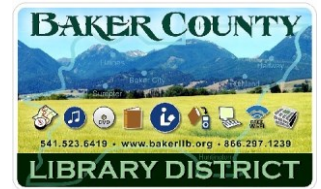


**Baker County Library District**  
 Board of Directors  
**Regular Meeting Agenda**  
 Monday, Mar 14, 2022, 6:00 – 8:00 pm  
 Riverside Meeting Room, Baker County Public Library  
 2400 Resort St, Baker City  
[Meeting simulcast via Zoom](#)  
 Kyra Rohner, President



- |              |   |        |
|--------------|---|--------|
| <b>I.</b>    | <b>CALL TO ORDER</b>  | Rohner |
| <b>II.</b>   | <b>Consent agenda (ACTION)</b>  | Rohner |
|              | a. Additions/deletions from the agenda  |        |
|              | b. Minutes of previous meeting  |        |
| <b>III.</b>  | <b>Conflicts or potential conflicts of interest</b>   | Rohner |
| <b>IV.</b>   | <b>Open forum for general public, comments &amp; communications</b>   | 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. |        |
| <b>V.</b>    | <b>OLD BUSINESS</b>   |        |
|              | a. <b>Report on Pandemic Response Activities</b>  | Stokes |
|              | b. <b>Policy revision - Digital Archive Copyright Statement (ACTION)</b>  | Stokes |
| <b>VI.</b>   | <b>NEW BUSINESS</b>   |        |
|              | a. <b>Budget calendar approval and Committee discussion (ACTION)</b>  | Stokes |
|              | b. <b>New Board Member Spriggs Oath of Office (ACTION)</b>  | Stokes |
|              | c. <b>Card for outgoing Board Member Vaughan</b>  | Stokes |
| <b>VII.</b>  | <b>REPORTS</b>  |        |
|              | a. Director   | Stokes |
|              | b. Finance  | Hawes  |
| <b>VIII.</b> | <b>Next meeting: Apr 11, 2022</b>   | Rohner |
| <b>IX.</b>   | <b>ADJOURNMENT</b>  | Rohner |

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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, Mar 14, 2022, 6:00 pm

Notes prepared by Library Director Perry Stokes

## Annotated Agenda

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

### Attachments:

- II.b.i. Board meeting minutes, Feb 14 2022

- III. Conflicts or potential conflicts of interest Rohner
- IV. Open forum for general public, comments & communications Rohner

No public communications to report.

- V. OLD BUSINESS Stokes
  - a. Report on Pandemic Response Activities

COVID-19 case counts have dropped precipitously in the last 30 days nationally, in Oregon, and in Baker County, but daily deaths reported remain fairly high in the US.

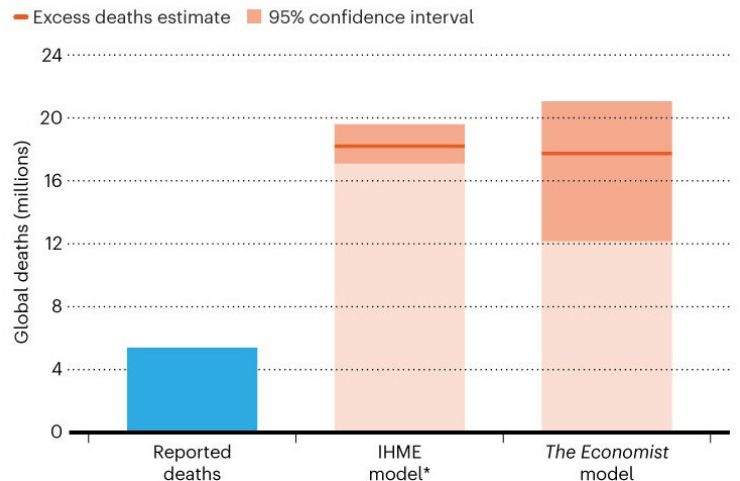
Persistent hotspots in the US are in Idaho, Montana, Minnesota, Colorado, Kentucky, and Alaska.

Oregon’s mask mandate ended on March 11. Signage about masks has been taken down in our libraries and will be placed in storage until the pandemic risk decline is stable enough to reasonably discard it.

Worldwide, as reported in the journal [Nature](#), studies suggest the actual “excess deaths” count from this pandemic may be around 18 million -- which is three times higher than officially reported.

## COVID’S TRUE TOLL

The number of confirmed deaths (blue bar) caused by COVID-19 is far smaller than tallies of ‘excess deaths’ (pink bars), which are those above what is expected, during the pandemic.



©nature

Data and models up to 27 December 2021; \*Model up to 31 December 2021.

