

Baker County Library District

Board of Directors

Regular Meeting Agenda

Monday, Aug 10, 2020, 6:00 – 8:00 pm

Virtual Meeting held electronically via GoToMeeting

Kyra Rohner, President

Please join from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/214777461>

You can also dial in by phone.

United States: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 214-777-461

- | | |
|---|---------|
| 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. Radon Gas Assessment and Mitigation (ACTION) | Adamson |
| b. Report on Pandemic Response Activities | Stokes |
| VI. NEW BUSINESS | |
| a. None | |
| VII. REPORTS | |
| a. Director | Stokes |
| b. Finance | Hawes |
| VIII. Next meeting: Sep 14, 2020 | 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) (h) Legal Rights

ORS 192.660 (2) (e, j) Property

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

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

PS / 2020-08-09

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Library Board Meeting – Annotated Agenda

Monday, Aug 10, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- | | |
|--|----------------|
| II. CALL TO ORDER | Rohner |
| III. Consent agenda (ACTION) | Rohner |
| a. Additions/deletions from the agenda | |
| b. Minutes of previous meeting | |
| <i>Attachments:</i> | |
| • II.b.i. Board meeting minutes, Jul 13 2020 | |
| IV. Conflicts or potential conflicts of interest | Rohner |
| V. Open forum for general public, comments & communications | Rohner |
| VI. OLD BUSINESS | |
| a. Radon Gas Assessment and Mitigation (ACTION) | Adamson |

The district’s Facilities Specialist Ed Adamson has revised his project proposal for Radon gas mitigation and will attend the meeting to present an activity report and respond to questions. We will be seeking board support for the new budget estimate presented.

- | | |
|--|---------------|
| b. Report on Pandemic Response Activities | Stokes |
|--|---------------|

Attachments:

- VI.b.i. Recommended Reading on COVID-19 issues

At the July board meeting, I reported that Baker County had jumped from 1 to 12 cases in less than 2 weeks. At the time of this report, Baker is up to 40 with 2 new cases announced on Sunday. The Baker City Herald [reported](#) Friday that “Of the 38 total cases, 37 have been reported since June 30. Prior to that date the county’s only confirmed case was reported on May 6.”

On July 15, Oregon health officials added Baker County to a “watch list” due to recent coronavirus cases in the county, but the designation did not cause any additional restrictions.

On July 24, the statewide mask mandate was expanded to everyone age 5 and up.

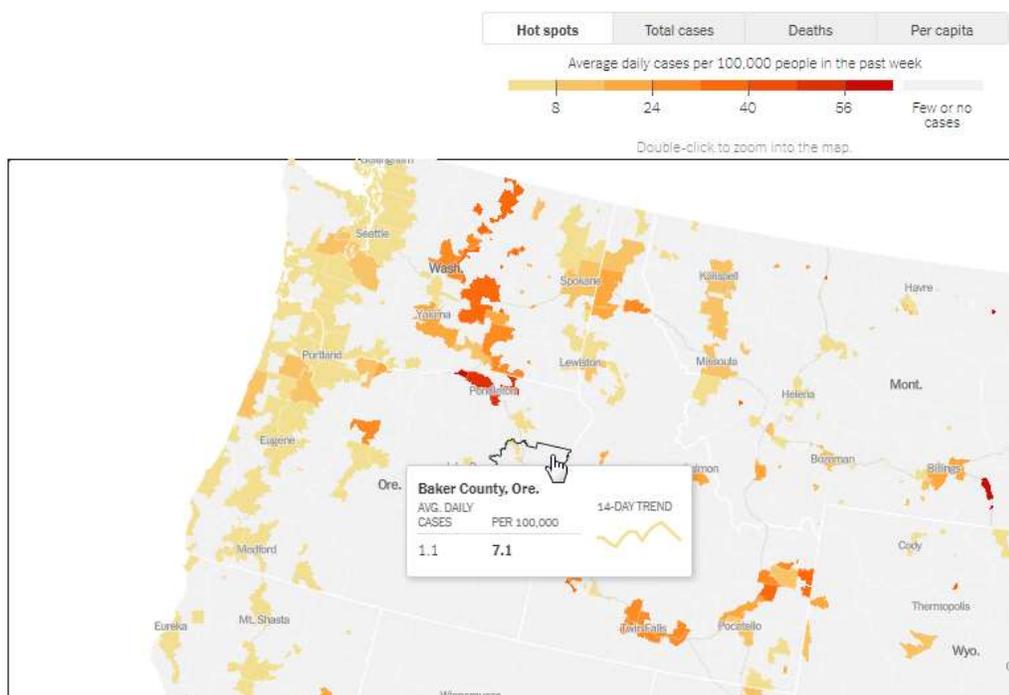
Library Board Meeting – Annotated Agenda

Monday, Aug 10, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

The New York Times

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



The outbreak surge is continuing with steady growth, particularly in counties along the I-84 and I-90 freeways. Malheur, Morrow, Umatilla, Canyon, and Ada counties have the highest rates. Union County does seem to have stabilized, though problems are reported with testing supply and timeliness of results.

Libraries in Hermiston and The Dalles have recently reverted their service mode back to Curbside Only with buildings closed to the public.

Baker schools will begin the year with [distance learning \(online classes\) only](#), for at least the first 9 weeks. Possible changes to the metrics that govern school opening are anticipated to be announced on Aug 11.

