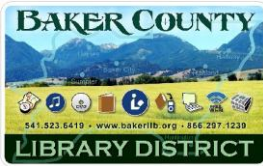


# Baker County Library District Library Board Regular Meeting Minutes

Dec 12, 2023

<p><b>Call to Order</b></p>	<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 Kyra <b>Rohner</b>, Joan <b>Spriggs</b>, Ashley <b>McClay</b> and Beth <b>Bigelow</b>. Also attending in person are Perry <b>Stokes</b>, Director; Christine <b>Hawes</b>, Business Manager; and Ed <b>Adamson</b>, Facilities Specialist. A quorum is present.</p> <p>In anticipation of public attendance and commenting on the primary agenda item, the room was set up for an audience. One member of the public attended online via Zoom. No others were present in the room.</p> <p>Meeting called to order at 12:02 pm by Rohner.</p>
<p><b>Consent Agenda</b></p>	<p>Rohner asked if there were any additions or deletions to the consent agenda. There were none. Any changes to the minutes from the previous meeting; one correction was given; on page 7, correcting that it was Rohner who adjourned the meeting (not Bigelow as stated). No further changes were given.</p> <p><b>McClay made a motion to approve the Consent Agenda; Spriggs seconded; no discussion; motion passed unanimously</b> (4 yea votes: Rohner, Spriggs, McClay, Bigelow).</p>
<p><b>Conflicts of Interest</b></p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest on agenda items. There were none declared.</p>
<p><b>Public Comment</b></p>	<p>Rohner asked if there are any public comments. No public present. Stokes had one written comment to share regarding the topic to place a syringe disposal box on library grounds to share. He read a letter from Amanda MacNaughton, Baker City resident and parent of a young child with medical needs requiring syringe injections, who advocated for making a sharps disposal box available for public use in public buildings. Rohner asked if the person joining online had a public comment; no comment (technical difficulty of no audio reported in chat).</p>
<p><b>OLD BUSINESS: New Directions Northwest Needle Disposal Proposal</b></p>	<p>Rohner moved to Old Business addressing the Needle Disposal Bin. Stokes said that he had closed the survey recently. He lamented not closing it sooner as there was a tremendous volume of information to summarize. He displayed graph results from the online survey responses. The pie chart shows the number in support of placing a container on the grounds is 34.4 % and opposed 65.6%. Commonly reasons expressed for opposition included: concerns about</p>



# Baker County Library District Library Board Regular Meeting Minutes

Dec 12, 2023

the negative effect of the family friendly environment, perceived enabling of illicit drug use on library grounds, decreased safety and security due to the accommodation. Many commenters said they agreed with the need but would prefer drop boxes be located in places such as the Health Department or New Directions building. When asked about a drop bin indoors, in the public restrooms, the pie chart showed a majority of 76.4% opposed; most commented that it would invite drug abuse in the library.

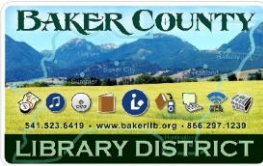
Stokes also surveyed other Oregon libraries. He had 42 responses, 57% did not have boxes, 28% had them in restrooms inside, and only 1 had a sharps container outdoors. When asked if they saw an increase or decrease in littering; most saw no change. A majority of those with publicly available bins recommended the service despite some negative experiences.

Stokes shared a editorial from the Baker City Herald newspaper. The editorial writer said this is needed but not necessarily on library grounds. It highlighted the fact that the library incident rate is very low, maximum of 2 a year.

Stokes reviewed other stats and comments that he found online, including several highly active social media post comment forums. He encouraged the board to read through all the comments and revisit this agenda item for action at the next meeting. Due to the winter season, there is no urgency to finalize this since warmer weather would be needed to proceed with an installation.

Rohner said that she was not at the meeting where Bob Forsythe from New Directions NW gave a presentation. She asked about who would be emptying and maintaining the bins. Stokes replied that NDNW would assume full responsibility for installation and upkeep of the bin, both emptying it and maintenance.