Sources: Our World in Data/The Economist/IHME

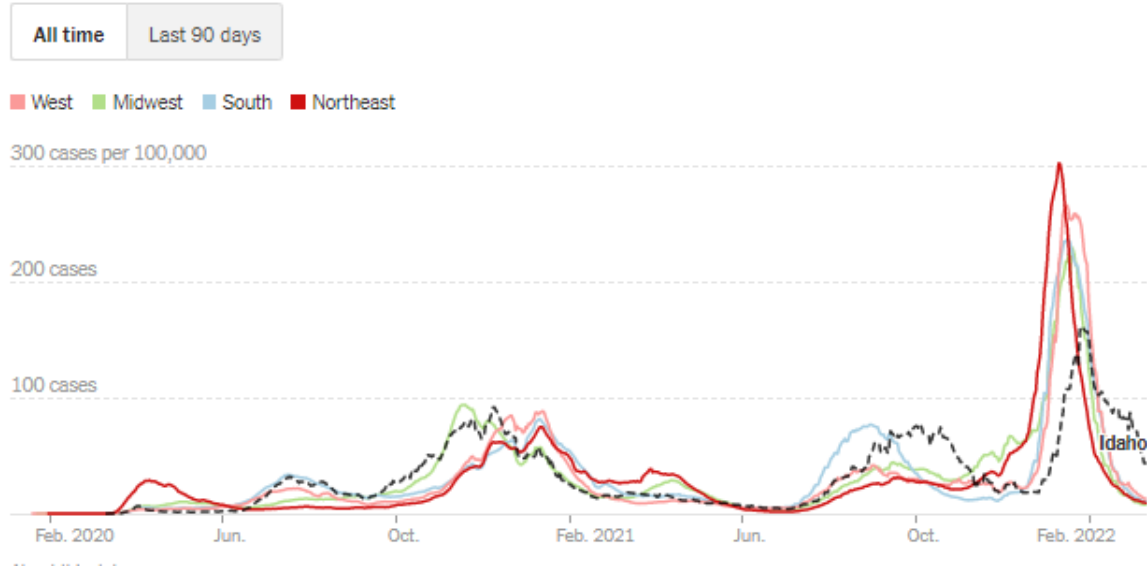
# Library Board Meeting – Annotated Agenda

Monday, Mar 14, 2022, 6:00 pm

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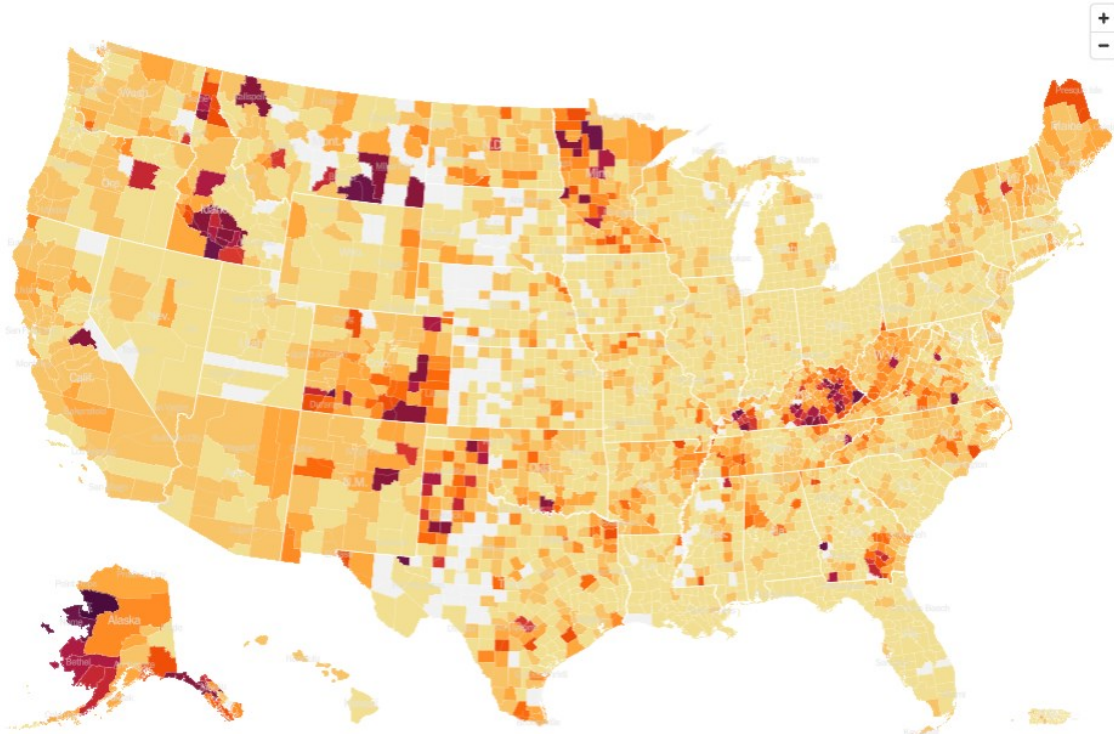
## Cases by region

This chart shows how average daily cases per capita have changed in different parts of the country. The state with the highest recent average cases per capita is shown.



### Hot spots

AVERAGE DAILY CASES PER 100,000 PEOPLE IN PAST WEEK  
10 30 50 70 100 200 FEW OR NO CASES



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# Library Board Meeting – Annotated Agenda

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The New York Times

SUBSCRIBE FOR \$

U.S.A. World Health

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

Updated March 13, 2022

### New reported cases

All time Last 90 days



	DAILY AVG. ON MAR. 12	14-DAY CHANGE	TOTAL REPORTED
Cases	34,232	-48%	79,411,749
Tests	970,075	-10%	—
Hospitalized	30,164	-43%	—
In I.C.U.s	5,461	-46%	—
Deaths	1,297	-31%	966,218

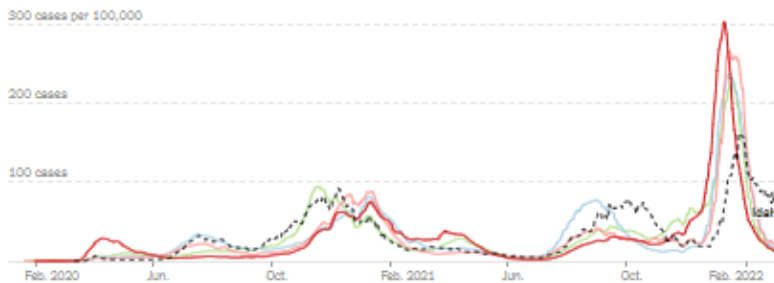
About this data

### Cases by region

This chart shows how average daily cases per capita have changed in different parts of the country. The state with the highest recent average cases per capita is shown.

