

Baker County Library District

Board of Directors

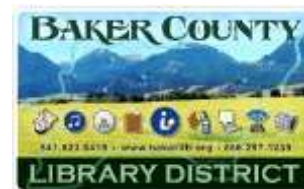
Regular Meeting Agenda

Tuesday, Jul 11, 2023, 12:00 – 1:00 pm

Meeting simulcast via [Zoom](#)

Phone: +1 669 900 9128 Meeting ID: 818 2227 4917 Passcode: 997658

Kyra Rohner, President



- | | |
|---|-----------------|
| I. CALL TO ORDER | Rohner |
| II. Consent agenda (ACTION) | Rohner |
| a. Additions/deletions from the agenda | |
| b. Minutes of previous regular and Budget Committee meetings | |
| 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. EXECUTIVE SESSION | |
| a. Executive Session under ORS 192.660 (2)(b) Personnel | Stokes |
| VI. OLD BUSINESS | |
| a. Library of Things – Combat Game Kits and Shooting Tools | Stokes |
| b. Board Members Certificate of Election & Oath of Office | Stokes |
| VII. NEW BUSINESS | |
| a. Election of 2023-24 Board Officers (ACTION) | Rohner |
| b. New Fiscal Year Business | President-elect |
| i. Establishing regular meeting time (ACTION) | |
| ii. Appointing agents of record (ACTION) | |
| iii. Authorizing auto-pay for select vendors (ACTION) | |
| VIII. REPORTS | |
| a. Director | Stokes |
| b. Finance | Hawes |
| IX. Agenda items for next regular meeting: Aug 8, 2023 | President-elect |
| X. ADJOURNMENT | President-elect |

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

ORS 192.660 (2) (d) Labor Negotiations

ORS 192.660 (2) (e, j) Property

ORS 192.660 (2) (h) Legal Rights

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

The Board of Directors meets on the 2nd Monday each month from 12.00 to 1.00p 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, Jul 11, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

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

Attachments:

- II.b.i. Board meeting minutes, Jun 13 2023
- II.b.ii. Budget Committee meeting minutes, Jun 13 2023

- III. Conflicts or potential conflicts of interest** Rohner
- IV. Open forum for general public, comments & communications** Rohner
- V. EXECUTIVE SESSION**
 - a. **Executive Session under ORS 192.660 (2)(b) Personnel** Stokes

Executive Session will be held “To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.”

- VI. OLD BUSINESS**
 - a. **Library of Things – Combat Game Kits and Shooting Tools** Stokes

SDAO legal counsel reviewed and approved the liability waiver with recommendation that we discuss the program with SDAO Risk Management department. I have requested input from that team, as well.

- b. **Board Members Certificate of Election & Oath of Office** Stokes

This is the first official meeting for our newly elected board members Joan Spriggs and Ashley McClay. The County Clerk has provided Oath of Office forms which each member will sign for our files.

VII. NEW BUSINESS

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

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

 - b. **New Fiscal Year Business** President-elect
 - i. **Establishing regular meeting time (ACTION)**

Attachments:

- VII.b.i. Resolution No. 2023-24.01

The Board must annually adopt a resolution setting its regular meeting time. At the June meeting, the Board consensus was to keep the current regular meeting time as the second Tuesday of the month at 12.00p (Noon). The proposed resolution establishes that regular

Library Board Meeting – Annotated Agenda

Monday, Jul 11, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes

meeting schedule. A fiscal year calendar is included. I see no necessary exceptions to propose at this point. For vendor payment purposes, Christine may want August moved from the 8th to the 15th.

ii. Appointing agents of record (ACTION)

Attachments:

- VII.b.ii. Resolution No. 2023-24.02

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

iii. Authorizing auto-pay for select vendors (ACTION)

Attachments:

- VII.b.iii. Resolution No. 2023-24.03

This resolution enables the district to set up automatic electronic payments on standard billing items as listed, primarily utilities, corporate and payroll costs. This will make the process more efficient and save time and expense for the board and Business Manager of paying these bills by check. The expenses will be disclosed in a monthly financial report.

VIII. REPORTS

a. Director

Stokes

Reports to be delivered at the meeting.

b. Finance

Hawes

Attachments:

- VII.b.i. Not yet available.

