



Baker County Library District  
Library Board  
Regular Meeting Minutes

July 11, 2023

<b>Call to Order</b>	<p>The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Beth <b>Bigelow</b>, Joan <b>Spriggs</b> and Ashley <b>McClay</b>. Also attending in person are Perry Stokes, Director and Christine Hawes, Business Manager. A quorum is present.</p> <p>With Rohner, Chair, and Palmer, Vice-Chair, absent, Beth Bigelow volunteered to lead the meeting.</p> <p>Meeting called to order at 12:09pm.</p>
<b>Consent Agenda</b>	<p>Bigelow asked if there were any additions or deletions to the consent agenda or minutes from the previous meeting. There were no changes given. <b>McClay made a motion to approve the Consent Agenda with the addition; Spriggs seconded; no discussion; motion passed unanimously (3 yea)</b> by those present.</p>
<b>Conflicts of Interest</b>	<p>Bigelow asked if there were any conflicts or potential conflicts of interest to be declared. There were none stated.</p>
<b>Public Comment</b>	<p>Bigelow moved to public comments. No public present. Stokes said that he did get a verbal complaint. He was visiting a local yard sale. It happened to be at the residence of a patron who had borrowed a digital projector which was significantly overdue. He asked the woman about the item, asking when she anticipated that she would return the digital projector. Stokes described the incident. The woman complained to staff when she returned the projector.</p>
<b>Executive Session</b>	<p>Stokes recommended an Executive Session to discuss a Personnel topic. Minutes have been taken separately as required by law. ORS 192.660.2.b. Executive session commenced at 12:13pm and ended at 12:17pm.</p>



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

July 11, 2023

	Returning to the regular meeting at 12:17pm.
<b>NEW BUSINESS:</b> <b>Election of 2023-24 Board Officers</b>	<p>Bigelow moved to the next item on the agenda, the Election of Officers.</p> <p>Bigelow moved on to the annual election of officers. She nominated the current officers to continue in their positions for another year. She stated that since both the president and vice-president were absent, we can't ask them if they are willing to continue, but she felt they would both be willing to continue for another year. <b>Spriggs made the motion, Bigelow seconded the motion; no further discussion; motion passed unanimously (3 yea)</b> by those present.</p> <p>Stokes added that Palmer did say this would be her last term, but she can still be the vice president during that time.</p>
<b>New fiscal year business:</b> <b>Regular Meeting Calendar</b>	<p>Stokes talked about the board meeting schedule for the new fiscal year. He suggested moving the August regular meeting back one week. There was discussion on how many could make the meeting on Aug 8. Everyone agreed that the August 15th date would work better for the majority. Bigelow asked if everyone still likes the noon 12:00pm meeting time. Everyone agreed they do like the meeting time.</p> <p><b>Spriggs made a motion to adopt Resolution No. 2023-24-01 approving the regular meeting calendar with one adjustment; McClay seconded; no discussion; the motion passed unanimously (3 yea).</b></p>
<b>Appoint agent of record</b>	<p>Stokes said this item is a housekeeping item. We will continue using Clarke &amp; Clarke insurance as our agent on record. There was no discussion. <b>McClay made a motion to approve Resolution No. 2023-24.02 Appointing the Insurance Agent of Record, we will continue using Clarke &amp; Clarke for the coming fiscal year; Spriggs second; motion passed unanimously (3 yea).</b></p>
<b>OLD BUSINESS:</b>	Stokes gave an update on the Combat Game Kits and Shooting



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

July 11, 2023

<p><b>Library of Things addition</b></p>	<p>Tools being added to the Library of Things. Stokes presented the plan for laser game kits and liability waiver to legal counsel at Special Districts. There was no negative feedback. Discussion on the concerns previously discussed. Liability forms will address all of these concerns.</p>
<p><b>Board Members Certificate of Election &amp; Oath of Office</b></p>	<p>Bigelow moved to board member certificates. Stokes said he would need to go back to his office and grab the County Clerk certificate forms before the end of the meeting. The board members will sign the oath later in the meeting.</p>
<p><b>REPORTS: Director</b></p>	<p>Stokes passed around his report and highlighted the following:</p> <p>Facilities – Activities have recently focused on repairs to the sprinkler system. Some repairs have been incidental, some are suspected due to vandalism. The ADA corner at Resort and Campbell where the State has replaced that section of sidewalk, Ed had to re-route the sprinklers. He also had to locate junction boxes in order to make repairs to some areas. He believes he has the system functional.</p> <p>Facility - The roof repair is complete on the most problematic area. To date, the strategy is working. With additional evidence of success, the repair technique will be extended to other areas of the roof with the same flaw. Stained ceiling tiles are being replaced. There is a lot of painting that needs to be done. Bigelow asked about the painting of the walls. Stokes anticipates hiring a contractor to do the painting.</p> <p>Ed is exploring an upgrade of the three rooftop Train HVAC units. Early estimates indicate that all can be replaced for less than \$50,000. If overages cause it to go over that level, then the prevailing wage laws kick in. Stokes has directed Ed to consult and coordinate the project contracting process with Oregon BOLI.</p> <p>Large ADA decals have been ordered for application to cement surfaces below the automatic door switches. These are anticipated to help keep the areas clear of bicycle, scooter, and stroller parking so access to the hands-free door switches is</p>



