

# Baker County Library District

Board of Directors

## Regular Meeting Agenda

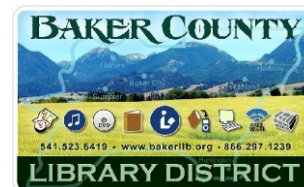
Monday, Sep 13, 2021, 6:00 – 8:00 pm

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

Meeting simulcast via [Zoom](#)

<https://us02web.zoom.us/j/84263326583>

Kyra Rohner, President



- |   |        |
|---|--------|
| <b>I. CALL TO ORDER</b>   | Rohner |
| <b>II. Consent agenda (ACTION)</b>  | Rohner |
| a. Additions/deletions from the agenda  |        |
| b. Minutes of previous meeting  |        |
| <b>III. Conflicts or potential conflicts of interest</b>  | Rohner |
| <b>IV. 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. OLD BUSINESS</b>  |        |
| a. Swearing in of newly elected Directors   | Stokes |
| b. Patron complaint to Board  | Rohner |
| c. Report on Pandemic Response Activities   | Stokes |
| <b>VI. NEW BUSINESS</b>   |        |
| a. None   |        |
| <b>VII. REPORTS</b>   |        |
| a. Director   | Stokes |
| b. Finance  | Hawes  |
| <b>VIII. Next meeting: Oct 11, 2021</b>   | Rohner |
| <b>IX. 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

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Monday, Sep 13, 2021, 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, Aug 9 2021

- 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**
- a. **Swearing in of newly elected Directors** Stokes

Two of the three newly elected board members completed the written Oath of Office forms at the prior meeting. This agenda item is to complete the swearing in requirement for Betty Palmer who was unable to attend the August meeting.

- b. **Patron complaint to Board** Rohner

At the August meeting, the board heard report of a complaint about library staff which was referred to Board President Kyra Rohner. Subsequent board actions were pending guidance sought from Special Districts counsel. An update on the matter will be reported for discussion and determination if additional actions are necessary.

- c. **Report on Pandemic Response Activities** Stokes

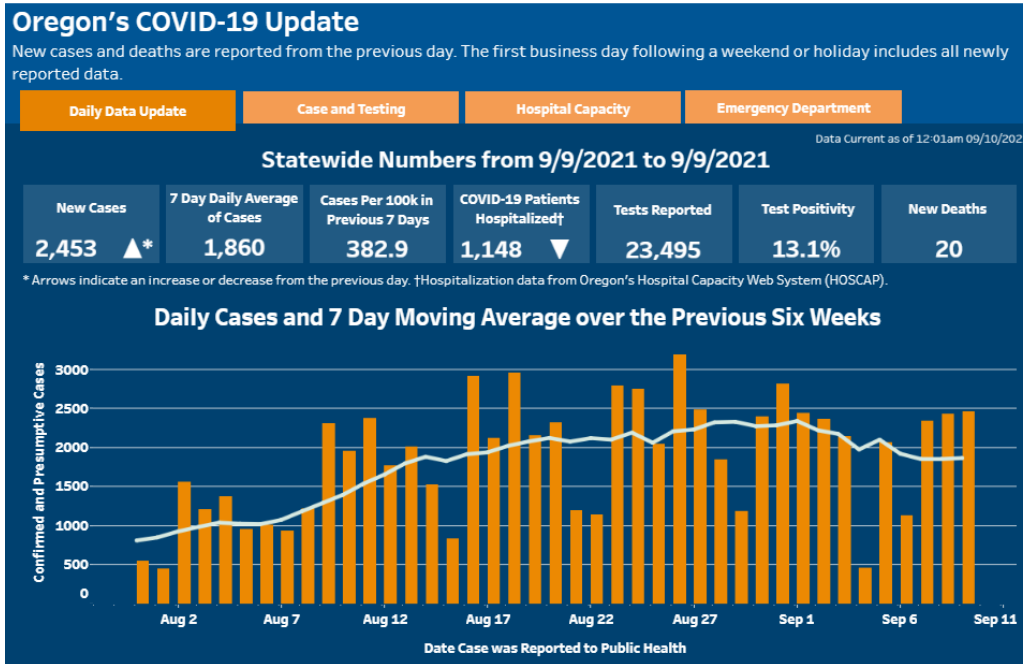
### [Oregon case counts, hospitalizations, and deaths remain extremely high](#)

