

Baker County Library District

Board of Directors

Regular Meeting Agenda

Tuesday, Jul 12, 2022, 12:00 – 1:00 pm

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

Meeting simulcast via [Zoom](#)

Kyra Rohner, President



- | | |
|---|-----------------|
| CALL TO ORDER | Rohner |
| I. Consent agenda (ACTION) | Rohner |
| a. Additions/deletions from the agenda | |
| b. Minutes of previous meeting | |
| II. Conflicts or potential conflicts of interest | Rohner |
| III. 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. | |
| IV. OLD BUSINESS | |
| a. None | |
| V. NEW BUSINESS | |
| a. Election of officers (ACTION) | Rohner |
| b. New Fiscal Year Business | President-elect |
| i. Establishing regular meeting time (ACTION) | |
| ii. Appointing agents of record (ACTION) | |
| iii. Authorizing auto-pay for select vendors 2022-23 (ACTION) | |
| VI. REPORTS | |
| a. Director | Stokes |
| b. Finance | Hawes |
| VII. Next meeting: Aug 9, 2022 | President-elect |
| VIII. ADJOURNMENT | President-elect |

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, Jul 12, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- I. CALL TO ORDER Rohner
- II. Consent agenda (**ACTION**) Rohner
 - a. Additions/deletions from the agenda
 - b. Minutes of previous meeting

Attachments:

- II.b.i. Board meeting minutes, Jun 13 2022

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

VI. NEW BUSINESS

- a. Election of officers (**ACTION**) Rohner

At the July meeting the Board elects its officers, President and Vice President, for the fiscal year. For the previous year, Kyra has served as President and Betty as Vice President.

- b. New Fiscal Year Business President-elect

- i. Establishing regular meeting time (**ACTION**)

Attachments:

- VI.b.i. Resolution No. 2022-23.01

The Board must annually adopt a resolution setting its regular meeting time. At the June meeting, the Board consensus was to change the current regular meeting time to the second Tuesday of the month at 12.00p (Noon). The proposed resolution establishes that regular meeting schedule. A fiscal year calendar is included. I see no necessary exceptions to propose at this point.

- c. Appointing agents of record (**ACTION**)

Attachments:

- VI.c.i. Resolution No. 2022-23.02

The District must annually appoint its insurance agents of record. We have one agent, Clarke & Clarke, which assists the district with general liability, property insurance, and employee health insurance benefits which we currently get through Special Districts Association of Oregon. Clarke & Clarke representatives have been very helpful. The attached resolution affirms the Clarke & Clarke firm as insurance agent of record for the coming year.

- d. Authorizing auto-pay for select vendors 2022-23 (**ACTION**)

Attachments:

- VI.d.i. Resolution No. 2022-23.03

This resolution enables the district to set up automatic electronic payments on standard billing items as listed, primarily utilities, corporate and payroll costs. This will make the process more

Library Board Meeting – Annotated Agenda

Monday, Jul 12, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes

efficient and save time and expense for the board and Business Manager of paying these bills by check. The expenses will be disclosed in a monthly financial report.

VII. REPORTS

a. Director

Stokes

Report to be delivered at the meeting.

b. Finance

Hawes

Report documents to be distributed at the meeting.