All time Last 90 days

West Midwest South Northeast



About this data

### Vaccinations

	AT LEAST ONE DOSE	FULLY VACCINATED
All ages	77%	65%
5 and up	81%	69%
65 and up	95%	89%

See more details

About this data

### State of the virus

Update for March 9

- Virus activity continues to wane across the United States, with new case reports reaching their lowest levels since last summer.
- Coronavirus hospitalizations have fallen more than three-quarters from their January peak, to about 35,000 from more than 150,000. The number of patients in intensive care units has also plummeted.
- Around 1,400 deaths continue to be announced most days, well below the peak of the Omicron wave but still very high. More than 960,000 deaths have been attributed to Covid-19 in the United States.
- Fewer people are hospitalized with Covid-19, and fewer new cases are being announced each day, than in the weeks before the highly infectious Omicron variant became dominant in the United States.
- Every state is in far better shape than it was at the height of Omicron, and almost every state continues to see significant declines in daily case reports and hospitalizations.
- New case reports are down more than 70 percent in the last two weeks in [South Carolina](#), [Louisiana](#) and [Iowa](#). Those states have also seen hospitalizations decline at least 50 percent in that period.

### Who's Requiring Workers to Be Vaccinated?



The New York Times surveyed top corporations about their Covid-19 policies as workers prepare to return to offices. Many require vaccinations, but the consequences for failing to comply vary widely.

# Library Board Meeting – Annotated Agenda

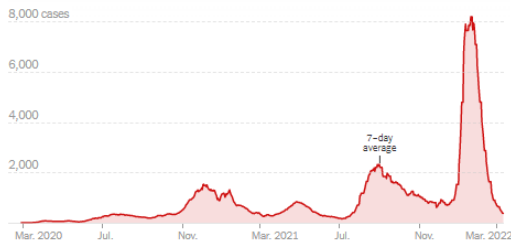
Monday, Mar 14, 2022, 6:00 pm

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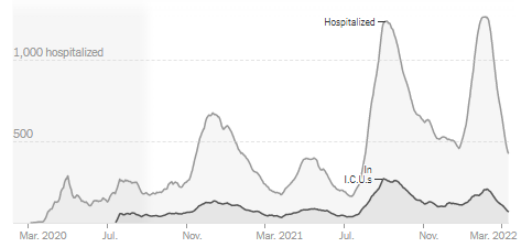
## How trends have changed in Oregon

All time Last 90 days

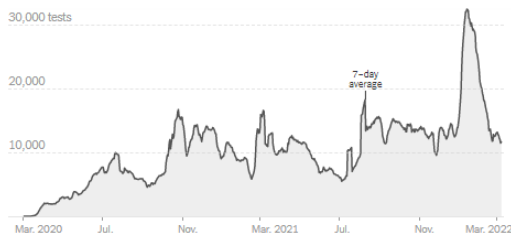
New reported cases by day



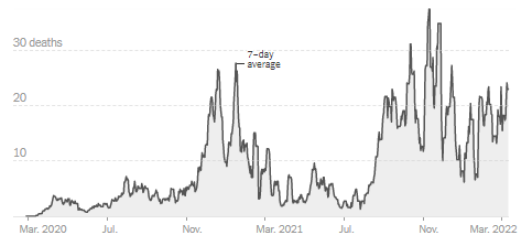
Covid patients in hospitals and I.C.U.s  
Early data may be incomplete.



Tests by day



New reported deaths by day



## How trends have changed in Baker County

All time Last 90 days

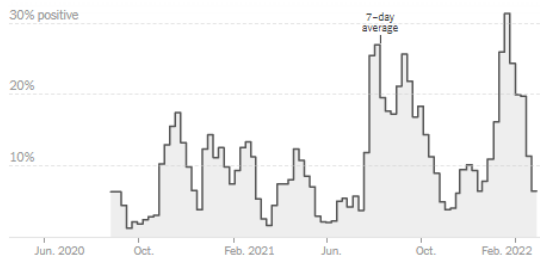
New reported cases by day



Hospitalized Covid-19 patients in the Baker County area



Test positivity rate



New reported deaths by day



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# Library Board Meeting – Annotated Agenda

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Monday, Mar 14, 2022, 6:00 pm

Notes prepared by Library Director Perry Stokes

## b. Policy revision - Digital Archive Copyright Statement (**ACTION**) Stokes

*Attachments:*

- V.b.i. Digital Copyright Statement draft 2 with all changes
- V.b.ii. Digital Copyright Statement draft 2 with newest changes only

As discussed in the February meeting, with the recent incorporation of BCLD archival records into the Northwest Digital Heritage and Digital Public Library of America platforms, an update is needed to our Copyright Statement Policy, which last approved February 8 2010.

The proposed changes incorporate the recommendation that BCLD use the Copyright Not Evaluated (CNE) Statement from NWDH staff. This statement clarifies that BCLD has not done evaluation research to determine the copyright status of works in our collection.

The proposed changes include a new section for Copyright Complaint and Take Down Notices which is modeled on the policy posted by the [Smithsonian Libraries and Archives](#).

After the February board meeting, I submitted the policy to counsel at SDAO. Unfortunately, they replied that this topic was outside of their scope of expertise and recommended BCLD have its own legal counsel review it.

I next reached out to staff in charge of the digital archive programs at both the Washington and Oregon State Libraries. Evan Robb at WSL, provided some helpful suggestions which I've incorporated in the latest policy version presented in the board packet.