- **Statewide mandates were made effective in August**
  - [Public indoor spaces](#), effective 8/13/21
  - [Public outdoor spaces](#), effective 8/27/21 -- group events where physical distancing is not possible

# Library Board Meeting – Annotated Agenda

Monday, Sep 13, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes



The New York Times

## Tracking Coronavirus in

### Baker County, Ore.

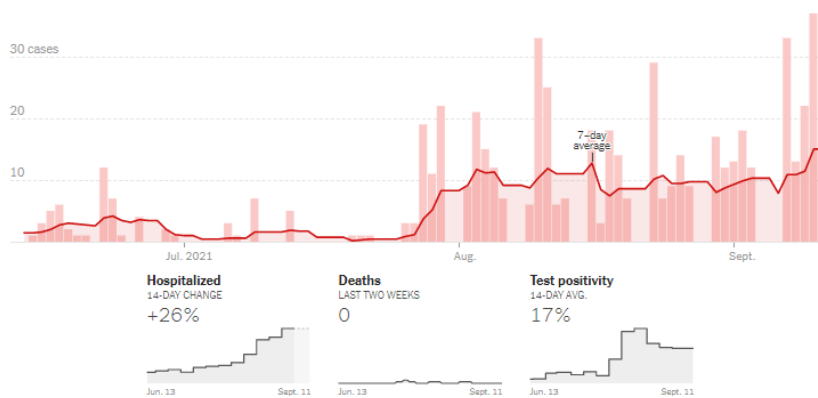
Updated Sept. 12, 2021

Cases have increased recently and are extremely high: The total reported for the past week was the highest of the pandemic. The number of **hospitalized Covid patients** has also risen in the Baker County area. **Deaths** have remained at about the same level. The **test positivity rate** in Baker County is very high, suggesting that cases are being significantly undercounted.

Because of high spread, the C.D.C. recommends that even vaccinated people wear masks here.

#### New reported cases by day

DAILY AVG. ON SEPT. 11 15 14-DAY CHANGE +54%



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.

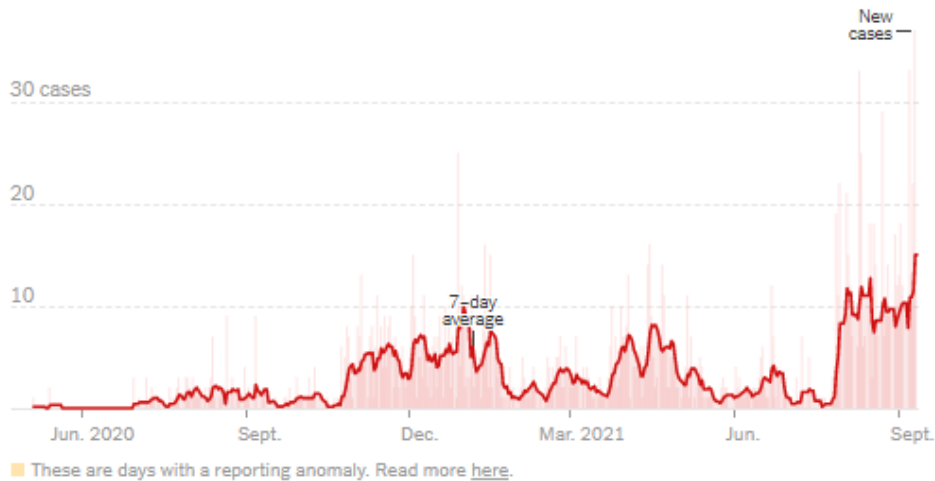
# Library Board Meeting – Annotated Agenda