VIII. Next meeting: Aug 9, 2022

President-elect

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

VIII. ADJOURNMENT

President-elect



Baker County Library District
Library Board
Regular Meeting Minutes

June 13, 2022

<p>Call to Order</p>	<p>The meeting was held in the Riverside conference room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Gary Dielman, Betty Palmer, and Beth Bigelow. Also attending were Perry Stokes, Director and Christine Hawes, Business Manager. Kyra Rohner and Joan Spriggs attended the meeting on Zoom.</p> <p>There were no guests present.</p> <p>Kyra Rohner called the meeting to order at 6:03pm.</p>
<p>Consent Agenda</p>	<p>Rohner asked for any additions or deletions to tonight’s agenda or minutes. Rohner asked if there were comments on the two sets of minutes provided, the previous regular meeting and the Budget Committee meeting minutes. There were no changes to either. There were no changes to the agenda. Palmer made a motion to approve the Consent Agenda as presented; Dielman seconded; motion passed unanimously (5 yea; Rohner, Dielman, Palmer, Spriggs, Bigelow).</p>
<p>Conflicts of Interest</p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none.</p>
<p>Public Comment</p>	<p>Rohner moved to public comments. Stokes stated he had received an apology letter from one of the teens who was involved in the recent smoke bomb vandalism incident inside the library. No other correspondence or comments to share.</p>
<p>NEW BUSINESS Budget Hearing 2021-22 Supplemental Budget Adoption</p>	<p>Rohner asked Stokes to present the budget for adoption.</p> <p>Stokes began with a description of a correction to the Budget Resolution. He then reviewed the various changes being made with the 2021-22 Supplemental Budget to the General Fund. Starting with General Fund Resources LB-20, revenues are increased by \$39,770 for non-tax resources plus another \$27,249 for estimated taxes to be received. Resources are increased by a total of \$67,020. This provides authority for resources that may come in late in the year, but is actually expected to remain delayed by assessment dispute. Looking at the Requirements LB-30, Personnel decreasing a total of (\$26,799). In Materials & Services, the Supplemental Budget is infusing Collection development by \$17,500</p>



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

June 13, 2022

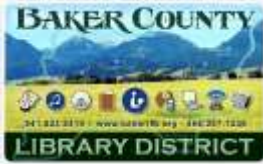
	<p>and other lines for \$23,020 totaling \$40,520 in increases. On page 2 of the LB-30, the revision is increasing the Capital Improvement fund transfer from \$20,000 to \$32,289. The total adjustments match the amount in resources. Stokes asked the Board if they wanted to see the detail sheets and go over the detail changes. All agreed that was not needed.</p> <p>Other Funds has an increase of \$8,000 primarily for cash carryover change.</p> <p>Sage Fund has an increase of \$9,325 also primarily for cash carryover increase.</p> <p>Stokes directed attention to a summary sheet displayed on a monitor screen. None of the categories was changed by more than 10% so publishing the supplemental budget was not required.</p> <p>With no further discussion, Palmer moved that the board adopt Resolution No FY2021-22.05 adopting the Supplemental Budget 1 for fiscal year 2021-2022 as presented; Bigelow seconded; 5 -yea, motion passed unanimously.</p>
<p>2022-23 Budget Hearing and Adoption</p>	<p>Stokes said that for the Budget adoption, the same Legal Budget forms are used. Columns on the right side of the page represent the proposed and approved budget for fiscal year 2022-2023. Stokes said that agenda item functions as a Budget Hearing, an opportunity for the public to submit comment on the budget to be adopted. With no member of the public present in person or online, he stated the Budget Hearing was closed. He had no changes to propose to figures approved by the Budget Committee. Rohner asked for discussion, there was no discussion.</p> <p>Bigelow made a motion to adopt Resolution No FY2021-22-06, Resolution Adopting the Budget, the total budget being adopted is \$2,871,626; Spriggs seconded; 5-yea, motion passed unanimously.</p>
<p>ODOT Campbell/Resort Permanent Easement</p>	<p>Rohner moved to the ODOT agenda item. She said packets were recently received by certified mail proposing temporary and permanent easements to ODOT on library property. The easements are for construction of ADA ramps on sidewalks along Campbell. The easements are valued at \$2,000. The Board has an opportunity to discuss the matter.</p> <p>Stokes showed photos and maps included with the ODOT packet of the area for the easements. The permanent easement will be at the southeast corner of Resort and Campbell, where the old cottonwood tree was located. Board consensus was in favor of ADA improvements. Stokes recommended approval of the easement and acceptance of the compensatory funds. Rohner said she</p>