----- EXCERPT FROM ORIGINAL MESSAGE ----

"This newest version looks good for the most part, but I do have a couple of comments.

1. In the opening paragraph, you use the phrase "...only in accordance with fair use under the U.S. Copyright Act." Fair use only applies to items that are definitively protected by copyright. But what if a user determines that an item they'd like to use from your collection has entered the public domain? For example, a postcard published prior to 1926. In this case the end user is free to use the digital image in any way they see fit, including commercial uses, and they don't need to ask permission or even credit your institution (although it's nice if they do).

I think you'd be better off ending that opening sentence at "...United States." and leaving off the rest about fair use. You might add a sentence after this like, "Many of the items in the Archive are, or may be, protected by copyright."

2. This issue of public domain items comes up again when I look at the Conditions of Use statement which prompts end users to ask permission from BCLD. Generally, I think seeking permission, attributing the owning institution, etc., is a good thing. But for public domain items, that should not be necessary. Maybe(??) one way this section could be altered would be to state that up front. For example:

For items determined to be in the public domain, no special use permissions are required. More information about copyright term and the public domain is available here:

<https://guides.library.cornell.edu/copyright/publicdomain> Users who are unsure about whether

# Library Board Meeting – Annotated Agenda

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an item has entered the public domain are encouraged to contact Baker County Library District at:....

For all other items, users should assume copyright still applies and follow these conditions:  
[Conditions of Use here]

Oh, and there might be some useful verbiage on the Washington Rural Heritage “About” page, in the copyright section. I updated this relatively recently:  
<https://www.washingtonruralheritage.org/digital/about> “

## VI. NEW BUSINESS

### a. Budget calendar approval and Committee discussion (ACTION) Stokes

#### Attachments

- VI.a.i. FY22-23 Budget calendar
- VI.a.ii. FY22-23 Budget Committee Roster

Board Packet includes a schedule of legal publication window dates and meetings. I propose that the Budget Committee meet on Wednesday, May 25.

I have emailed all Budget Committee appointive members with notification of the meeting date, and a request to let me know if they are unable to serve. As of board packet creation, Collier and Savage have affirmed their availability and participation.

#### Appointive Members

	Name	City	Term start (3 years)	Term expiration
1	Aletha Bonebrake	Baker City	5/2022	5/2024
2	Linda Collier	Halfway	5/2022	5/2024
3	Bob Savage	Baker City	5/2020	5/2022
4	Joy Leamaster	Baker City	5/2021	5/2023
5	Ann Mehaffy	Baker City	5/2021	5/2023

**I recommend approval of the Budget Committee roster as presented with appointment of Bonebrake and Collier to a new 3-year term and me as Budget Officer.** Changes to this roster can be made at the April or May board meeting if necessary. **I also recommend that the Budget Committee meeting be set as Wed, May 25 at 5:00 pm** with a secondary meeting tentatively scheduled for the following day Thu, May 26 at 5:00 pm. The secondary meeting is customarily scheduled as precaution, but is typically not needed.

### b. New Board Member Spriggs Oath of Office (ACTION)

Stokes

#### Attachments:

VI.b.i. New Board Member Oath form for Joan Spriggs

# Library Board Meeting – Annotated Agenda

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Notes prepared by Library Director Perry Stokes

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 Joan Spriggs for swearing in by verbal affirmation and written signature agreement. Spriggs was appointed by the board at its February 2022 meeting to fill the position vacated by Frances Vaughan.

"I, (board member), having been duly (elected/appointed) to the office of Baker County Library District POSITION ( x ), do solemnly affirm 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 and honorably perform the duties of Library Board Director according to the best of my ability."

## c. Recognition for outgoing Board Member Vaughan

Stokes

In recognition and gratitude for volunteer service by outgoing board member Frances Vaughan, the Board members may sign a physical Thank You card I will present at the meeting. Vaughan served for 3 ¼ years from October 2018 to January 2022.

Alternatively, we could sign a digital card, if that is preferred.

## VII. REPORTS

### a. Director

Stokes

#### Facilities

- HVAC system repairs – Building heating capacity at the Baker branch is once again impaired due to failure of the circulation pump. Ed reports he was preparing to have that motor rebuilt and replacement was in the HVAC upgrade project bid, but it broke prematurely. Replacement is expected to take about three weeks.
- Teen Room shelving expansion – Library staff selectors for the Young Adult collection are doing an excellent job. Usage has grown slightly over a year ago. With shelves again at capacity, we are planning to expand shelving capacity with 4 additional units (2 FIC, 2 Graphic novels), including a special location for Manga (Japanese style) graphic novels which are in high demand.
- ODOT Curb ramps project – As part of an upgrade to highways OR7 and US30, ODOT has informed BCLD that it will use its "Right of Way" eminent domain authority to expand the walkway onto library property at the northeast corner of Campbell and Resort St. This is the area where the large cottonwood tree was removed a few years ago, so should not be a problem. Ed has contacted ODOT and plans to have a property walk-through meeting with a representative.
- LED Light Upgrades – With more ballast failures occurring, old porch soffit light fixtures at the Haines branch will be replaced in the upcoming weeks. Also, all interior lights at the Sumpter branch will be upgraded to LED lights. The library will coordinate the project; the Sumpter Museum Association has agreed to pay for the upgrade of lighting



# Library Board Meeting – Annotated Agenda

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Notes prepared by Library Director Perry Stokes

in its portion of the building. Ed will be seeking energy rebates for this work whenever possible.

