman. Checks were signed and approved by those present.</p>
<p>Next Meeting Date</p>	<p>The next regular meeting will be August 11, 2014 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:33 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

BCLD Organizational Chart

Updated Aug 7 2014



**BCLD
Organizational
Chart
(Departmental)**
2014-04