Monday, Sep 13, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

**Cases have increased recently and are extremely high:  
The total reported for the past week was the highest of  
the pandemic.**

New reported cases throughout the pandemic



[About this data](#)

An average of **15 cases per day** were reported in Baker County, a **54 percent increase** from the average two weeks ago. Since the beginning of the pandemic, at least **1 in 10** residents have been infected, a total of **1,561 reported cases**. Right now, Baker County is at an extremely high risk for unvaccinated people. [Read more about risk below.](#)

For more information see Baker cases report from NYT at

<https://www.nytimes.com/interactive/2021/us/baker-oregon-covid-cases.html>

**Positive takeaway** - "[Superhuman immunity](#)" for persons who have had COVID-19 and later get vaccinated.

## VI. NEW BUSINESS

a. None

## VII. REPORTS

a. Director

Stokes

# Library Board Meeting – Annotated Agenda

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Monday, Sep 13, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

## ***Friends & Foundation***

At its last meeting, the Friends reviewed reports about the summer book sale, their account balance, and the library's book ordering process. They also approved a 2-month trial order of [BookPage for Libraries](#), a monthly readers' advisory newsprint magazine which will be offered to the public to promote reading.

## ***Facilities & vehicles***

Book drop insert upgrades – completed at Drive-up window. Two steel book drop bins with spring-loaded platforms were retrieved from Hermiston Public Library, which offered them as surplus equipment at no charge. Emptying of the bins is now much more ergonomic for staff since they won't have to bend and stoop so much to pick up the materials.

Carpet cleaning – A comprehensive cleaning of carpets was performed over the Labor Day holiday. This cleaning is done annually by a contractor.

HVAC system – Ed continues to monitor the system operation. There have been a couple of mystery outages. Covid illness has impacted system tech support.

Signage for grounds – Ed will soon be installing "Please don't pick flowers" signs near the rose garden, and "Reserved Library Parking" signs for the south parking lot.

Window tinting for branches – Ed is arranging for window tint installation from a different contractor due to the local one going out of business. This delays the project by a few weeks, but it should still be accomplished this fall.

## ***Programs & services***

Youth Programs -- Library Youth Services Specialist Missy Grammon reported that the Summer Reading Program had 405 participants who collectively pledge to read for about 5,000 hours which was much more than previous years. She is very pleased. Branch staff appreciated her work to provide summer crafting activity kits. I applaud her for the great work and success. Missy also reports that two youth book clubs are doing well, and she will soon be launching a series of new Friday StoryArt programs and a Dial-a-story service which provides pre-recorded audio story times that families can access with just a phone connection.

Bookmobile service to Baker Early Learning Center – This run was a hit with teachers and students last year. We are happy to continue the partnership.

September is Library Card Sign-Up month – The \$2.00 fee for library card replacements will be waived for the month. Beginning in October, the fee will be reduced to \$1.00 due to lower production cost for cards.

Digitization of newspaper microfilm – I have approved a staff committee proposal to add an advanced feature to our digital microfilm scanner that will enable efficient digitization and keyword searching of our newspaper archive on microfilm. The

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Advantage Scanpro module will cost about \$300/year, but is the most cost effective option the committee found.

## **Personnel**

October staff training event – Date moved to Thursday, Oct 28. Will plan to hold it annually on last Thursday of October.

## **Safety & Security**

Added alarm sensor – An additional building alarm sensor will be added to one of the doors that leads to an area in which we now have more sensitive equipment.

### **b. Finance**

**Hawes**

Report documents to be distributed at the meeting.