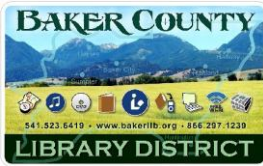
Rohner asked if the board wanted to decide today or table the topic to allow for review of the materials. Bigelow said she would like to read through the materials before deciding. Rohner talked about the balance of considering the accessibility needs and ensuring kids would be safely prevented from get into them. Spriggs said she scanned through the comments last night, and voiced concern that public perception could have an impact on support for future approval of library operations levies. McClay agreed that she would like time to review the responses in depth. Rohner said that she has heard that New Directions has asked other places. There are a couple of other bins located in the community, so the question is – “does the library need to have one?”. Further discussion on medical-need use versus negative perception of illicit drug activity. Stokes said that the health department charges for disposing of medical needles. Since they may need to recover some cost for that service, they be averse to a free disposal bin outside.



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

Dec 12, 2023

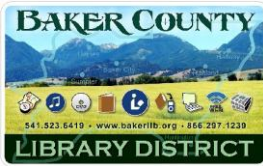
	<p><b>Bigelow made a motion to table the decision on the proposal to place a sharps disposal bin on library property; Spriggs seconded; there was no further discussion; the motion passed unanimously (4 yea votes, Rohner, Spriggs, McClay and Bigelow).</b></p>
<p><b>NEW BUSINESS: Reserve Fund Use for Bookmobile Repairs</b></p>	<p>Stokes reported that the Bookmobile engine recently suffered a significant mechanical failure of the front main seal. The engine has logged about 385,000 miles. The district must now consider having that engine rebuilt or install a new engine for an estimated \$38,000. Ed Adamson, facility manager, talked about the bookmobile age, condition, and repair history. He said he understands the bookmobile’s importance as a library icon. In conversations around town he hears it is tremendously appreciated.</p> <p>Stokes said Adamson has been seeking bid estimates from various local mechanics. At this time, three shops will be putting in a bid. While it is out of service, critical repairs on the transmission and suspension systems will be bundled with this project. Stokes said that the district just received a COVID-19 reimbursement from FEMA of \$42,585 that was added to the Capital Reserve fund. With that deposit, the reserve fund total is at \$125,000. He recommended the Reserve Fund be used to cover the bookmobile repairs. Adamson felt the maximum cost would be closer to \$34,000.</p> <p>Rohner asked for questions or further discussion. There were none. Rohner asked if we would approve this prior to having the actual bids. Stokes said that this is an emergency procurement. Approval would allow progress to begin right away and minimize downtime. He asked for approval with a cap amount of \$45,000. Adamson asked if there were questions. There were none. Rohner asked for a motion.</p> <p><b>McClay made a motion to allow the use of up to \$45,000 from the Capital Investment Reserve Fund to make the stated repairs to the bookmobile; Bigelow seconded; no further discussion; the motion passed unanimously (4 yea votes, Rohner, Spriggs, McClay and Bigelow).</b></p> <p>Adamson left the meeting.</p>
<p><b>2024 Holiday Closures</b></p>	<p>Stokes said approving the 2024 Planned Holiday Closure schedule is an annual procedure. This will be the second year for the newly added Juneteenth holiday. The staff training date is now in August; it had traditionally been in October on Indigenous Peoples’ Day (Columbus Day). There will be 13 planned closures. There was no further discussion.</p>



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

Dec 12, 2023

	<p><b>Bigelow made a motion to approve the 2024 Planned Closure calendar; Spriggs seconded; no discussion; the motion passed unanimously (4 yeas votes, Rohner, Spriggs, McClay, Bigelow).</b></p>
<p><b>REPORTS: Director</b></p>	<p>Stokes gave the administrative report:</p> <p><b>Policy and Procedures</b> Library of Things – a maximum of two Library of Things items per card is now in effect in order to mitigate potential loss of expensive equipment.</p> <p><b>Facilities</b> Inappropriate activity in library restrooms reported – A parent reported that their teen had recently confessed to engaging in sexual activity in a library restroom. With security cameras outside the restrooms, Stokes was able to confirm that two young individuals entered together on the date reported. The misconduct warrants a 3 month exclusion for both. Discussion on the infeasibility of library staff being able to prevent such misconduct. Rohner asked if we use some kind of documentation for trespassing incidents. Stokes said he does have a Trespass Notice form he uses when there is an opportunity to give that to an offender.</p> <p><b>Personnel</b> IT Staff - remains on extended personal leave. Return date not yet set.</p> <p>Staff Annual Saturday Shift Draw - the drawing for Saturday shifts just happened. The new pairing will begin in January.</p> <p><b>Programs &amp; Services</b> New service - staff have added 3 new kits called Tales Life Story Interview Kits. These are used to prompt conversation with older adults, inspire the sharing of family stories and encourage capturing family history with recording of those conversation. Stokes tried one with his family and found it was effective.</p> <p>Serials update - Baker City Herald we have had a disruption in issues, The service has been resumed. Online copies are also available.</p> <p>A winter clothing drive, along with the CASA giving tree, has been in progress. He commended Missy Grammon, our youth programs staff, for this idea and for organizing it. All donations will be given to a local community partner to distribute.</p>
<p><b>Finance Report</b></p>	<p>Hawes delivered financial reports. Print copies were distributed and electronic copies posted on the website.</p>