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	<p>agreed; it will cost more than that to fight it and it is an area that isn't used. Stokes said he was unsure about impact to sprinkler lines. There was some discussion. Rohner said board action is necessary for responding to the proposal.</p> <p>Dielman made a motion that we accept the information we received from ODOT for the project. We support the ADA improvements. And we approve what they are offering for the easements; Bigelow seconded; 5 yea, motion passed unanimously.</p>
<p>Discussion of 2022-23 officers and regular meeting date/ time</p>	<p>Stokes said this item is an annual housekeeping task. The Board must annually adopt a resolution setting the dates for regular board meetings.</p> <p>Currently the regular meeting time is the second Monday of the month at 6:00pm. Rohner proposed changing the time to a noon meeting. Looking into the future and the need to attract potential new board members, she feels this change may be advantageous to the board, making it more accessible to parents with young children. Dielman, Bigelow and Palmer all stated that they can make it work. Spriggs said that a daytime meeting would be easier for her commute from Halfway. Stokes asked what time Spriggs would like to see the meeting time. Spriggs said that noon, 1:00 or 2:00 can work. Rohner said that noon is typically best for her work schedule. Some discussion. Palmer asked Stokes what that requires to change the meeting time. Stokes said that the board would be giving him direction of the time change. He will prepare a resolution based on board direction for approval at the July meeting. After further discussion, Palmer suggested moving the date to Tuesday at noon. Everyone present approved of the proposed change.</p> <p>The July meeting will include adoption of the resolution for regular meeting date and time as well as electing a new President and Vice-President for the coming year.</p>
<p>OLD BUSINESS: None</p>	<p>None</p>
<p>REPORTS: Director</p>	<p>Rohner moved to reports.</p> <p>Stokes gave his administrative report:</p> <p>Vehicles -- GMC Denali has a problem with the traction system, according to a system alarm. Ed has scheduled service to troubleshoot.</p> <p>Facility - The roof in Baker is holding up to all of the recent heavy rainfall.</p>



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However, the Haines Library roof is leaking. Ed was able to temporarily resolve the issue with assistance from a contractor. He will also have an estimate prepared on a more comprehensive room repair for Haines. Depending on the projected cost, additional quotes may be necessary.

Marketing - Go Explore magazine. Stokes purchased a quarter page ad to showcase that digital audiobooks are available from the library.

Library Services:

Brainfuse - the State Library is ending its sponsorship of this online service. We will continue to offer the service locally. We are partnering with Crook County to continue the homework help online tutoring service and resources for job seekers. The cost is about \$2,500 a year.

Solar Charging Station - The Friends currently has a substantial reserve to spend on projects. The group recently approved a \$7,000 proposal from Stokes to purchase an outdoor *Solar Smart Charger* that uses solar energy for recharging mobile devices. It will be located in the north parking area at the Baker library. Stokes shared a photo of the equipment.

Barcode Scanner Upgrades - Staff recently discovered that many of the barcode scanners used at service points needed to be upgraded since they were not compatible with reading digital barcodes from patron phones that have the Sage Catalog App installed. Heather Spry ordered a set of replacement scanners.

Programming and Outreach:

Summer Reading Program is underway. Missy has a busy schedule planned. The theme is "Read Beyond the Beaten Path."

Virtual Program on Traditional Japanese Music is being offered on June 23 at 10:00am. This program is being offered at no cost due to corporate sponsorship from the Toshiba Foundation. Stokes learned of the opportunity through his connection with JETAA (Japanese Exchange Teaching Assistant Association).

Staff and Volunteers:

Volunteer appreciation event - Sylvia organized a lunch in the park on May 20. The event was well received. Sylvia did an excellent job, Stokes said.

Summer Positions - A grant will fund a summer teen internship that will assist Missy with the Summer Reading Program. We have also hired a temporary IT Assistant to help Jim with a backlog of tasks through August.