LIBRARY SERVICE LEVEL: REMAIN AT CURRENT - LIMITED ACCESS

Review: [HGHI Risk Levels map](#)

Baker risk status: **ORANGE** *as of 8/6 **YELLOW** *as of 8/9

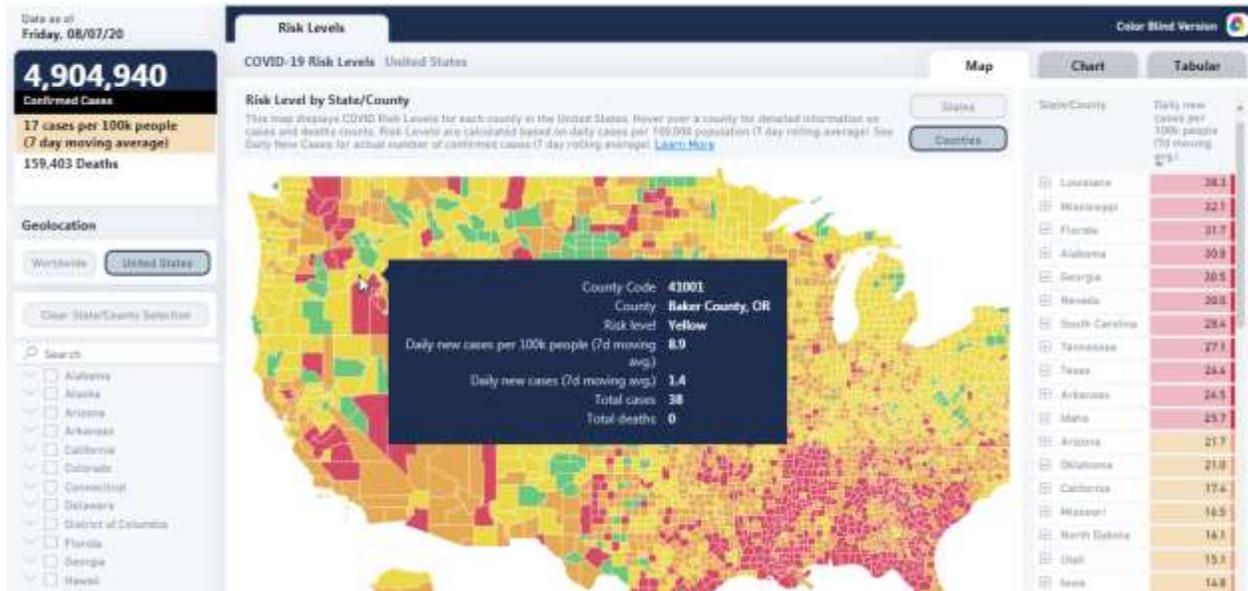
Region changes: Decrease - 0 of 7 counties
Increase - 2

Library Board Meeting – Annotated Agenda

Monday, Aug 10, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

2 weeks ago	Last week (7/31)	This week (8/6)	
Baker Grant Malheur Union Wallowa Adams Washington	Baker Grant Malheur Union Wallowa Adams Washington	Baker Grant Malheur Union Wallowa Adams Washington	



Visitation has been increasing, but very few visit after 5pm.

3 weeks ago	312
2 weeks	314

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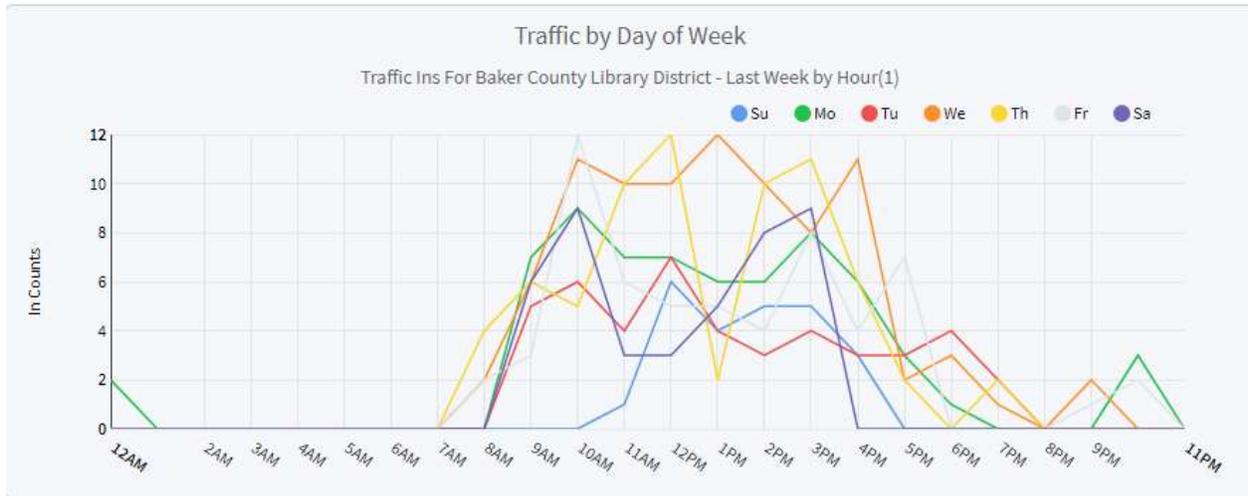
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Notes prepared by Library Director Perry Stokes

Last week

394



VII. NEW BUSINESS

None

VIII. REPORTS

a. Director

Stokes

Administration

I am beginning to compile information for the 2020 Oregon Public Library Statistical Report. All legally-established public libraries in Oregon are required to complete this annual survey ([Oregon Revised Statutes - Chapter 357.520](#)). Please report data based on the state fiscal year, July 1, 2019 -- June 30, 2020. The new deadline to submit your report this year (and going forward) will be **October 31**.