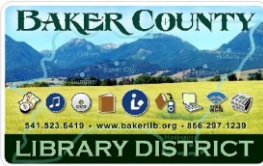
### **VIII. Next meeting: Sep 13, 2021**

**President-elect**

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

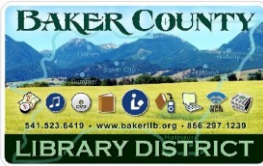
### **VIII. ADJOURNMENT**

**President-elect**



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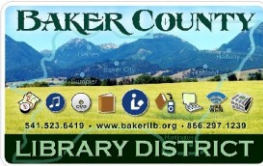
<p><b>Call to Order</b></p>	<p>The meeting was held in the Riverside conference room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District. Those attending the meeting in person included Directors Kyra <b>Rohner</b>, Beth <b>Bigelow</b>, Gary <b>Dielman</b>, and Frances <b>Vaughan</b>. Also attending are Perry <b>Stokes</b>, Director and Christine <b>Hawes</b>, Business Manager.</p> <p>President of the board, Kyra Rohner, called the meeting to order at 6:08pm. Stokes displayed the GoToMeeting connection on a monitor screen. There was no one attending electronically.</p> <p>It was noted that the meeting was being broadcast for public access via web conference. The link to the meeting was posted on social media.</p>
<p><b>Consent Agenda</b></p>	<p>Rohner asked for any additions or deletions to the agenda or minutes of the previous meeting. Stokes added an item to the agenda under New business, Authorizing the Audit Engagement and review auditor letter to the board. There were no changes to the minutes. <b>Dielman made a motion to approve the Agenda as amended and the minutes as presented; Bigelow seconded; motion passed</b> unanimously with 4 yea.</p>
<p><b>Conflicts of Interest</b></p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none.</p>
<p><b>Public Comment</b></p>	<p>Rohner noted that there were no members of the public present. She asked Stokes if he had any correspondence to share. Stokes said he had received a thank you letter from a resident of The Dalles who expressed appreciation for the Interlibrary Loan partnership and services via the Sage Library System. It's highly unusual to get comments from library users outside of Baker County, he said. He read the note out loud.</p> <p>Stokes also reported a recent complaint which was referred on request to the board president. He provided an account of events leading up to the complaint. Rohner said that after attempting to contact the complainant, she received a statement accusing certain library staff of harassment via text message. She read the main issues from the text.</p> <p>Rohner asked what to do with the complaint. She is waiting to hear back from Special Districts. Dielman recommended that she contact the complainant and tell them that a written complaint with original signature for authentication is required.</p>



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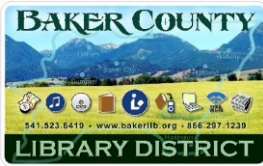
	<p>Vaughan praised Stokes for his efforts leading up to this circumstance, which unfortunately resulted in a grievance. She felt the library procedures and approach in a challenging situation were commendable.</p> <p>Bigelow recommended that Stokes contact Betty Palmer to seek her council with her experience with the School District.</p> <p>Rohner felt that the district should deal with the issue in a timely manner by having the patron file a formal complaint, then conduct an investigation if necessary, and give feedback on the developments or decision. As board member and president, she wants to be confident that due process and legal obligations are met.</p> <p>Discussion on how to handle the complaint and the steps to take. Dielman recommended to revisit this topic at the next board meeting, hoping we will have received guidance from Special Districts.</p>
<p><b>OLD BUSINESS:</b>  <b>Report on Pandemic Response Activities</b></p>	<p>Rohner asked Stokes to report on the Pandemic response.</p> <p>Stokes reported that some libraries are going ahead and issuing a mask requirement based on new CDC guidance.</p> <p>Stokes described the impact of COVID-19 on people vaccinated versus not vaccinated. He reviewed the detailed report included in the board packets. At this time, BCLD will maintain a policy of masks optional until the State requires masks again for indoor spaces. Masks are highly recommended for staff in close contact with others. Staff have been wearing masks at the front desk.</p> <p>Dielman said that the district has followed State guidance all along, so he agreed.</p>
<p><b>NEW BUSINESS:</b>  <b>Swearing in of newly elected directors</b></p>	<p>Stokes handed out Oath of Office forms to Kyra Rohner and Beth Bigelow for them to sign. There is one more for Betty Palmer, which will be presented at a future meeting.</p> <p>The documentation was provided by Stephanie Kirby, Baker County Clerk, which Stokes said was impressive. The completed documents are not required to be submitted back to the County. They will be kept on file in the Director's office.</p>