Safety & Security - Abandoned property was found under the boardwalk decking. Ed found it while preparing the landscape bed for new plants. Stokes



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	<p>has asked him to add fencing along the bottom of the boardwalk to discourage accessing the space.</p> <p>Recent incident – Stokes said staff and patrons have reported suspected drug use activity in library restrooms. In one recent incident, there was some physical evidence left behind so law enforcement was contacted.</p>
<p>Finance Report</p>	<p>Hawes has handed out Financial Reports and electronic copies are available for those attending on zoom.</p> <p>General fund received tax turnovers of \$37,019.01 on June 1st. Other income is minor. Personnel Services currently shows 12 months on the cash basis. After July 1st the accrual entry can be posted, there should be plenty of margin to allow for the conversion to modified accrual. Personnel Services is at 92.9% spent in total. In Materials & Services, notable checks include Ingram \$3,582.80 for the monthly book order, VISA \$6,726.13, MMW \$1,147.30 for the pump repair, Valley metal & Heating \$4,999 for 3 air purifiers (installed in the rooftop units at this library), and EO Media aka Baker City Herald \$693.36 includes a large ad in the Explore Baker County of \$515. Overall M&S is at 87% spent. General Fund also wrote a check to Valley Metal & Heating of \$15,963 on behalf of the Capital Investment fund.</p> <p>The Other Funds received \$312.98 in Amazon book sale proceeds in May and wrote one check to visa of \$66.64 for book sale shipping costs. A cash balances report is included in the financial report.</p> <p>The Capital Investment Fund wrote one check to Valley Metal & Heating of \$15,963 for the final payment on the heating project. Checking and Savings account detail reports are attached to the financial report for review.</p> <p>The Sage Funds had no income. Sage wrote 5 checks to small couriers totaling \$2,395.47 It wrote a check to visa for \$11.25 And one large check was written to Marcive \$1,680.36 annual tech renewal. Sage cash balance report is included in the financial report.</p> <p>The Approved Bills Lists include printouts for all 3 funds. Each report has highlighted large items with a brief explanation for you to initial your approval and review. Those on Zoom received an electronic copy of these reports.</p> <p>Checks were signed by the board members present at the meeting.</p>
<p>Next Meeting</p>	<p>The agenda says that the next regular board meeting will be July 11, 2022 at</p>

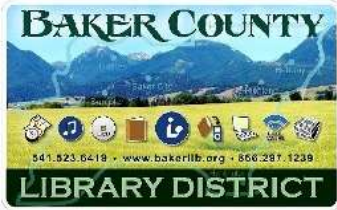


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	<p>6:00pm.</p> <p>Rohner asked if the board would like to begin the time and date change in July or at a later date. Palmer said that she will not be out of town in July and August so will miss both meetings. Bigelow also said she can attend via Zoom in July but cannot make the August meeting. It was noted that if the other 3 board members attend, there will be quorum. All agreed to start the change in July.</p> <p>Rohner said that the next meeting will be July 12 at noon, a Tuesday.</p>
Adjourn	<p>The meeting was adjourned at 6:54pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>

DRAFT



**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

**Resolution No. 2022-23.01
Establishing a regular meeting
day, time, and location for the year**

Jul 12 2022

RESOLVED, that the Board of Directors of the Baker County Library District shall meet **monthly on the second Tuesday of the month at 12.00 pm** in the Riverside Community Meeting Room of the Baker County Public Library located at 2400 Resort Street in Baker City during the 2022-2023 fiscal year, with the following exception(s) :

ADOPTED by the Board of Directors of Baker County Library District this 12th day of July, 2022 by the following vote:

AYES: _____ NAYS: _____ ABSTAINED: _____

FOR THE BOARD: _____

Signature

Presiding Officer, BCLD Board

ATTEST: _____

Signature: Perry Stokes
District Secretary

2022/23 Calendar

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

August 2022						
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September 2022						
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October 2022						
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30	31					

November 2022						
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27	28	29	30			

December 2022						
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January 2023						
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February 2023						
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March 2023						
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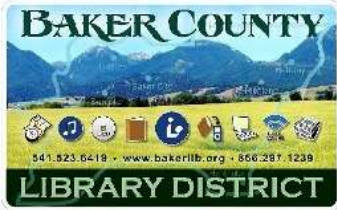
April 2023						
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30						

May 2023						
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28	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
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25	26	27	28	29	30	