Associations

Libraries of Eastern Oregon has hired Stephanie Chase as Executive Director. It has been nearly a year since the resignation of the former director, Brian Vegter. Ms. Chase has a background of working in libraries and with non-profits, so we look forward to working with her. With no Director or program activity this past year, LEO used available funds to open an endowment account with Oregon Community Fund and a Library2Go Advantage Program account to expand digital content and decrease wait times on eBooks and eAudios.

Friends & Foundation

The Friends club has not met recently.

No report from the Foundation.

Facilities & vehicles

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Notes prepared by Library Director Perry Stokes

Scott's Heating disclosed that they are unable to continue our HVAC maintenance contract due to no longer having a technician certified for boilers. Ed is exploring our maintenance service options.

- New HVAC maintenance contractor - IN PROGRESS
- Radon gas mitigation project - IN PROGRESS
- Air sanitation units for small room spaces - IN PROGRESS
 - Now installed in tutor rooms, public restrooms, Director office
 - TO DO - Branch restrooms
 - TO DO - May be getting stand-alone units for confined spaces where wall-units won't work
 - TO DO - UV lamps in HVAC air intakes
- UV sterilizer lamp to be added to staff room air filter unit - IN PROGRESS
- Study Room door vents for improved ventilation - Nearly COMPLETE
- Ventilation fans for old restrooms - PROPOSED
- Air hand dryers in restrooms - removed for COVID-19 safety (air turbulence), replaced with motion sensor towel dispensers.
 - Baker - IN PROGRESS (dryers removed, towel units ordered)
 - Branches - TO DO

Grants

EBSCO solar grant application – We didn't win award again this year, but will keep trying.

Missy has begun to craft the Ready to Read Grant application for this next year. It is due at the end of August. The award amount

Programs & services

Staff continue to create programs delivered online as well as take-out craft kits.

Sage now has an official app available in the [Apple App Store](#) and the [Google Play Store](#). SageCat gives patrons convenient access to library materials through their smart phones or other personal computer devices. To use the app, a Sage member library card and valid password are required.

SageCat enables patrons to:

- Search the catalog
- Place a hold
- Review the items you have checked out
- Renew items
- Store an electronic version of your library card

Personnel

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Monday, Aug 10, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

Our annual All-Staff Training event is scheduled for Oct 12 2020. As usual, the library will be closed to the public due to the Indigenous People’s Day holiday. In-lieu of working on this holiday, staff get the day after Thanksgiving off. I am expecting restrictions on group gatherings to still be in effect, so am planning to conduct the training remotely.

Safety & Security

We are increasing the number of signs in branches to notify visitors of physical distancing, hand hygiene, and proper mask wear expectations. Staff are tracking the number of compliance issues on a clipboard at the desk.

Technology

Jim is troubleshooting technical difficulties with accessing our UniFi Wireless Access Points with public address speakers. Once access is restored I will set up recorded messages reminding visitors of mask wear and other expectations to automatically play throughout the day.

b. Finance

Hawes

Report documents to be distributed at the meeting.

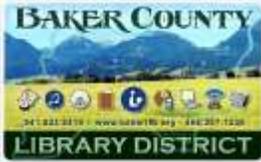
VIII. **Next meeting: Sep 14, 2020**

Rohner

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

IX. **ADJOURNMENT**

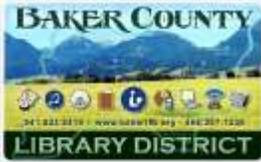
Rohner



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<p>Call To Order</p>	<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 Gary Dielman, Beth Bigelow, Frances Vaughan, Kyra Rohner and Betty Palmer; along with Business Manager, Christine Hawes and Library Director, Perry Stokes who set up the meeting and was the host.</p> <p>After greetings and confirmation of who was present, President of the Board, Gary Dielman, called the meeting to order at 6:11pm. Dielman verified a quorum present. Stokes displayed the board packet for all to see on screen.</p>
<p>Consent Agenda</p>	<p>Dielman asked for a motion to approve the agenda and the minutes from the last meeting. There were no changes. Bigelow made a motion to approve the consent agenda; Rohner seconded; motion passed unanimous (5 yea, motion passed unanimously).</p>
<p>Conflicts or Potential Conflicts of Interest</p>	<p>Dielman asked for any conflicts of interest for board members. There were none stated.</p>
<p>Open Forum for general public</p>	<p>Dielman asked Stokes whether he had anything to share from the public. Stokes said he had no communications to share, but added that the library has been getting many calls asking about reopening.</p>
<p>OLD BUSINESS: Report on Pandemic Response Activities</p>	<p>Dielman moved to Old Business and handed the meeting over to Stokes. Stokes reported on the pandemic situation. Due to Union County logging around 100 cases for two consecutive days, the library reverted to Drive-Up Service Only as of Wednesday June 17, and closed the building to the public. A reopening on July 8 was under consideration, upon final review of case trends by Stokes when he returned from vacation on the day prior. However, due to an unanticipated medical emergency, he tasked the leadership team with that decision. The team determined the library should remain closed until at least July 15. Staff met on Friday, July 10 to review new data, with particular attention to surges in both Union County and Umatilla County. While Union is stabilizing, Umatilla is skyrocketing with exponential growth. It has doubled twice in 4 weeks.</p>