## Personnel

- Training
  - I will be attending the annual ALA Public Library Association (PLA) conference this year, as it is being held in Portland. Managing Librarian Diana Pearson will also be attending.
  - Ed and I are participating in the Strategic Energy Management (SEM) program offered by Energy Trust of Oregon. In a series of meetings, ETO coaches will help us with developing project management tools and building a strategic plan, gathering data, engaging staff and public, more successfully pursuing incentives and grant opportunities for projects.

## Safety & Security

- We have had several notable incidents involving youth this past month, including:
  - 2/12/22 Disorderly Conduct by 3 juveniles together in one restroom. All three were excluded pending a requirement of their parents/caregivers to meet with me.
  - 3/3/22 Criminal Mischief by a group of 4 juveniles deploying smoke bombs into the library in two separate attacks. The four were identified by security camera system evidence and have been trespassed for a year. At least two will face charges of Criminal Mischief or Reckless Burning.
  - 3/5/22 Assault incident inside the library of one juvenile girl attacking another, causing significant physical injury (broken/lost tooth). Baker City Police and EMTs responded quickly. Trespass penalties are pending information from the investigation.

### b. Finance

Hawes

Report documents to be distributed at the meeting.

## VIII. Next meeting: Apr 11, 2022

Rohner

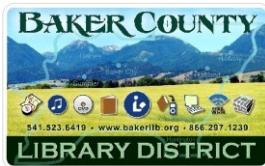
### Possible agenda items

- SDAO Health & Life Insurance Renewal (ACTION)
- Cybersecurity Policy (ACTION)
- Personnel Policy update (ACTION)
- FY2022-23 Budget preview
- Proposal for Fines Free Policy for Ready-To-Learn accounts (ages 0-5)

## IX. ADJOURNMENT

Rohner

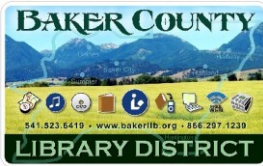
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**Baker County Library District  
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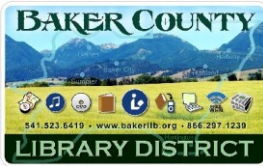
<b>Call to Order</b>	<p>The meeting was held in the Riverside conference room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Those attending the meeting in person were Directors Betty <b>Palmer</b>, Gary <b>Dielman</b>, and Beth <b>Bigelow</b>. Also attending were Perry Stokes, Director and Christine <b>Hawes</b>, Business Manager. One person attended via zoom, Joan <b>Spriggs</b>.</p> <p>The meeting was available to the public from the District website to attend via Zoom; a link was provided from the agenda page.</p> <p>Vice-President of the board, Betty Palmer, called the meeting to order at 6:06 pm. There was a quorum present with 3 board members in attendance.</p>
<b>Consent Agenda</b>	<p>Rohner asked for any additions or deletions to the agenda or to the minutes from the previous meeting. Stokes had one addition to New Business: US Bank Online Access Approval. There were no changes to the minutes. <b>Dielman made a motion to approve the Consent Agenda; Bigelow seconded; motion passed (3 yea) unanimously.</b></p>
<b>Conflicts of Interest</b>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none.</p>
<b>Public Comment</b>	<p>No members of the public were present in person or on Zoom. Stokes had no public communications to report.</p>
<b>OLD BUSINESS: Report on Pandemic Response Activities</b>	<p>Stokes reported on the current status of the COVID-19 pandemic. On February 7, The Oregon Health Authority announced that the state mask mandate will be lifted no later than March 31st. Businesses and government agencies will be allowed to establish their own mask policies. Stokes said that he plans for BCLD to transition to a “masks optional” stance, with a recommendation that staff wear a mask if possibly exposed to someone with COVID-19, or if feeling unwell at all but not sick enough to want to take a sick day.</p> <p>Current mask supply should be sufficient to continue to provide the PPE to staff and the public through March. Going forward, we will need to keep a supply of N95 masks on hand to comply with new Oregon OSHA emergency rules, along with training for employees.</p> <p>Stokes discussed the “masks optional” posture with staff at a recent meeting,</p>



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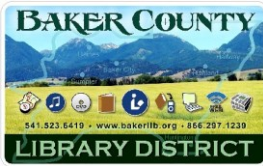
	<p>and all seemed supportive. He also indicated that after the mandate is lifted, the district will continue to vigilantly protect the personal choices of its visitors and staff. Any anti-mask abuse or harassment will be firmly addressed as a violation of our Code of Conduct.</p> <p>Stokes reviewed the statistics of Coronavirus in Oregon. Some light discussion.</p>
<p><b>NEW BUSINESS:</b> <b>Appointment to fill Board Vacancy</b></p>	<p>Stokes reminded the board that due to the resignation of Frances Vaughan announced at the January meeting, the vacancy needs to be filled by appointment. He distributed copies of Vaughan’s resignation letter. Stokes reviewed the bylaws procedures. Also included in the packet is a board recruitment checklist he got from Special Districts.</p> <p>Stokes said that Frances represented the Pine-Eagle Valley communities and to fulfill her term she recruited Joan Spriggs who also is a resident of the area. Stokes invited Spriggs to this meeting. She has endorsements from our Halfway branch staff and one of our Budget Committee members, Linda Collier.</p> <p>Stokes provided the completed application form that Joan submitted. Joan said that she was open to questions. She had worked for many years at a public library in Eagle, Idaho. It was a medium size library. Palmer asked if she had been in the Baker library and asked how the two libraries compare. Joan feels they are about the same size. Joan described her duties of starting as a library page, doing interlibrary loans, supervising pages, working with the public, and managing public programs.</p> <p>Stokes asked what her last title was. Joan responded she believes Librarian I was her title, but would have to look to be sure since she has been retired for 6 years. She was full time and on salary, she said. Dielman asked about her education and degree background; Joan gave a review of her education and career. Bigelow asked what brought Joan’s family from Eagle, Idaho to Halfway, Oregon; Joan responded their daughter lives in Halfway. They moved there when they retired. She and her husband had no intentions to move but fell in love with the area.</p> <p>Stokes asked if she had heard of a surge of attacks on books related to LGBTQT and black history; she hadn’t recently, but talked about how the library she worked at dealt with challenges. Stokes asked if she had received training in intellectual freedom from the Eagle library. Joan was aware of the topic and described herself as a moderate person with an independent spirit and strongly supportive of First Amendment rights. Some discussion on the topic</p>