Federal holidays 2022/23

Jul 4, 2022	Independence Day	Nov 24, 2022	Thanksgiving Day	Jan 1, 2023	New Year's Day	May 29, 2023	Memorial Day
Sep 5, 2022	Labor Day	Dec 25, 2022	Christmas Day	Jan 2, 2023	New Year's Day (obs.)	Jun 19, 2023	Juneteenth
Oct 10, 2022	Columbus Day	Dec 26, 2022	Christmas Day (obs.)	Jan 16, 2023	Martin L. King Day		
Nov 11, 2022	Veterans Day			Feb 20, 2023	Presidents' Day		



**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

**Resolution No. 2022-23.02
Appointing Insurance Agent of Record**

Jul 12 2022

WHEREAS, BCLD purchases insurance products from the Special Districts Association of Oregon (SDAO), and SDAO requires special districts to annually affirm their agents of record;

Now, therefore be it RESOLVED, that the Baker County Library District Board of Directors appoints Clarke & Clarke Insurance of Baker City, Oregon, as the District's Insurance Agent of Record.

ADOPTED by the Board of Directors of Baker County Library District this 12th day of July, 2022 by the following vote:

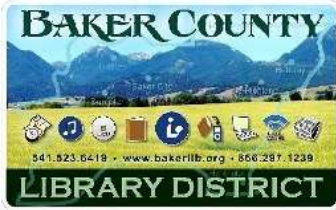
AYES: _____ NAYS: _____ ABSTAINED: _____

FOR THE BOARD: _____

Signature
Presiding Officer, BCLD Board

ATTEST: _____

Signature: Perry Stokes
District Secretary



**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2022-23.03

**Authorizing vendors for online and
automatic payment of bills in 2022-23**

July 12 2022

WHEREAS, many companies allow electronic payment for products and services; and

WHEREAS, paying online and automatically rather than by paper check would save the Baker County Library District time and money; and

WHEREAS, Baker County Library District's Financial Management policy allows for such online payments;

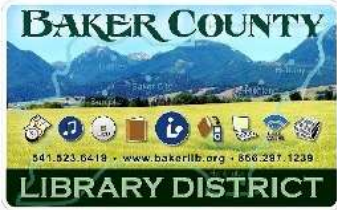
Now, therefore be it RESOLVED, that the Baker County Library District Board of Directors authorizes the following vendors for online payments and deposits in fiscal year 2022-23:

Online payments automatically deducted:

- AFLAC (group supplement insurance)
- BendTel Inc (telephone, Baker)
- Cascade Natural Gas (heating, Baker)
- Cascade Reliance (telephone & Internet, Haines)
- CenturyLink Qwest (telephone & Internet, Sumpter)
- CenturyLink CenturyTel (telephone, Internet, Huntington)
- City of Baker City (water)
- City of Haines (water)
- City of Halfway (water)
- City of Huntington (water)
- Deluxe Inc (deposit books, check order-OF, Sage)
- Idaho Power (electricity, Halfway, Huntington)
- Intuit QuickBooks (electronic payroll)
- Intuit QuickBooks (check order- General fund)
- Lincoln Financial Group (group life insurance)
- Oregon Department of Revenue (state payroll taxes)
- Oregon Public Employees Retirement System (PERS, retirement)
- Oregon Savings Growth Plan (retirement)
- Oregon Trail Electric (electricity, Baker, Haines)
- US Treasury (IRS, federal payroll taxes)
- Verizon (management cell phones, bookmobile hot spot)

Online deposits automatically applied:

- PayPal (visa transactions)
- Oregon State Library (grant funds)



**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2022-23.03

**Authorizing vendors for online and
automatic payment of bills in 2022-23**

July 12 2022

ADOPTED by the Board of Directors of Baker County Library District this 12th day of July, 2022 by the following vote:

AYES: _____ NAYS: _____ ABSTAINED: _____

FOR THE BOARD:

Signature

Presiding Officer, BCLD Board

ATTEST:

Signature: Perry Stokes

District Secretary