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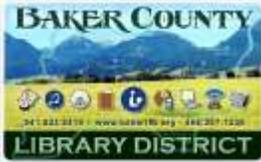
Stokes reviewed other counties in our region. Malheur County has over 100 cases, and reportedly has an outbreak at the prison outside of Ontario. Two of our “gateway counties,” Stokes said, “Umatilla and Malheur are posing the greatest threats at the moment.” He looked at the next nearby large threat area -- Canyon County, Idaho, just across the border. This is the Nampa and Caldwell area which is also skyrocketing in case numbers, along with the Boise region of Ada County. He reviewed other metro regions, plus northeast Oregon, and adjacent Idaho counties.

Stokes shares this information regularly with staff at weekly meetings. Staff have concerns about the health risks, but the virus spread seems unstoppable. No change can be seen on the horizon and they don’t want to be closed forever. Staff wished to rely on safety measures and reopen. Stokes prefers to see the case rate plateau before reopening. With that in mind, he came up with additional safety protocols including closing bathrooms and reducing occupancy to 8. In addition, mask wear is now a State requirement. Curbside / Drive-Up service can continue to be emphasized. Stokes is also having a computer workstation set up outside to assist people with high risk or that cannot or will not wear a mask. With all of these measures, staff felt like reopening could begin on July 20. Stokes said that the only thing that would cause a reversion to closure is if one of the staff were to test positive, or the State, or local health authority mandated closure.

Dielman commented on his experience with mask wear in the community. He was displeased with the lack of masks being worn at the grocery stores. Once the governor made masks mandatory indoors, that has improved in the grocery stores. He feels that will help to protect us.

Stokes talked about the district’s liability in regards to persons that don’t want to wear a mask. The library has a legal obligation to accommodate a person who says they cannot wear a mask, but that accommodation can be met with an alternative provision such as curbside service. The district also has a legal liability to maintain a safe environment for staff and visitors, and when a person is not wearing a mask properly that environment may be compromised.

Palmer asked about bathroom closure. Stokes said we will route people to the outdoor restroom at the park unless it is an emergency. There will be signs that masks are required and restrooms are closed.



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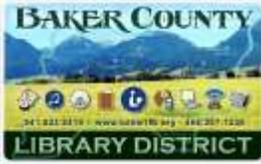
Stokes said he appreciates being in a position where staff are willing to take the lead to assume some risk as a group in order to serve the public, as opposed to being pushed into a risky situation by management. It really shows a high standard customer service ethic and is a testament to our staff.

Stokes reported that results from the mask mandate are not expected to show up on the data for about 3 weeks. Hopefully around July 22, some stabilization will emerge. Stokes said Dielman had requested time to comment on how the leadership team handled things last week. Dielman commended Hawes for taking the leadership role. She called him to discuss the situation and decision to be made. He has been in the library a few times. The library board is keeping the staff employed and they are doing what they can. With the reopening decision made at the recent meeting, they have demonstrated the courage and desire to provide as much service to the public as possible. That is who we are here to serve.

Stokes share a social media post that the library intends to reopen next Monday. That will happen unless the State is locked down by the governor or a staff person gets sick. Palmer asked if he will be putting this out to the local media. Stokes affirmed that the media release will be shared with local newspapers and radio outlets.

Rohner asked Stokes if he had consulted with the Special Districts counsel on what happens if the district has a high risk employee or someone who doesn't want to return to work, and how to protect the District? Stokes said he had not asked counsel about that scenario, but did discuss liability in general. He was told that as long as the district is following established safety guidelines from health authorities, it is considered safely insured.

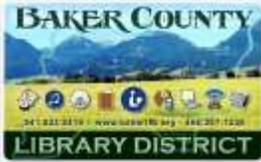
Dielman said that when he comes to the library, within a few feet there is a sign and a bottle of sanitizer. Everyone coming in the building is told to sanitize and the staff are all wearing masks. Stokes added that Plexiglas barriers are installed between the staff workstations. For PPE, the library provides cloth and surgical type masks for staff. Stokes also issued goggles to each staff member based on evidence in medical articles of potential transmission through eye membranes. The district encourages staff to work from home if they are able. Rohner asked if anyone has stated that they are concerned about working in the building; Stokes responded so far he had not.



