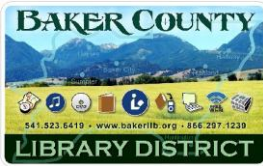


Baker County Library District
Library Board
Regular Meeting Minutes

Jul 9, 2024

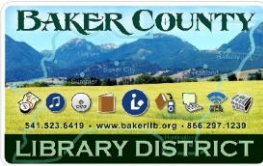
<p>Call to Order</p>	<p>The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Betty Palmer, Beth Bigelow, and Ashley McClay. Also attending in person are Perry Stokes, Director and Christine Hawes, Business Manager.</p> <p>No guests attended. No one attended online through zoom.</p> <p>Meeting called to order at 12:00 pm by Palmer. It was noted that with three directors, a quorum is present.</p>
<p>Consent Agenda</p>	<p>Palmer asked if there were any additions or deletions from the agenda. Stokes made one change to the agenda, he added the Planned Closure Date Revision. No other changes were made.</p> <p>McClay made a motion to approve the minutes and accept the consent agenda with the one change; Bigelow seconded; motion passed unanimously.</p>
<p>Conflicts of Interest</p>	<p>Palmer asked if there were any conflicts or potential conflicts of interest to be declared. There were none stated.</p>
<p>Public Comment</p>	<p>Palmer asked if there are any public comments. No one from the public was present. Stokes had no communications to share.</p>
<p>OLD BUSINESS:</p>	<p>None</p>
<p>NEW BUSINESS: Election of Board Officers</p>	<p>Palmer moved to the first item of business, Election of board officers. Stokes said that Kyra Rohner told him that she is willing to continue as President but welcomed others to have the role, if interested. Palmer nominated Rohner as President, with no other nominations, she asked for a motion. Bigelow made a motion to elect Kyra Rohner as President for another year; McClay seconded; 3 votes yea, motion passed unanimously.</p> <p>Palmer asked for nominations for Vice President. Bigelow nominated Palmer who agreed to serve another year. Bigelow made a motion to elect Betty Palmer as the Vice-President for another year; McClay seconded; 3 votes yea, motion passed unanimously.</p>



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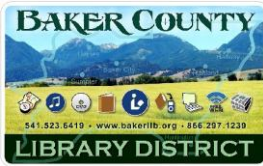
<p>New Fiscal Year Business:</p> <p>Establish Regular Meeting Time</p>	<p>Palmer asked Stokes to present the resolution to establish meeting dates. Stokes reviewed the calendar in the packets. The board meetings will continue to be the second Tuesday of each month at noon. The one month that varies from this is in April. He proposes to move the April meeting back one week to be closer to mid-month. Although October dates have the same issue, no change is proposed for that month as he will be out of town on the 3rd Tuesday. With no further comments or changes, Bigelow made a motion to approve Resolution No 2024-25.01 Establishing a regular meeting day, time, and location for the year; McClay seconded; 3 votes yea, motion passed unanimously.</p>
<p>Appoint Agents of Record</p>	<p>Palmer moved to appointing the agents of record. Stokes said that we continue to use Clarke & Clarke Insurance, they operate under the same name, although they have sold to another company. Palmer asked if there is only one agent that we are addressing. Stokes confirmed. No further discussion.</p> <p>McClay made a motion to approve Resolution No 2024-25.02 Appointing Insurance Agent of Record; Bigelow seconded; 3 votes yea, motion passed unanimously.</p>
<p>Authorize Auto-Pay for Select Vendors 2024-25</p>	<p>Stokes said this is the third housekeeping item. We have added 4 vendors to the list of authorized vendors for online bill pay. Palmer verified that these were items in bold. Bigelow moved to approve Resolution No 2024-25.03 Authorizing vendors for online and automatic payment of bills in 2024-25; McClay seconded; 3 votes yea, passed unanimously.</p> <p>There was discussion on the auto pay system and how it is working. Hawes occasionally looks at vendor websites to see if they accept online payments. There are new vendors she would like to pay online but which do not make the option available. There are two vendors that the bank rejects their online payments. We had been paying OTEC using the ACH online payments. In talking with the bank and an OTEC employee, Hawes found they had updated their system which changed the way they presented the payment to the bank. Our bank account has an “E-Check Block” on the account to prevent fraud. Payments presented as ACH items will go through, those presented as an E-Check are rejected. Stokes and Hawes had a telephone meeting with two bank employees, to discuss removing the block. It was strongly recommended to leave the measure in place. We moved back to writing checks to OTEC and also to</p>



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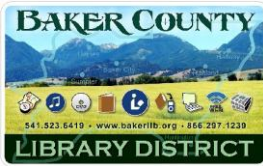
	Verizon for the same reason. No further discussion.
Planned Closure Date Revision, August Staff Meeting	<p>Stokes said an edit is needed to the Planned Closure schedule the board had previously approved. For the annual staff training, the date will move from August 15 to the 22nd Palmer verified that this is not an action item and just needs consensus. There were no objections; all agreed to the change.</p>
REPORTS: Director	<p>Stokes gave administrative reports:</p> <p>Budget - he likes to keep the board informed of the process. He will file a copy of the budget and the form that approves the property taxes. This is the final piece of the budget process. He will file those tomorrow.</p> <p>Facilities</p> <p>Both of the parking lots have been sealed and restriped. They look great.</p> <p>The work on the soffits is done. A contractor has repaired the soffits and an access hole that was cut out. Some compound was accidentally spilled onto the parking lot that couldn't be removed, so the vendor returned to touch up that area. The work looks good.</p> <p>The outside patron phone has been vandalized. The phone earpiece is often abused and was completely broken recently. Ed had ordered a replacement phone months ago, knowing it would be needed at some point.</p> <p>Ed found some issues with the cooling system. He found that switches needed to be replaced on the chiller. It is now working well.</p> <p>The bookmobile has been out for repairs. It needed to have sensors replaced.</p> <p>Sumpter did secure grants for the museum building roof replacement. The library committed \$3,000 toward the project. The work should be done this summer.</p> <p>Several books from our new bookshelf were found stashed in various places in the library in a way that suggests malicious mischief and a form of censorship. Most dealt with gender and sexuality issues. Although there was no special "Pride" display, the new books shelves did have an increased number of LGBTQ-themed works which were recently ordered and processed to adequately represent the interest.</p> <p>Excessive Heat Period Services - Stokes has authorized branch staff to</p>