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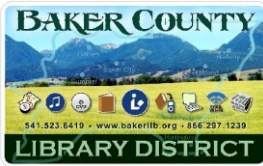
	<p>of individual rights.</p> <p>With no further questions, Palmer said that we have an action item to appoint Joan to fill the vacant position, that term ends June 2023. Comments continued. Stokes briefly described the re-election process for Joan if she wishes to continue serving past the appointment term. Dielman said that he didn't hear any things that concerned him and he liked her application.</p> <p><b>Dielman moved to appoint Joan Spriggs to fill the vacant board position which the term ends June 30, 2023; Bigelow seconded; 3 yea votes (Dielman, Palmer, Bigelow), motion passed unanimously.</b> She was welcomed to the board. Joan said that she is excited to be on the board and hopes to come for a future meeting in person.</p> <p>Stokes told Joan that he will put together a packet including the oath of office and send that to her.</p>
<p><b>Policy Revision, Digital Archive Copyright Statement</b></p>	<p>Stokes said that an update is needed to the BCLD Digital Archive Copyright Statement, last approved February 2010. The BCLD archival records were recently added to the Northwest Digital Heritage and Digital Public Library of America platforms. The recommended changes clarify that BCLD has not done evaluation research to determine the copyright status of works in its collection. He has also added a new section for Copyright complaint and take down notices which is modeled from the Smithsonian Libraries.</p> <p>Palmer asked Stokes to direct them to the policy he wants them to look at first. There are additions for Copyright complaints and take down notices. Discussion on the different versions. He reviewed the versions and changes to the policy. Discussion on things posted on the District website. Stokes explained that the policy is basically a liability disclaimer; people are advised to do their own research if copyright may be an issue for their use of an image. Spriggs asked who the Library uses for legal advice. Stokes said that whenever possible, we use the Special Districts legal department; they provide a limited number of legal consulting hours per year.</p> <p>Dielman explained the acquisitions process for the photograph collection. Palmer asked how often in the past has copyright come up as an issue. Stokes responded it is primarily only an issue when a commercial media company wants to feature one of our images. They try to get BCLD to make a statement that the copyright is clear; he informs them we cannot make that statement. They need to do that research. The library doesn't collect money, resources are offered freely. Dielman felt that most are so old that the copyright has expired.</p>



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	<p>Stokes said there is no rush on making the changes.</p> <p>Dielman suggested tabling the item until the Board is able to have Kyra's opinion. Palmer said we can revisit this again next month.</p>
<p><b>SDAO Training</b></p>	<p>Tabled until after Director report:</p> <p>Stokes said that as part of the Best Practices Checklist, SDAO has recommended that all districts adopt a policy on cybersecurity and information security. As part of the preparation for that, he has a 15 minute webinar for the board to review. He intends to present the new policy at a future board meeting.</p>
<p><b>US Bank Online Access Approval</b></p>	<p>Hawes passed out an information sheet about the US Bank Online Access and introduced the topic. Hawes is asking the board to consider allowing her to have access the District bank accounts online through the SinglePoint program offered by US Bank which the District uses for three checking accounts. The program allows for custom levels of access to the accounts. She is interested in having the ability to view checking activity online. She explained that she often has to call the local bank looking for a specific check that had cleared when working with vendor accounts; they are short staffed and often don't answer the phone.</p> <p>She recently had to place a stop payment on a check that was lost in the mail which costs \$35 each time; this could be done free online. The ability to access daily account balances would be helpful and avoid overdraft issues; she described a recent issue caused by a Quickbooks programming problem. The ability to move funds between accounts would be a great asset and would eliminate the need for two to three interfund-checks each month between General Fund and Sage accounts. The bank statements can be downloaded rather than waiting for them to come in the mail; she already does this with the State Pool savings accounts. What it would not do is allow her to send an eCheck, which would effectively make her a check signer. Both Stokes and Hawes will be authorized to access the online account, some things will require a dual approval.</p> <p>After a short discussion, the board agreed that they were all in agreement that this program would be efficient. It was decided that a vote was not necessary, they approved the program and would leave that to Stokes and Hawes to manage.</p>



Baker County Library District  
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Feb 14, 2022

**REPORTS:**  
**Director**

Stokes reviewed the report:

***Property/Liability Insurance Option:*** At the December meeting, the board discussed the renewal of Special Districts insurance. The board expressed interest in exploring insurance provider alternatives to verify the rate and coverage we get is the best option. Stokes emailed other Library Districts and asked if any were using an alternative provider. He got two responses, one indicated that their County provided a self-insurance program that meets their needs, while another said that they had explored other options and found nothing comparable to what is available through SDIS.