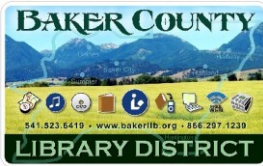
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	<p>The forms were signed and returned to Stokes.</p>
<p><b>Election of 2021-22 Officers</b></p>	<p>Stokes called for an election of board officers. Vaughan suggested that, if current officers are willing, we re-elect them to continue. Rohner had no objection. Betty Palmer has previously indicated that she will not run again when her term is up. She was not at the meeting to consent. Gary wondered if she had intended not to be an officer. Stokes said officer appointments could be made and changed at any regular meeting, as many times as necessary.</p> <p><b>Vaughan made a motion to re-elect the current officers for fiscal year 2021-2022, Kyra Rohner as President, Betty Palmer as Vice-President; Dielman seconded; passed unanimously with 4 yea.</b></p>
<p><b>Establishing regular meeting time</b></p>	<p>Stokes said he had a few other standard “housekeeping” items that are generally adopted at the first meeting of the fiscal year. Besides the election of officers, a resolution is presented to formally set the regular board meeting dates and time.</p> <p>At the June meeting, the Board consensus was to continue the current regular meeting time as the second Monday of the month at 6:00pm. There is one month, November, he recommended pushing back from the second to the third Monday. It’s better to hold it mid-month for billing cycle purposes.</p> <p><b>Dielman moved to adopt Resolution No 2021-22.01 Establishing a regular meeting day, time, and location for the year, with the exception of the November date being adjusted as listed; Bigelow seconded; motion passed unanimously with 4 yea.</b></p>
<p><b>Appointing agents of record</b></p>	<p>Rohner moved to the next agenda item, appointing the agent of record. She asked if there was a reason to change the agents. Stokes said no, that the service has been as good. Stokes and Hawes enjoy working with Mr. Bell. There was some talk that the business had been purchased by a parent company but no change was observed in the level of service.</p> <p><b>Bigelow made a motion to adopt Resolution 2021-22.02 Appointing Insurance Agent of Record; Vaughan seconded; motion passed unanimously with 4 yea.</b></p>
<p><b>Authorizing auto-pay</b></p>	<p>Stokes next presented the annual resolution which enables Hawes to set up</p>



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<p><b>for select vendors 2021-22</b></p>	<p>automatic electronic payments on standard billing items as listed. These are primarily utilities, corporate and payroll costs. This resolution makes the process more efficient as well as saves time for the board and Business Manager rather than paying these bills by check each month. The expenses will be included in the monthly financial report. Hawes also makes them available for review in a separate folder when presenting the board with checks for signatures.</p> <p><b>Dielman moved we authorize Resolution No 2021-22.03 Authorizing vendors for online and automatic payment of bills in 2021-22; Bigelow seconded; motion passed unanimously with 4 yea.</b></p>
<p><b>Authorizing the audit engagement and review auditor Letter to the Board</b></p>	<p>Stokes had a letter from Gaslin Accounting. The letter to the board outlines the date of the work and the scope of work to be performed. This is a letter the auditor is required to deliver to the board prior to starting the work.</p> <p>Also included in the board packets is the annual Engagement Letter. This is a much more detailed letter, outlining the work to be done, responsibilities of both parties and the fee. This letter needs to be signed and returned to Gaslin Accounting.</p> <p>Discussion on the audit work and schedules. Directors reviewed the letters in the packet. The group consensus was to proceed with the audit as presented.</p>
<p><b>REPORTS: Director</b></p>	<p>Stokes reviewed his report included in the packets:</p> <p><b>Friends &amp; Foundations</b> – The Friends Summer Book Sale event was a success. They made a net of about \$2,700. The event is held during Miner’s Jubilee and runs through the following weekend. Traffic was lower than previous years, but it was great to have people back. Jen Albright from the friends worked with Diana on coordination of volunteers.</p> <p>Foundation investment fund – After evaluating several local financial firms, the Foundation recently opened an account with the local office of Edward Jones so that its fund balance can grow from investment returns.</p> <p><b>Facilities &amp; Vehicles</b> – With the HVAC system, Ed has found that some old switches and sensors need replacement. He has had challenges finding replacements parts for the old switches in the legacy part of the system.</p> <p>Door locks are wearing out in various places at the main branch. The Garden</p>