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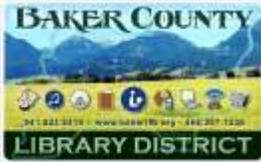
<p>NEW BUSINESS: Election of 2020-21 officers</p>	<p>Stokes said that brings us to the election of officers. As announced at the last meeting, Dielman intends to step down as President. Stokes asked Dielman to run the election. Dielman said that since the library has a great staff, it has been easy to be President for about 20 years. But he believes it is time for another leader. He will accept nominations; there were none. Dielman said that he asked Rohner earlier in the day, and she had agreed to serve as President for a year. Dielman nominated Rohner as the board President. He asked Rohner for any comments. She thanked him for the nomination. She said she doesn't want to serve as long as Gary, but is willing to commit for a year. Palmer made a motion to elect Rohner as the board chair for the fiscal year 2020-21; Dielman seconded; Dielman declared the nominations closed. The motion passed with 4 yea votes (Rohner abstained).</p> <p>Dielman turned the meeting over to Rohner. She thanked everyone for the position.</p> <p>Stokes reminded Rohner that we need to elect the Vice-President and that he is the permanent secretary by statute. Rohner asked for nominations for vice president. Vaughan nominated Betty Palmer as vice president. Dielman asked for any other nominations; there were none stated. Bigelow made a motion to nominate Palmer as the vice chair of the board; seconded by Dielman; the motion passed with 4 yea votes (Palmer abstained).</p>
<p>Establishing regular meeting time</p>	<p>Rohner moved to the next item on the agenda, establishing regular times for meetings. Stokes said the only change is in October when the board meeting is moved to the third Monday, October 19 due to staff training happening annually that day. Otherwise, the second Monday applies all year long. Rohner asked if everyone was okay with keeping the meeting at 6:00 pm. All agreed. Palmer asked Vaughan if 6:00 is okay for her as a start time since she travels the furthest. Vaughan thanked her for asking and said that it was fine. With no further discussion, Palmer moved to approve Resolution No 2020-21.01 Establishing a regular meeting day, time and location for the fiscal year; Dielman second; the motion passed unanimously (5 yea votes).</p>
<p>Appointing agents of record</p>	<p>Rohner said the next item of business is designating the Insurance Agent of Record. She asked Stokes to introduce this item. Stokes said this is a housekeeping measure we do every year. We have had Clarke & Clarke as our agent and they do a great job. There has been some changes at</p>



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	<p>the agency ownership, although Kevin Bell is still our representative. Stokes is happy working with Bell, and sees no reason to change agencies. Rohner asked if there were questions, there were none. Palmer moved that the board approve Resolution No 2020-21.02 Appointing Clarke & Clarke as our insurance agent of record; Dielman second; the motion passed unanimously (5 yea votes).</p> <p>Rohner moved to Director’s report, turning the meeting over to Stokes.</p>
<p>REPORTS: Director Report</p>	<p>Stokes said he would highlight a few items in the written report:</p> <p>Administration – He was able to file the budget documents today at the court house.</p> <p>Friends & Foundation – the Friends have not met recently. The current president, Jen Albright, has recently returned from a trip and is in self-quarantine. There will be no Summer Book Sale event due to the pandemic and cancellation of Miner’s Jubilee. We have not been open to sell books through the bookshop. Donations are currently not being accepted, and volunteers are not yet permitted back to work in the building.</p> <p>Facilities & Vehicles – With repairs to the generator, the Bookmobile is now running very well according to staff. They will be resuming services soon. It is a low risk service.</p> <p>Stokes had the Sumpter Branch library mural refreshed on the outside of the museum building. It was originally done about 10 years ago and the paint had faded. Mural project cost was \$1,387. Of that, \$480 was covered by Memorial, using funds that were designated for the branch.</p> <p>District Facilities Specialist Ed Adamson is addressing high levels of Radon gas in the Baker building. Stokes shared Adamson’s assessment report on this with the board shortly before the meeting. Stokes said the issue of radon investigation began last year when he saw a story of a library in Canada that had started checking out radon testing devices and that they were in high demand. He directed Adamson to work on doing tests in our buildings. Some came back at alarming levels, up to 9 and 12 in parts of the building (levels should be around 4). The report addresses Adamson’s recommendations. He proposes to install special fans to remove the gas from the building. The project estimate is \$10-\$15,000. Stokes said that</p>



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since it is a safety hazard issue, it has high priority. He has directed Adamson to go ahead unless the board doesn't approve the project. Stokes suggested using funds in the Reserve Fund for Capital Improvement.

Dielman asked about the degree of health risk. He said that employees have worked in the building for decades; he is not aware of adverse health effects reported. He is concerned about the expense of "a lot of money to circulate air." He asked how these fans would affect heating the building in the winter. Stokes said it should have little effect on indoor air, since it is really venting the gas from under the building. Although no staff has attributed health effects to Radon, we have had employees with different types of cancer. Stokes expressed concern about the district liability. Dielman said he would like more time to review the results of Adamson's research and further testing. Stokes did emailed Adamson's full report to everyone a few minutes before the meeting.

Palmer said she read the report, she saw that one item calls out the original part of the building. She asked if it was isolated to the original building area. Stokes said he was unsure, but understood 7 locations were tested. The mitigation of the building can be handled by 5 vents. Larry Able is assisting with the project. Dielman said Able is an architect by profession, but believes he is retired. Included in the report is something from Radon.com that says risks of lung cancer due to exposure are similar to working in an environment of cigarette smoke. Rohner asked if the library plans to get Radon test devices to check out following the Canadian library example. Stokes does want to get reusable units to check out, but hasn't pursued that yet. As part of the marketing strategy, the library could let people know that high levels were detected here and addressed, and offer them the test devices for those curious about levels in their homes.

Dielman said that it was mentioned years ago that we should check for Radon here. He put a test unit in the basement and no problem was detected. Discussion on costs. Stokes asked if we have some consensus to use the Capital Improvement fund for this need. He asked if there is any objection. Palmer agreed that we should address this.

Dielman asked about the penetration levels. Stokes explained that the resolution involves a fan that pulls air from under the cement slab which



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reduces the levels in the building. Dielman would like to postpone a decision on this until he can read the report and before we commit dollars to it. Rohner asked about the dollar figure. Stokes referred to Adamson's report, in which the project estimate is \$10-\$15,000.