# Baker County Library District Library Board Regular Meeting Minutes

Dec 12, 2023

The **General Fund** received tax turnovers totaling \$364,149.73 on December 1st. There were 3 turnovers in November totaling \$806,959.11. This brings the current year collections to 80.5% of budget. The Library also received a reimbursement from FEMA of \$42,585.69 in December which was budgeted to be transferred to the Capital Investment Fund. That transfer has been completed.

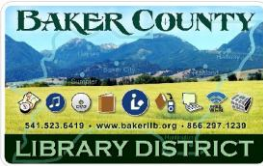
**Personnel Services** is slightly under budget at 42% spent. This is partly due to the fact that there are 5 paychecks on the books at this time, whereas usually 6 months into the fiscal year we would expect about 50%. The large expenses in this category are current including group health insurance and the PERS retirement monthly contributions. A check was written to SAIF Corporation for \$549.89 for the quarterly installment on the workers comp insurance; that budget line is at 80% spent and will go over budget. We are using a new carrier and the costs were estimated.

**Materials & Services.** Starting in the book budget line, a check was written to Ingram for \$5,932.38 for the monthly book order, and a check to Jandi Enterprises of \$350 for the Library Elf notification service. In Facilities, a check to Daida Company (a new vendor) of \$1,369.50 for annual equipment maintenance on the ScanPro (previously serviced by Integra Company). In the Vehicles budget, a check to Baker Welding of \$651 was to install a new panel door on the bookmobile for the generator. In Branch expenses, a special check was written to Debora Pautsch (a sub in Richland) for four lost checks totaling \$316.47. I have encouraged her to sign up for direct deposit to resolve this issue going forward. And on the last page, under Transfers, shows moving the FEMA funds to the Capital Investment fund. Following the P&L report is a cash report for General Fund balances. The General fund portion of the monthly VISA is \$5,530.70 will be paid online this week. The VISA bill and documentation is included for review with the check packets.

The **Other Funds** had minimal activity with Amazon book sales revenues of \$381.76 and VISA expenses for shipping costs of \$96.40 that will be posted later this week for online payment. Also included are cash balances report and the Memorial Funds report showing the current balances of designated funds.

The **Capital Investment** fund received the FEMA funds of \$42,585.69, bringing the cash balance in savings to \$125,525.73.

The **Sage Fund** continues to receive membership revenues with receivables of \$15,768, or 6% of budget, left to come in. Sage wrote 5 small courier checks totaling \$1,995 plus two others on December 1 of \$1,119.20. The Sage fund VISA total is \$489.32 that will be posted later this week for online payment.



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

Dec 12, 2023

	<p>VISA charges include a Zoom subscription of \$149.90, GoToMeeting subscription of \$234.00; and Marchive technical services for record maintenance of \$105.42. Following the P&amp;L is a cash balance report.</p> <p>The Approved Bills Reports were passed around for the directors to review and initial along with the check packets split among those present. The Library District VISA was included with the online payments packet that was passed around for the directors to review.</p> <p>Hawes reported that the District’s audit work will be delayed until January this year, with delivery expected at the February board meeting. An extension will be filed before the end of December by our auditor. Essentially, we missed our window when the auditor was available to work on it. He is now busy with other work he has taken on. We are scheduled for onsite work starting January 15. As previously reported, Hawes was buried in September and October with other work, the draft was started but not ready for review until the first week of November.</p> <p>No further comments.</p>
<p><b>Next Meeting</b></p>	<p>The next regular board meeting will be January 9, 2024 at noon.</p>
<p><b>Adjourn</b></p>	<p>Rohner adjourned the meeting at 12:51 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>