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Room door handle will be replaced. The mechanism had begun to fail from use. These parts are also a challenge to replace.

Two of the book drop inserts upgrades have been installed at Halfway and Baker front entrance. The book drop is “touchless”, allowing patrons to return items without the need to pull the door open. The new units also have better weather protection. The Baker Drive up window and front desk units are next to be replaced. Stokes aims to relocate the front desk unit to off-center, so that patrons being served aren’t interrupted by patrons needing to return items at the same location.

Sink hole in the north parking lot - A mysterious sinkhole appeared in the north parking lot. The cause was thought to be a collapsed storm drainage pipe underground. Baker City Public Works assisted with the repair.

Landscape sprinkler repairs – Ed reports that unidentified persons continue to stomp on and break sprinkler heads. The vandalism is frustrating and he continues to replace them.

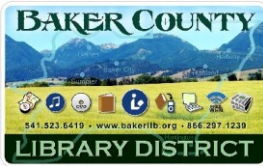
Window tinting for branches, Halfway and Richland are scheduled to have reflective window tint installed in September to help with climate control at those branches.

**Grants** - HVAC Rebates - Thanks to Ed’s pursuit of rebates available for energy efficiency investments, the district has received a total of \$12,288 from 2 rebate checks for HVAC improvements: OTEC rebate of \$4,809 and Energy Trust of Oregon rebate of \$7,479. The district will use these funds to upgrade the Boiler to modulating burners for energy efficiency.

Worksource LSTA mini-grant – The district has received a grant of \$9,000 for a project to help support job seekers. Stokes has ordered a dedicated laptop available at each branch for Worksource clients, and peripheral equipment for people to use for webconference interviews.

**Programs & services** - Sage news - the courier with the Orbis Cascade system has had to drop delivery to Ontario. Materials for Malheur County libraries are now being dropped at Baker, then a private courier takes the load to Ontario. This does involve some extra labor and space requirements. Staff are monitoring the extra volume and labor in case we need to request compensation from Sage.

Non-fiction DVD – Due to space and storage challenges, a change to DVD storage was required recently. For quite some time, the district has stored DVD discs behind the counter. However, the collection is growing and



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storage space is limited. Theft risk for this format is believed to have significantly diminished due to the advent of streaming media services. Non-fiction DVDs are now being shelved in their cases on the public shelves.

**3-D Printing** - As an outgrowth of the Makers Club, the district will soon be offering basic 3-D printing service to the public. Two printers will be situated in the front lobby to call attention to the new service. Staff are currently developing procedures.

**Oregonian daily edition by mail discontinued** - The Oregonian appears to be suffering economic hardship like all newspapers in the country. They have stopped mail distribution of the daily edition. It is now only available to us in digital format online through our NewsBank database.

Dielman commented that the Baker City Herald office has moved to First Street in the Pythion Castle building.

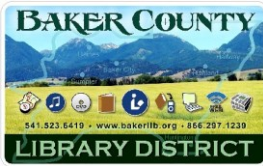
**Personnel** – Stokes is looking at holding the October staff training event on Monday, October 25. He is moving that back to allow staff to enjoy the Indigenous People's Day (aka Columbus Day) holiday. On that note, there will be two Nez Perce (Nimiipuu) cultural events in the park at the end of the month through the National Historic Oregon Trail Interpretive Center. NHOTIC will be shut down for two years for remodeling.

