

Baker County Library District

Minutes

November 9, 2009

Call To Order	<p>Gary Dielman, President called the meeting to order at 7:00pm. The meeting was held in the general community meeting room at the Baker branch library.</p> <p>Present were: Gary Dielman, Nellie Forrester, Della Steele, and Betty Palmer, Directors; Perry Stokes, Library Director; and Christine Hawes, Business Manager. Kyra Rohner was absent due to illness.</p>
Agenda Approved	<p>Dielman asked for changes or additions to the agenda. None were given.</p>
Minutes Approved	<p>Dielman asked the Directors to read through the minutes. Stokes corrected the spelling of a name, removed the word <i>remodel</i> under the Richland facilities update and corrected the first sentence under administrative reports – press review. No other corrections were presented. Forrester moved to approve the October 19, 2009 minutes as corrected; Steele seconded; motion passed with 3 affirmative votes (Dielman, Forrester and Steele), Palmer abstained stating she was not at the meeting.</p>
Public Comment	<p>Dielman stated for the record that there were no members of the public present for comments. Stokes had no written public correspondence.</p>
Video Security & Records Policy	<p>Stokes stated the Video Security & Records Policy has been revised since, at the last meeting, the board was desirous of a clause to authorize cooperation with law enforcement and custodial parents in certain cases of minor safety. That allowance was added. Stokes also changed the statement which stipulated staff would not “typically” monitor the system in real-time to instead allow the library staff to monitor in real-time when necessary. Generally, this will be the story time and study zone areas that are out of direct line of sight from staff at the circulation desk. Staff may also use the system to monitor areas of the premises when staff is limited on weekends. The bullet items on page 2 have been expanded and were reviewed in detail. The security system became operational in late September, with cameras added throughout October, and the policy is consistent with practice. As an example, Stokes cited a recent incident when he was able to provide video evidence of a teen’s misconduct to a parent who challenged the teen’s expulsion. Stokes will also be taking video footage to the Baker City Police periodically for them to review and issue citations as they find necessary. The Directors were satisfied with the changes. Board action held pending review of other policy items on the agenda.</p>
Public Records Policy	<p>Stokes read through the Public Records Policy, noting that the language was guided by information available on the Oregon State Attorney General’s the District website. He clarified the type of library records exempt from public records request, citing the relevant state statutes. The policy was discussed at length with recommendations from Directors. Palmer offered several edits. Recommendations for corrections were finalized and noted by Stokes with a final copy to be presented at the next board meeting.</p>

Baker County Library District

Minutes

November 9, 2009

Statement on Privacy & Confidentiality	<p>Stokes stated that he has simply corrected the Oregon Revised Statute reference on this policy from 192.502 (22) to 192.502 (23). The Board has previously reviewed and approved this policy two years ago on 12/10/07.</p> <p>Palmer made a motion to approve the Video Security & Records Policy as presented, to approve the Public Records Policy with corrected items, and to approve the update to the Statement on Privacy & Confidentiality Policy; Forrester seconded; motion passed unanimously.</p>
Contract Review Board Resolution	<p>Stokes introduced a new policy to address contracting rules. At the SDAO training, Christine and he became aware that the District needed to designate the Board of Directors as the Contract Review Board by resolution. He read through the “Resolution Adopting Public Contracting Rules and Procedures”, Resolution 2009-10 R-3. This example came from a Jackson County special district website. The vendor grandfather clause on page 2 was noted. Hawes suggested the addition of “facilities maintenance” to the list of personal services. The group discussed at length Section B – Delegation, item 3, finally deciding the dollar amount (\$5,000) that the Director can approve without board authorization to be consistent with Section E – Intermediate Procurement rules. Before proceeding with approval action, the Directors requested both Nancy Johnson and Kent Bailey be given the policy to review for their input.</p>
Administrative Reports	<p>Press & Programs Review – Stokes read a letter to the editor published in the Baker City Herald from a patron who lamented others’ inconsiderate use of cell phones in the library despite posted signs. The letter was discussed at a staff meeting and staff was reminded to politely intervene when patrons seem to be unaware of, or disregarding, the library Rules of Conduct. The Library Corner article highlighted the District’s nomination by State Librarian Jim Scheppe for the Best Small Library Award and alerted the community that the renewal of the library levy is coming next year. Stokes commended the Halfway library staff for offering computer classes. The “Oregon Is Indian Country” exhibit is at the Baker branch through the end of the month. Stokes reported that the musical program by Phillip Charette sponsored by this exhibit was exceptional.</p> <p>Facilities Update – Baker: Exterior areas on the south and east sides of the building have been dark for an unknown period of time due to an outage of safety lights under the eaves. Stokes is having an electrician repair the lighting in the riverside entryway and along the south end (drive-up area). Haines: Heidi reported the Haines library furnace was not heating the building above 64 degrees. Cooke & Emele made a service call, found a wasp nest to be the cause, and fixed the problem. Halfway: Linda reported finding broken bottle glass and cigarette ends on the library front door step last Thursday, November 5. She notified the Sheriff’s Dept. Huntington: The rose bushes were recently moved to combine them all in one area where they will be easier for Gloria to maintain. The City is planting grass in the vacated garden areas. Stokes received a compliment from one Huntington resident who perceives an increase of attentiveness to needs at the Huntington branch library.</p> <p>Charette Art Proposal – Phillip Charette will be the guest at the December board</p>

Baker County Library District

Minutes

November 9, 2009

	meeting presenting his art proposal in person.
Business Manager's Report	<p>Hawes delivered an update on the continuing E-Rate issue; the State E-Rate Coordinator has been very helpful. Sabrina Carson personally spoke with an E-Rate manager who was a speaker at a training conference. The manager's response was that he would personally look into our problem when he returned to his office the following week. He contacted Ms. Carson again stating that our applications would be processed in the next three weeks. Hawes was encouraged that funding may finally be released.</p> <p>On the financial report, the District is now operating on its own funds again as of November 2 when a large tax turnover was received. The Tax Anticipation Note final amount is \$159,000 (prior year \$227,000) to be paid the first part of December (due 12/18/09). The bulk of the required records were delivered to the auditor the end of last week. The auditor was ready to begin reviewing them. Hawes anticipates having the financial statements finished early next week. In other news, the District received confirmation that flood insurance was added to the property policy and was effective in July.</p> <p>Checks were signed and approved.</p>
Next Meeting Date	The next Board meeting will be December 14, 2009.
Adjourn	<p>The meeting was adjourned at 8:46pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>