Reports to be delivered at the meeting.

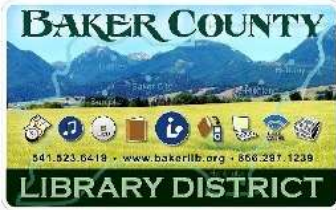
c. Agenda items for next regular meeting: Aug 8, 2023 President-elect

VIII.

- Revised Employee Wage Scale
- Collection Development Policy & Materials Reconsideration Process

IX. ADJOURNMENT

President-elect



**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2023-24.01

**Establishing a regular meeting
day, time, and location for the year**

Jul 11 2023

RESOLVED, that the Board of Directors of the Baker County Library District shall meet **monthly on the second Tuesday of the month at 12.00 pm** in the Riverside Community Meeting Room of the Baker County Public Library located at 2400 Resort Street in Baker City during the 2023-2024 fiscal year, with the following exception(s) : None

ADOPTED by the Board of Directors of Baker County Library District this 11th day of July, 2023 by the following vote:

AYES: _____ NAYS: _____ ABSTAINED: _____

FOR THE BOARD: _____

Signature

Presiding Officer, BCLD Board

ATTEST: _____

Signature: Perry Stokes
District Secretary

2023/24 Fiscal Year Calendar

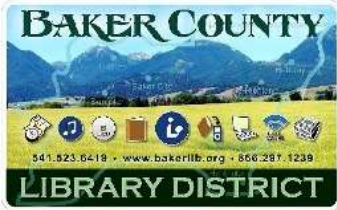
July 2023							August 2023							September 2023							October 2023								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
						1			1	2	3	4	5							1	2							1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14		
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30	31																												

November 2023							December 2023							January 2024							February 2024								
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							31																						

March 2024							April 2024							May 2024							June 2024								
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17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29			
31																						30							

Federal holidays 2023/24

Jul 4, 2023	Independence Day	Nov 16, 2023	Veterans Day (obs.)	Dec 25, 2023	Christmas Day	Feb 19, 2024	Presidents' Day
Sep 4, 2023	Labor Day	Nov 11, 2023	Veterans Day	Jan 1, 2024	New Year's Day	May 27, 2024	Memorial Day
Oct 9, 2023	Columbus Day	Nov 23, 2023	Thanksgiving Day	Jan 15, 2024	Martin L. King Day	Jun 19, 2024	Juneteenth



**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

**Resolution No. 2023-24.02
Appointing Insurance Agent of Record**

Jul 11 2023

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

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

ADOPTED by the Board of Directors of Baker County Library District this 11th day of July, 2023 by the following vote:

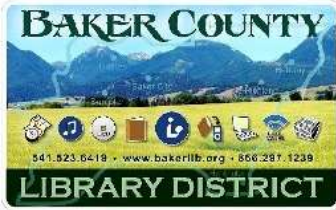
AYES: _____ NAYS: _____ ABSTAINED: _____

FOR THE BOARD: _____

Signature
Presiding Officer, BCLD Board

ATTEST: _____

Signature: Perry Stokes
District Secretary



**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2023-24.03

**Authorizing vendors for online and
automatic payment of bills in 2023-24**

July 11 2023

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

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

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

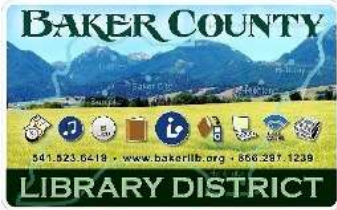
Now, therefore be it RESOLVED, that the Baker County Library District Board of Directors authorizes the following vendors for online payments and deposits in fiscal year 2022-23:

Online payments automatically deducted:

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

Online deposits automatically applied:

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



**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2023-24.03

**Authorizing vendors for online and
automatic payment of bills in 2023-24**

July 11 2023

ADOPTED by the Board of Directors of Baker County Library District this 11th day of July, 2023 by the following vote:

AYES: _____ NAYS: _____ ABSTAINED: _____

FOR THE BOARD:

Signature

Presiding Officer, BCLD Board

ATTEST:

Signature: Perry Stokes

District Secretary