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	<p>work up to 5 extra hours each day when temperatures exceed 95, to allow them to provide cooling facilities in the small communities. County Emergency Management personnel, Jason Yencopal, has offered to provide bottled water and volunteers if needed. Bigelow asked how we would get that information out to the public. Stokes said there will be social media posts and radio public service announcements. Richland has jumped on this offer and will be open 2 additional days during this week of extreme heat.</p> <p>Baker City Herald – The library has unexpectedly inherited the archive volumes from the Herald office that is closing in Baker City. The collection goes back to the 1930's, and for each year there are 3 or 4 volumes. Finding a suitable storage place is a challenge. Currently we have only around 140 volumes, which is reportedly half of the total number of books. La Grande has the remainder. Stokes thinks that the old Reference Room with moveable shelves is the best storage location. Palmer asked if the Heritage Museum would want to store some of the older volumes. Stokes said that the library is better situated as custodian of these materials, with more stable funding than the museum and better all-year public access.</p> <p>New adult registration cards – A restock order of 5,000 application cards was made. Stokes handed out cards to review changes, which were minor.</p> <p>Special District training - Ashley McClay was available for the upcoming training in Baker City. He has registered McClay, Hawes and himself it.</p>
<p>Finance Report</p>	<p>Hawes said that there are two sets of financial reports this month. One set for the fiscal year ended June 30, 2024, and a second set for July, the first month of the new fiscal year. Print copies of the reports were distributed and digital copies posted online.</p> <p>Looking at the June 30 financial reports, the General Fund (GF) received 3 tax turnovers in June totaling \$60,530.25. We also received a letter from the County stating they are still holding funds in pending litigation. We ended the fiscal year at \$51,185 short of the original budget, as Stokes had projected.</p> <p>The Personnel Services is under budget as of this June 30 report. The July 1 payroll will be accrued into this fiscal year which will bring the District salaries up to 99.3% spent, and will be in line with the budget. There will also be some accrual adjustments to payroll taxes. The two</p>



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large budget lines, health insurance and PERS, both have 12 payments on the books. PERS will likely have a small accrual adjustment.

Materials & Services is currently well under budget at 85.9% spent. There will be more adjustments to these categories as accounts payable items come in and the monthly VISA is reconciled. The VISA will be split between the two fiscal years using the cutoff date of June 30th. Checks of interest include two vendors paid on June 26 for June services; Ablaze Renovations \$2,800 for the library building outside soffit repairs, and Klein Bros \$6,708.64 for parking lots seal coating and striping. Highlighting other invoices that are being paid today include Grumpy's \$671.36 for repairs to the bookmobile, EO Media \$907.55 for June budget publications and the monthly TV Guide ad. And a check was written for Aspen Digital \$523.99 for 5000 registration cards.

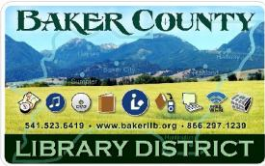
General Fund ending cash is at \$700,445 compared to the budgeted ending cash of \$620,000.

The **Other Funds** transferred Amazon book sale proceeds of \$3,000, of the \$4,000 budgeted, to GF to support the book budget. This fund had ending cash totaling \$213,667. A preliminary report of the Memorial funds designated cash is attached.

The **Capital Investment** fund had ending cash of \$93,639. There is one payment in the GF capital outlay budget that may be moved to this fund.

The **Sage Fund** wrote checks for 3 small monthly couriers totaling \$1,310.25. There should be another 3 vendor invoices coming. Sage reimbursed General Fund for several things at the end of June to avoid interfund accruals. Sage reimbursed GF for the June payroll of \$4,782.55, the monthly vendor payment \$6,261.75 sent electronically, postage of \$40.99 used in the fiscal year, and paid all of its payroll related taxes. Sage has ending cash of \$246,985 compared to the budgeted ending cash of \$245,000.

Looking at July financial reports, **General Fund** wrote checks to pay for three annual digital subscriptions including OCLC \$1,568.19, NewBank \$4,924 and BrainFuse \$2,103. One check of interest was written to Inland Development \$610, a new Internet vendor for the Baker Library effective July 1. This vendor submitted a bid through the E-Rate bid window and was selected for the price and volume offered. The Baker Library is receiving 1 gig of Internet at \$600 a month. The July 1 payroll posted to this report will be accrued back into the Fiscal Year June 30, that just ended. The budget has been posted. It does lack some detail



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	<p>lines that will be added later.</p> <p>July reports for the other three funds have the budget posted and no activity at this time.</p> <p>The Approved Bills Reports were included with the check packets for the board members to initial while reviewing and signing checks.</p>
	<p>Rohner asked for any further questions or items for the next agenda.</p>
Next Meeting	<p>The next regular board meeting will be August 13 at noon.</p>
Adjourn	<p>Rohner adjourned the meeting at 12:53 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>

DRAFT