***Facilities:***

**Baker Heating System** - Ed reports that we are still limping along with the Trane rooftop units working constantly to overheat the new areas thus heating the whole building. They are keeping the building on average at 65 degrees. We usually keep doors open so the heat can flow to needed areas. Ed is concerned that overworking the Trane units may cause problems.

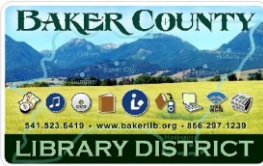
Demolition of the old boiler took two days. Ed arranged for necessary permits required for electrical, plumbing, and building. He is also looking into Energy Trust rebates for the new system. Installation of the new system is under way. The workers were soldering in the facility room; pressure testing is anticipated tomorrow, and if no problems, the system will be ignited. We are hopeful to have heat this week.

Included is a report from Ed that explains the boiler situation. The cost will be about double what as previously reported. Stokes talked about funds available to cover the cost.

There is a question about how to handle the payment. Christine contacted the auditor, who recommended the project transactions be logged in the General Fund, then covered by transfer funds from Capital Investment Reserve Fund.

**RFQ for phone and alarm system upgrade:** Ed has been working with Alpine Alarm to resolve a couple issues, the phone system is 20+ years old and there is no support; he is also wanting to add a motion alarm in his area and learned the alarm system is also outdated. He will put together a RFQ proposal to upgrade the phone and building alarm system.

**Drive-up window remodel:** The work counter space was redesigned and the area looks good. The window will be replaced when the weather warms up. Operations Supervisor, Heather Spry is pleased. The new area is used for interlibrary loan processing.



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**Branches:**

Bookmobile - the interior now has upgraded LED lighting. It also has four new winter tires that cost about \$3,000 total. Routine maintenance was recently completed.

Haines- As in Baker, the main controller board failed recently and needed replacement. With a simpler, smaller system, the unit was repaired and is working well. Exterior lights are being updated to LED fixtures. The ballasts in the original lights are beginning to fail. Also, the pressure plate switches for the automated ADA doors are very worn and faulty. Ed tried to refurbish them, but they are still malfunctioning which poses an extra barrier for our visitor with mobility challenges. Stokes approved upgrading the switches to motion sensor units that are triggered with just a hand wave.

Halfway & Richland – With the energy-efficiency window tinting project completed, new decals for display of business hours are needed. These will be installed when the weather warms up.

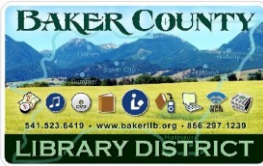
**Friends & Foundation:**

Friends - the Winter Book Sale was a success with revenue above average at about \$1,400. The sale ran about 10 days, Jan 28 through Feb 6. The next Friends meeting is February 15 at 3:00pm. Stokes has funding proposals such as a new picnic table to replace an old one in the north parking lot area, sponsorship of a banned book reading club, and a solar-powered charging station for portable devices.

Foundation had a recent meeting and re-elected their officers; Aletha Bonebrake continues as president, along with other officers. Stokes described a few projects the Foundation is looking at supporting, such as fundraising for a Bookmobile van.

Tower of Books Public Art Project – the Foundation discussed the status of the Tom Novak tower of books sculpture project. One was recently installed on Main Street in front of Betty's Books. The group learned that the sculpture is actually For Sale; if sold, proceeds may be used to fund placement of a version of the sculpture at the Library. Novak's vision is to have a series of such totemic sculptures along the Leo Adler pathway through the city. Stokes suggested Novak contact large libraries in the country that may have Foundations and resources to invest in art such as this.

Statistics on bookmobile use - Stokes shared a report with graphics illustrating Bookmobile usage. Bookmobile usage had declined in the last couple years

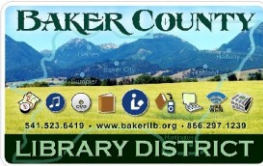


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	<p>but has bounced back up. Due to the pandemic, services to senior centers were interrupted early in 2020 and have not resumed. Recent increase of usage is primarily due to adding service to the Baker Early Learning Center and Summer Academy program.</p> <p>Dolly Parton Imagination Library – Stokes described the program which is sponsored in Baker County by OTEC and how kids get the books.</p> <p><b>Personnel:</b>  Stokes announced two internal staff advancements: YaWen Ott will take over the bulk of BoDean’s duties as the new Technical Services Specialist. Amanda MacNaughton will be taking over hours as Acquisitions Specialist.</p> <p>Training - Stokes attended the SDAO conference virtually for 3 days. Our staff and board don’t usually attend as it travel is very hazardous this time of year. He did get some good ideas and is still processing all he learned. The ALA Public Library Association (PLA) annual conference will be in Portland in March this year; he plans to attend that.</p> <p><b>Public Services:</b>  Youth programs – Stokes shared a few of the youth programs that are happening, including “Blind Date with a Book”, the March Madness Challenge, and ongoing StoryTime bags that go out at the beginning of the month.</p>
<p><b>Finance Report</b></p>	<p>Hawes has distributed copies of the financial reports for those attending in person.</p> <p><b>General fund</b> received tax turnovers of \$9,932.66 on February 2nd. The Capital Investment Fund transferred \$26,100 on January 20 to the General Fund to cover the emergency payment for the boiler replacement.</p> <p>In <b>Personnel Services</b>, a check to Special Districts of \$12,830.14 for the monthly group health insurance was mailed the first of the month. The February PERS was posted early and \$13,495.37 withdrawn last Friday, February 11; Sage fund will reimburse \$1,706.11 for its share of the retirement liability. In total, Personal Services is at 62.5% spent and is on target with budget.</p> <p>In <b>Materials &amp; Services</b>, the Book budget included a check to Ingram \$2,192.68 for the monthly book order, EBSCO \$1,333 for Novelist subscription, and VISA included movies for the collection totaling \$2,922.53. Currently, the</p>