Baker County Library District  
Library Board  
Regular Meeting Minutes

July 11, 2023

	<p>unobstructed.</p> <p>The Friends group has approved funding for replacement tables for the meeting room that will be on casters and flip up so they are easy to move and store. Additional tables of the same model for use in branches, the Study Rooms, and the Reading Room are provided by library's General Fund. Delivery of the batch is anticipated in September.</p> <p>Programs - The Summer Reading Program is off to a strong start with about 300 signed up. Missy always does a great job with this program.</p> <p>The new Hoopla service of digital content began on July 1. This expands streaming access to eBooks, eAudiobooks, magazines, movies, magazines, and comics.</p> <p>The State librarian Wendy Cornelisen is on a tour of Oregon and will stop by on Thursday. Stokes will be giving her a tour of the Haines and the Baker branches.</p>
<b>Finance Report</b>	<p>Hawes gave an overview of the district's financial reports for the last fiscal year and new fiscal year to date. Behind each fund report is a Balance Sheet to present the ending cash balances.</p> <p>The General Fund received two tax turnovers at the end of June totaling \$5,200.31. In addition, the June pool interest was \$2,286.01. Final ECF funds of \$900 were received on 6/23/23. Another \$1,000 ETO Rebate was received for LED lighting upgrades at the Halfway library.</p> <p>In Personnel Services, there were two payrolls in the month of June -- the usual June 1 pay date plus a second pay date on June 30 due to July 1 being on a Saturday. When that happens, the District policy is to issue payroll the business day before the weekend. At the moment, there are 13 pay checks in the fiscal year which puts the salaries over budget. An accrual entry will be posted to remove the prior year July 1, 2022 pay date, moving it back into the prior fiscal year. Once the adjustment has been posted, salaries will be around 99% spent. The FY2023-24 report</p>



# Baker County Library District Library Board Regular Meeting Minutes

July 11, 2023

shows zero payroll for July for this reason.

The General Fund - FY2022-23 checks of interest include: Ingram \$7,377.67 a large monthly book order and Cashway \$2,842.78 for roof materials. At the end of June, there were checks written on June 22 to Landmark Construction \$7,144.80 for emergency repairs on the roof and Grumpy's Repair \$577.37 to repair the library pickup fuel system. Checks written today that posted to the new fiscal year, included Saif Corporation \$1,039.78 for the new workers comp coverage, Brainfuse \$2,103 subscription, LEO Libraries of Eastern Oregon \$4,008.00 (including the Library2Go subscription of \$2,493), Newsbank \$4,781 for the annual Baker City Herald online subscription, and OCLC \$1,531.15 for the WebDewey and WorldShare ILL subscriptions.

The VISA statement is \$13,413 for this month. The VISA charge reconciliation process is in progress and will be presented to Stokes for review before payment is submitted. The report will be shared with the board at the August meeting.

Online payments paid this week include Xerox \$255.86 monthly copier contract, OTEC \$98.90 for the Haines electricity, CenturyLink \$138.03 for the Sumpter library telephone and Internet service. Online payments made in late June include Idaho Power \$172.67 for electricity at two branches, Halfway & Huntington, Cascade Natural Gas \$15.76 for the Baker library, CenturyLink \$84.63 for Huntington telephone and CenturyLink \$475.86 for Huntington branch Internet. These were given to a board member for review.

The General fund estimated cash carryover is \$668,682; compared to the budgeted carryover of \$625,000, which amounts to \$43,000 of surplus contingency funds.

The Other Funds paid VISA \$39.02 for shipping. It had no other activity this month. This fund has a combined cash carryover of \$187,871.

The Capital Investment Fund had no activity other than pool interest and a current cash balance of \$81,356.



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

July 11, 2023

	<p>The Sage Fund received LSTA grant funds of \$64,660, and that was transferred into its pool account on June 21st. In Personnel Services, Sage paid its July 1 payroll on June 30 and has 12 paychecks on the books. Personnel Services is on target with the budget. It also prepaid the payroll taxes on June 30 as well as having reimbursed the General Fund for payroll and PERS on June 30. In Materials &amp; Services, this fund wrote 5 checks totaling \$2,511 for courier services in June. The fund has cash carryover of \$223,285, compared to the budget of \$200,000, it has a surplus of \$23,000 in contingency.</p> <p>There were no questions on the financial report. The Approved Bills Lists (ABL) printouts were passed around with the check packets. The checks were signed by board members present at the meeting who also initial the lists.</p> <p>Additional reports from Hawes included the status of paying off the remaining LID debt on the Resort Street Improvement Project to the City of Baker City. An amount adequate for full payoff was budgeted for the 2023-2024 fiscal year and will be applied in late July or August. The last ECF payment has been received. As discussed at a prior meeting, this is the end of this subsidy. The WiFi hotspots service for patrons will now be paid by the District budget.</p> <p>No further discussions.</p> <p>Bigelow asked if Stokes had agenda topics for next month. Stokes described topics on his To-Do list, such as revisions to the Wage Scale and the Collection Policy. Libraries are getting inundated and overwhelmed with challenges. Libraries must provide due process for reconsideration of materials but new regulations are recommended to avoid abuse of the procedure.</p>
<p><b>Next Meeting</b></p>	<p>The next regular board meeting will be August 15, 2023 at noon.</p>
<p><b>Adjourn</b></p>	<p>Palmer adjourned the meeting at 12:56 pm.</p>



Baker County Library District  
**Library Board**  
**Regular Meeting Minutes**  
July 11, 2023

	<p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>
--	---