**Safety & Security** - A break in to the Bookmobile was discovered 7/30/21. The thief climbed in through the passenger side window due to a faulty latch. The missing items were roadside safety kit, and batteries. The latch has been fixed and the district will be pursuing additional security strategies.

**Technology** - Internet Filtering - The district was recently alerted by patrons that computer users could bypass the content filtering system and access sexually explicit imagery on library workstations. At Stokes' direction, IT Manager Jim White was able to make corrections with Google SafeSearch to block that loophole for the networks at all branches.

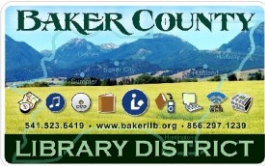
Our public computer management system, SAM, is being upgraded to a new version. We are also adding two new modules, for booking study and meeting rooms and for mobile printing. The upgrade does require an update of our server.

**Expansion of loanable WiFi Hotspot Program** – The district is pursuing a potential opportunity to get Federal funding to acquire additional WiFi hotspots. Hawes has gotten bids and will be submitting the grant application by the end of the week. If successful, the district will make these available for



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	<p>public checkout in addition to the Kajeet hotspots. The Kajeet units the library currently offers are designated for student use and block most recreation use. The new set would allow a broader range of content but still be managed by the district's content filtering.</p>
<p><b>Finance</b></p>	<p>Hawes had printed finance reports available to hand out and had also sent Stokes scanned copies electronically. Reports were emailed to board members.</p> <p>These reports have the approved budget posted to them for Fiscal Year 2021-2022 and expense activity for two months.</p> <p><b>General fund</b> received tax turnovers of \$4,986.22 on August 3. The district also received two rebate checks totaling \$12,288.64 from the Energy Trust of Oregon \$7,479.00 and OTEC \$4,809.64 for the HVAC Controls upgrade project. Cash carryover for the General Fund was \$543,970.32, compared to the budget of \$525,000, means \$18,900 of cash over the anticipated budget.</p> <p><b>Personnel Services</b> is on target at 14.9% spent.</p> <p><b>Materials &amp; Services</b>, included checks to Ingram of \$1,441.74 for a book order, OCLC WorldShare ILL annual subscription of \$1,072.10; the district elected to pay the year in one check and received a small discount (prior year total \$1,776.02). The Janitorial contract was paid on July 1 with a check for \$2,200.00</p> <p>The Visa account was not paid with this check run. It will be paid on the next check run.</p> <p>The <b>Other Funds</b> financial report shows beginning cash of \$164,817.57 including funds reserved for Other Funds - Memorial, Literacy, Severance, and Technology funds. The Capital Investment Fund carried over \$158,594.03 for future projects.</p> <p>The <b>Sage Funds</b> financial report has no income to date which is typical for this time of year. Sage wrote a check to Orbis Cascade on July 12 of \$52,151.00 for the annual July courier services; again, this is the backbone of the courier system and is paid annually. For this check run, there are 5 checks written for the small couriers paid monthly totaling \$1,811.23 plus replacing a lost check from May for one vendor. Sage also wrote a check to Marcive for record maintenance \$264.12. And an electronic payment to the System Specialist for the monthly contract of \$5,358.00; again this is run through the payroll module which withdraws from the General Fund checking account</p>



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	<p>(Quickbooks only supports one checking account). Sage Fund reimburses the General Fund each month for this electronic payment and the Direct Deposit payroll.</p> <p>There were no questions. Checks were signed by the Directors and the Approved Bills lists for 3 funds available for review and initialed.</p>
<p><b>Next Meeting</b></p>	<p>The next regular board meeting is scheduled for September 13, 2021.</p>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 7:09pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes          Secretary to the Board          PS/ch</p>

DRAFT