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book budget is a little under budget for the anticipated time of year. In Facilities, Landmark of \$617.50 was paid on January 26, for countertop installation at the drive up window area. A check was written for \$2,200 for the monthly janitorial contract payment. In the Computer budget, a check to Sencourse of \$2,280 was for the annual data hosting of \$1,280 and SafeSpace occupancy counter of \$1,080. In the vehicle budget, the bookmobile received new tires \$2,787 at Lew Brothers Tire Center, an oil change and new battery \$1,093.99 at Grumpy's repair. A check was written to CNA Surety for \$350 to renew the bond. A check was written to Baker City Rotary for membership dues of \$180. Vendors renewed online included Idaho Power \$251.87 for electricity at two branches (Halfway and Huntington), Cascade Natural Gas \$1,310.60 for the Baker Library heating, OTEC \$1,107.34 for Baker Library electricity, OTEC \$115.10 for Haines electricity,. There were 3 invoices paid online for CenturyLink dba Lumen, Sumpter Library \$137.70 for telephone and Internet; Huntington library \$76.82 for telephone and \$449.10 for Internet.

Capital Outlay, shows expense of \$26,100 for the check written January 20 to Valley Metal & Heating to order the new boiler unit; this represented 60% of the estimate with the final billing expected to be around \$17,198.

The budgeted Transfers have been made to Memorial \$12,500 and Capital Investment pool account of \$20,000.

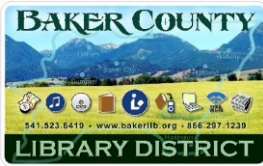
Following the financial report for General Fund, is a cash balance report.

The **Other Funds** received net Amazon book sales of \$306.91 in January, \$299.88 in December and \$381.77 in November. Other Funds also received \$12,500 transfer which was split between departments; \$1,500 for the election fund, \$10,000 for the Severance Dept, and \$1,000 for Technology Department. It wrote one check to VISA for \$140.03 for amazon book shipping.

The **Capital Investment** Fund received the \$20,000 budgeted transfer on January 20, 2022 from the General Fund and transferred back \$26,100 to cover the down payment on the new boiler.

Following the financial report for Other Funds, is a cash balance report and detail for the Memorial Fund designated funds.

The **Sage Funds** received membership dues from one member library of \$6,271. There are 5 library dues outstanding, a report was sent to Beth Ross. The checks written include 54 small couriers \$1,614.21, EOU \$325 for remote login fee, BCLD reimbursement \$1,706.11 for PERS, and VISA \$166.40 for courier labels and postage, and one to OCLC \$849.75 for EProxy subscription.



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	<p>It's current cash balance is \$195,385.</p> <p>Some discussion ensued after the business report. Palmer asked about the OTEC bill being over \$1,000 this month, she wanted to know if that was typical or higher than previous months. Hawes said the amount is typical but would do a report for comparison. Stokes commented that cost increases may show up next month with the increased usage of the Trane rooftop heating units. Palmer also asked about the Huntington library Internet costs, confirming that it is \$450 a month, commenting that it is high; Hawes and Stokes explained the transition in Huntington, the history of insufficient Internet and the fact that E-Rate pays for 80%. There was some discussion on lowering the requirements for sanitation for janitorial. Stokes said that he has looked for guidance. The State Library said about 6 months ago that quarantine of items was not necessary per studies on surface viability on the Delta variant. However, he has read that surface transmission is a much greater issue with the Omicron variant. Discussion on new guidance for sanitation.</p> <p>Stokes asked Hawes about a Sage expense line that doesn't have a budget; he gave direction to move those expenses to another budget line. Hawes will make that change.</p> <p>Checks were signed by those board members present at the meeting. In addition, the Approved Bills Lists for 3 funds were approved and returned.</p> <p>Group decided to table SDAO training. They all wanted to receive an email link for the training through SafePersonnel.</p>
<p><b>Next Meeting</b></p>	<p>The next regular board meeting will be March 14, 2022. Topics for the next meeting include:</p> <ul style="list-style-type: none"> <li>• Policy Revision - Library Card Eligibility</li> <li>• Cybersecurity / Information Security Policy (NEW)</li> <li>• Budget calendar approval and Budget Committee discussion</li> </ul>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 7:34pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>

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2/08/2010

Approved by Library Board:

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In your message, please include:

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- A link to the work on our website.
- A statement about why you believe the work is still protected by copyright and why its use is not authorized by the copyright owner or agent; and
- Written documentation, such as evidence of copyright and renewal registrations, establishing your claim to copyright.

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- A link to the work on our website.
- A statement about why you believe the work is still protected by copyright and why its use is not authorized by the copyright owner or agent; and
- Written documentation, such as evidence of copyright and renewal registrations, establishing your claim to copyright.

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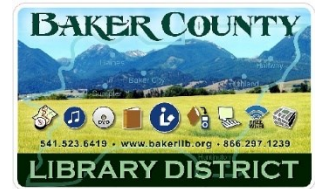
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Baker County Library District



# NEW BOARD MEMBER OATH

"I, JOAN SPRIGGS, having been duly APPOINTED to the office of Baker County Library District POSITION 5, do solemnly affirm 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 and honorably perform the duties of Library Board Director according to the best of my ability."

\_\_\_\_\_  
 Printed name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**ATTEST:** \_\_\_\_\_  
**Signature: Perry Stokes**  
 District Secretary / Board Clerk

\_\_\_\_\_  
**Date**