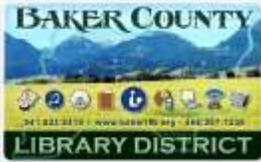
Stokes said we will be retesting for Radon levels over the next 2-3 weeks. He proposed to report back about the extent of the mitigation required and a more exact cost, perhaps with Adamson attending to respond to questions. Stokes said that since testing and assessment are still being done and we are not yet ready to begin the mitigation phase yet, a project approval decision could wait until the next meeting.

Adamson has also been working on repairs to the sprinkler system. We have continued issues with breakage mostly due to suspected vandalism. He is working with volunteers to maintain the landscaping, and the rose garden.

Stokes described his work with Adamson to improve air quality in library facilities as part of the measures to thwart coronavirus transmission. He has purchased air sanitization units that utilize UV light to disinfect air in rooms up to 500 square feet. Two units have been purchased from Scott's Heating and have been installed. Adamson is ordering another 11 units \$5,379 at \$489 each from Aeros Electrolux in Great Falls MT. These are to be installed in small meeting rooms and spaces, anywhere poor ventilation is an issue.

Adamson is also installing vents in the doors of study rooms at Baker for improved ventilation. Those rooms have air intakes in the ceiling panels, but Adamson had determined that to properly function they need to be able to draw conditioned air into the rooms from the general library space, an action which the vents will enable. Stokes added that Adamson had also set up the staff workroom with Plexiglas barriers between work stations.

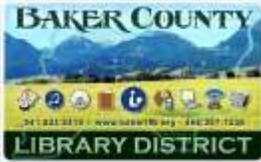
Staff in the Tech Services Department recently collaborated with Adamson for a remodel of the magazine area in the Reading Room. The number of magazine subscriptions has been decreasing both through weeding due to declining usage and through the attrition of discontinued publications. With less space need, shelving units were consolidated from three to two which makes more floor space for seating. We are looking at placing a staff desk in that area, which Sylvia is interested in. Stokes said



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	<p>that having a staff stationed in that area to answer questions and take care of any problems would be very beneficial.</p> <p>Stokes had Adamson apply again for the 2020 EBSCO Solar Project Grant. There are three \$100,000 grants available to install a supplemental solar array to a library building.</p> <p>Programs & Services – the 2020 Summer Reading Program is underway. Missy is delivering SRP online and created take out packets for those offline.</p> <p>Personnel – Our Halfway Lead, Lourdes Cuevas, has decided recently to reduce her hours. One of the subs, Julie Stromer is stepping up to work as a Assistant Lead at the branch. We have hired two students as pages for the Baker branch, replacing the ones that graduated.</p>
<p>Finance Report</p>	<p>Stokes displayed a digital copy of Hawes’ financial report on screen in <i>GoToMeeting</i> and scrolled through for the board to follow along.</p> <p>The General Fund received 3 tax turnovers in June totaling \$84,407 (compared with June last year of \$33,425). We received \$14,912 from the State of Oregon CFR Grant for reimbursement of COVID expenses through mid-May. General Fund received \$30,800 on behalf of Sage Courier Grant on June 29; a check has been written to move those funds over to the Sage account. There are only a few notable checks, a check to SDIS for workers comp insurance for Fiscal Year 2020-21 of \$1,309.91; a large check to Ingram \$6,121.24 for books ordered; and a larger check than usual to Visa \$10,941.36, about half of this was for a Vital Oxide order for 12 gallons of disinfectant, and electrostatic sprayer devices totaling \$5,705. Visa also includes a Dell computer \$1,985.57 for the Tech Manager office. There are some smaller amounts of interest noted in the margins on the report.</p> <p>Behind the regular financial report is the General Fund Balance Sheet to report the year ending cash balance of \$551,634; this balance is an increase over \$230,000 over the prior year ending cash of \$320,955. The primary contributing factors were unanticipated tax turnovers in December 2019 of about \$76,700 , unanticipated tax turnovers in May 2020 of about \$68,500, and a large turnover \$35,000 of current year taxes received in June 2020 totaling about \$180,000; plus Materials & Services is under budgeted by \$52,000. The District’s cash reserves have increased</p>



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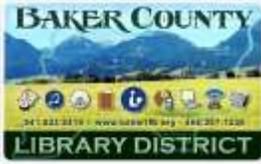
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to a level that Hawes considers healthy. Also noted on the Balance Sheet is that the ending Accounts Payable is quite large at \$50,384; of this amount \$30,800 is the amount due to Sage, the remaining balance of \$19,585 is in the expected range for Accounts Payable (compared to 6/30/2019 \$23,982 and 6/30/2018 \$17,381). A report on the Accounts Payable detail follows the cash report.

The **Other Funds** has written two checks. One to Visa of \$39.16 for shipping costs of Amazon books sold and a second to Steve Marlatt Design \$480 for the Sumpter Branch Mural project (total due of \$600) with the balance due being paid by General Fund. General Fund also paid for the paint, a lift and other supplies needed for the project (the mural project cost about \$1,300 total). Memorial Funds had \$480 that was designated for the Sumpter Library. The Technology Fund received the \$1,000 budgeted transfer. The Severance Liability Fund received the budgeted \$10,000 transfer. The new Capital Investment fund has been added to the Other Funds set of books, showing the transfers of \$50,000 which started the fund.

Behind the financial report is the detail for Memorial Funds totaling \$92,080. The report is separated by the level of restriction placed on the funds. The next page is a Balance Sheet to report current cash balances in Other Funds including Memorial funds \$92,080, Technology funds \$3,309, Literacy funds \$1,025, and Severance Liability funds \$71,147. These funds are primarily held in the Other Funds pool account, with a small amount in the memorial checking account. The Other Funds pool has earned \$3,224 in interest as rates have been up. As previously reported, a separate pool account was established for the new Capital Investment fund with an ending cash balance of \$50,382 including \$382 of earned interest.

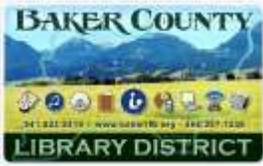
The **Sage Fund** received the final LSTA grant disbursement of \$30,800 on June 29 for the courier grant. Since it is deposited into the General fund checking, it will be moved by check to this fund. The July 1 payroll (for June) will be accrued into FY2019-20 to bring the wages and taxes up to budget. The one miscellaneous item of \$15,000 was for OverDrive Inc. This was for increased digital content for patrons to use due to the pandemic shut down of libraries. A check was written to Marchive Inc of \$1,389.84 for record processing in June plus 5 checks totaling \$1,323.02 for small couriers.



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	<p>Behind the financial report is the Sage Balance Sheet to report the year end cash of \$172,334. This carryover is low compared to the 2 prior years (6/30/2019 \$204,944 and 6/30/2018 \$201,823). If we add in the \$30,800 the balance would be \$203,135 which is more in line with expected year end cash. Stokes reports that the reserve amount is more than sufficient for Sage operations during its “dry period” before member fees are collected.</p> <p>Other news, the E-Rate refunds for January through June 2020 have not yet been filed. That should be done by the end of the week. Another \$3,200 is anticipated in receipts. And PERS will be posted this week for the July contribution.</p> <p>There were no further questions.</p> <p>Hawes asked if two check signers can come in tomorrow. There are 44 checks to sign. Rohner and Dielman agreed to come in to sign checks.</p> <p>Rohner asked for any further business. There was none.</p> <p>Stokes said at the next meeting he will have Adamson do a presentation on the Radon report.</p> <p>Rohner asked for clarification on if we wanted Adamson at the next meeting or just time to read through the report. Dielman said he will read it and then make that recommendation to Stokes. Rohner asked Palmer what she thought. Palmer said that Adamson is always impressive. She feels he is thorough and her questions were all answered in his report, so she could go either way. Rohner personally thought more time to review the report would be enough.</p> <p>Rohner thanked Stokes and Hawes for all their hard work during these times. She wanted to thank the staff for hard work and efforts to serve patrons. Rohner thanked Dielman for the years of service and many as the board President. Dielman said he can’t recall the number of years. He felt his biggest contribution was working to get the District funded and started. Palmer agreed with Rohner; she thanked Dielman for serving.</p>
Next Meeting Date	The next regular Board of Director’s meeting will be August 10, 2020



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Adjourn	The meeting was adjourned at 7:26 pm. Respectfully submitted, Perry Stokes, Secretary to the Board PS/ch
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DRAFT

COVID-19 RESEARCH

RECOMMENDED READING 2020-08-08

Wrong person, place and time: viral load and contact network structure predict SARS-CoV-2 transmission and super-spreading events

Ashish Goyal, Daniel B Reeves, E. Fabian Cardozo-Ojeda, Joshua T Schiffer, Bryan T. Mayer
medRxiv 2020.08.07.20169920; doi: <https://doi.org/10.1101/2020.08.07.20169920>

Excerpt

"At the prevention level, school opening and work opening strategies should focus on severely limiting the possible number of exposure contacts per day. Where large numbers of exposure contacts are unavoidable, mandatory masking policies, perhaps with N95 masks that may more significantly lower exposure viral loads should be considered."

The SARS-COV-2 outbreak around the Amazon rainforest: the relevance of the airborne transmission

Edilson Crema

medRxiv 2020.08.06.20169433; doi: <https://doi.org/10.1101/2020.08.06.20169433>

Excerpt of Conclusions and warnings (pg. 11-12)

"It is now experimentally and theoretically demonstrated that airborne contagion by SARS-COV-2 can occur long after an infected person has spoken, coughed, or sneezed in an environment. These scientific results call into question one of the main recommendations of health authorities to contain the outbreak: the distance of 1m to 2m between people would be a safe method of prevention. This indication is based only on old studies about the direct transmission by larger drops, dangerously ignoring the contamination by the virus airborne in droplets that remain suspended in the air for several hours, and even days after the environment has been visited by an infected person. This recommendation created in the population the false idea that, by staying two meters from each other, it is not necessary to use a mask or other protections. Even the highest leaders of the WHO conduct daily interviews without a mask.

Therefore, an important warning must be made: the distance of two meters is not safe for those who do not wear a mask and, if we consider the infection by the eyes, the distance of two meters is not safe even for those wearing a mask."

The airborne transmission played a decisive role in the striking difference in the evolution of the pandemic among Brazilian regions. Air humidity is the most important climatic factor in viral spreading, while usual ambient temperatures do not have strong influence. There is no safe indoor distance for the coronavirus transmission. So, mask and eye protection are essential.

"Bradley Corp.: 6 Ways the Pandemic Transforming Restroom Design."

Entertainment Close-up, 18 July 2020, p. NA. Gale General OneFile,
<https://link.gale.com/apps/doc/A629813685/ITOF?u=bakercity&sid=ITOF&xid=a97dedf8>. Accessed 8 Aug. 2020.

Excerpt

"Businesses are looking at short-term and long-term fixes for operating safely," said Michelle Kempen WRID, WELL AP, ASID, with Kahler Slater, a Milwaukee-based architectural firm. "The goal is to create safe and healthy indoor environments that reduce the spread of airborne and surface contaminants."

1. No-touch fixtures

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"Today's touchless hand washing models incorporate advanced sensing technology for continuous and reliable washing," Kempen said. "Voice command and IoT are other up-and-coming hands-free technologies for restrooms. Automatic door openers typically seen to support accessible design are now also being implemented in locations to prevent hand-surface contact."

In fact, as schools look to re-open, guidelines like the ones issued by the Wisconsin Department of Public Instruction recommend the installation of all touch-free fixtures for [infection](#) control. Domisse added that the Healthy Hand Washing Survey by Bradley Corp. shows that 91 percent of Americans believe it's important that public restrooms are equipped with touchless fixtures. "Touchless restrooms are here to stay," he said.

2. Improved ventilation

"We are seeing clients consider using more robust HVAC systems throughout their facilities but especially in shared spaces such as in restrooms," Kempen explained. "Ventilating with outdoor air is vital to diluting airborne contaminants."

According to Centers for Disease Control (CDC), the coronavirus appears to spread indoors through close personal contact and via poor circulation of building ventilation systems. The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) advises that ventilation and filtration provided by heating, ventilating, and air conditioning systems can reduce the airborne concentration of SARS-CoV-2 and thus the risk of transmission through air.

An Examination of School Reopening Strategies during the SARS-CoV-2 Pandemic

Alfonso Landeros, Xiang Ji, Kenneth L. Lange, Timothy C. Stutz, Jason Xu, Mary E. Sehl, Janet S. Sinsheimer

medRxiv 2020.08.05.20169086; doi: <https://doi.org/10.1101/2020.08.05.20169086>

Excerpt

"Using a stratified Susceptible-Exposed-Infected-Removed model, we explore the influences of reduced class density, transmission mitigation (such as the use of masks, desk shields, frequent surface cleaning, or outdoor instruction), and viral detection on cumulative prevalence. Our model predicts that a combination of all three approaches will substantially reduce SARS-CoV-2 prevalence. The model also shows that reduction of class density and the implementation of rapid viral testing, even with imperfect detection, have greater impact than moderate measures for transmission mitigation."

Why the Coronavirus is More Likely to 'Superspread' Than the Flu

Katherine J. Wu. New York Times. Aug. 7, 2020

<https://www.nytimes.com/2020/08/07/health/coronavirus-superspreading-contagion.html>

Excerpt

"A growing body of evidence now suggests that the coronavirus can be airborne in crowded, poorly ventilated indoor environments, where it may encounter many people at once. The virus also travels in larger, heavier droplets, but these quickly fall to the ground after they are expelled from the airway and do not have the same reach or longevity as their smaller counterparts. Dr. Schiffer said he thought the coronavirus might be more amenable to

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superspreading than flu viruses because it is better at persisting in contagious clouds, which can ferry pathogens over relatively long distances.

“It’s a spatial phenomenon,” he said. “People further away from the transmitter may be more likely to be infected.”

Viable SARS-CoV-2 in the air of a hospital room with COVID-19 patients

John A Lednicky, Michael Lauzardo, Z. Hugh Fan, Antarpreet S Jutla, Trevor B Tilly, Mayank Gangwar, Moiz Usmani, Sripriya N Shankar, Karim Mohamed, Arantza Eiguren-Fernandez, Caroline J Stephenson, Md. Mahbubul Alam, Maha A Elbadry, Julia C Loeb, Kuttichantran Subramaniam, Thomas B Waltzek, Kartikeya Cherabuddi, John Glenn Morris Jr., Chang-Yu Wu
medRxiv 2020.08.03.20167395; doi: <https://doi.org/10.1101/2020.08.03.20167395>

Excerpt

“Findings - Viable virus was isolated from air samples collected 2 to 4.8m away from the patients. The genome sequence of the SARS-CoV-2 strain isolated from the material collected by the air samplers was identical to that isolated from the NP swab from the patient with an active infection. Estimates of viable viral concentrations ranged from 6 to 74 TCID50 units/L of air. Interpretation - Patients with respiratory manifestations of COVID-19 produce aerosols in the absence of aerosol-generating procedures that contain viable SARS-CoV-2, and these aerosols may serve as a source of transmission of the virus.”

Face masks prevent transmission of respiratory diseases: a meta-analysis of randomized controlled trials

Hanna M Ollila, Markku Partinen, Jukka Koskela, Riikka Savolainen, Anna Rotkirch, Liisa T Laine
medRxiv 2020.07.31.20166116; doi: <https://doi.org/10.1101/2020.07.31.20166116>

Excerpt

“The results support a significant protective effect of masking ($p=0.0006$, $\beta=0.0214$, $SE=0.0062$). No severe adverse effects were detected. Interpretation: The meta-analysis of existing randomized control studies found support for the efficacy of face masks among the general public. Our results show that face masks protect populations from infections and do not pose a significant risk to users. Recommendations and clear communication concerning the benefits of face masks should be provided to limit the number of COVID-19 and other respiratory infections.”