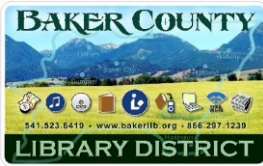


Baker County Library District Library Board Regular Meeting Minutes

March 7, 2023

<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 Kyra Rohner, Beth Bigelow, and Joan Spriggs. Also attending in person are Perry Stokes, Director and Christine Hawes, Business Manager.</p> <p>Rohner called the meeting to order at 12:06 pm. Three directors are present at the start of the meeting which met the quorum requirement.</p>
<p>Consent Agenda</p>	<p>Rohner asked for any additions or deletions to the agenda or minutes from the previous meeting. There were no changes given. Spriggs made a motion to approve the Consent Agenda; Bigelow seconded; motion passed unanimously (3 yea, Rohner, Bigelow, Spriggs) by those present.</p>
<p>Conflicts of Interest</p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none.</p>
<p>Public Comment</p>	<p>Rohner moved to public comments. Stokes had no comments to share.</p>
<p>OLD BUSINESS: None</p>	<p>None</p>
<p>NEW BUSINESS: FY23-24 Budget Committee & Schedule</p>	<p>Stokes referenced the Budget Calendar document in the packets and asked board members to save May 24 5pm, the date/time of the Budget Committee meeting in their schedules. For committee membership, at least one new person is needed since Bob Savage resigned after serving last year. Stokes said that he was approached by a potential nominee, Andrew Storer. He asked if board members had any nominations. Bigelow suggested Jacque Cobb, a Registered Nurse who lives in Haines and has shown interest in serving on the Library Board. Stokes said he will be sending meeting invitations out to the committee members soon and will inquire about availability.</p> <p>There was no further discussion on the budget calendar.</p>
<p>Unattended Children Policy</p>	<p>Stokes said the draft proposal is a comprehensive rewrite of this document, based on a Deschutes County Library model. He reviewed the proposed update, adding that a new element anticipates and addresses the question of children having access to adult materials, so emphasizes parental responsibility</p>



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for supervising children. Supreme Court cases have stipulated that minors do have First Amendment rights. As government representatives, library staff may not infringe upon those rights. The library urges parents to provide oversight and guidance for their own children according to their own family values.

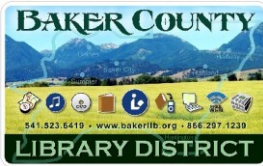
He talked about incidents and procedures such as when children are waiting for a parent to pick them up but the library closes before they arrive. Staff actions vary depending on the child's age and ability. Staff are not able to physically stop most children from leaving the building if they choose to, but may take common sense actions such as when a wayward toddler is walking toward the street or river. Ideally, parents are alerted when hazards are observed if there is the opportunity. If not, staff may take action in emergency situations for very young children. If a parent is absent to the point that the health or welfare of a child is believed to be at risk, staff are directed to call law enforcement as Mandatory Reporters of neglect and abuse. Discussion on previous incidents, and when authorities have been contacted. The policy directly references the ORS on Child Neglect for children under age 10. Stokes reviewed each bullet point, reading them and describing the logic.

Spriggs asked how many staff are present until closing. Stokes said there are always two people minimum at the main branch with one of those typically being a senior staff who is trained and experienced, so that they can act as the Person In Charge if a situation comes up. At least two staff are scheduled at night and the weekends, but there is typically also a Page or volunteer present also. Stokes generally schedules himself to work until closing, as well, for safety and security reasons. Most incidents occur in after-school late afternoon hours, he said, when groups of youth are present.

Rohner voiced concerns related to staff, especially with issues involving children. There should be two staff present for protection of the staff, she said. Stokes agreed but said that one situation where this is not possible is at the branch locations. Discussion on staff training to be cognizant when in the library alone with a child to remain in view of security cameras. Bigelow said that transporting kids alone is another significant liability concern; Stokes agreed and said staff are trained in that regard. Further discussion on mandatory reporting.

Stokes said that Operations Manager Heather Spry reviewed the draft policy. She was in favor of the changes and additional guidance.

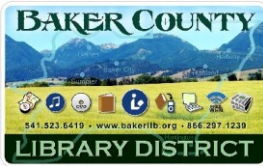
Discussion continued on how policy covers specific issues. There was discussion on protocol at branches, resources and strategies for staff to protect themselves if a situation comes up.



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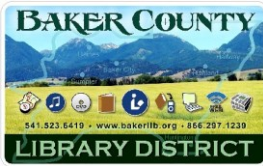
	<p>Board consensus was to recommend Stokes review this policy and procedures at the next all-staff training.</p> <p>Rohner said there is one change noted. She asked for any further discussion; there was none. Bigelow made a motion to approve the newly written Unattended & Missing Children Policy; Spriggs seconded; the motion passed unanimously (3 yea, Rohner, Bigelow, Spriggs).</p>
<p>REPORTS: Director</p>	<p>Stokes gave his administrative report:</p> <p>Facilities – Stokes was recently contacted by Bureau of Labor and Industry (BOLI) agents about whether the district met the state prevailing wage standards related to public works projects on the roof repair. Ed responded with documentation of following the district’s adopted public contracting rules of getting three bids and submitted wage information from the contractor. From Ed and the contractor’s understanding of applicable state rules, the prevailing wage requirement was only applicable if the project was over \$250,000. BOLI, however, informed the district of a rule listing the requirement for public works projects over \$50,000. There was also a public works project reporting requirement that was overlooked. Stokes apologized to the board about the oversight and apparent misunderstanding. He was unsure if civil penalties will be assessed for the error. He and Ed are committed to cooperating with BOLI directives and learning from the experience. Discussion ensued.</p> <p>Roof leaks continue at the Baker branch in areas of the Oregon Room to the Archive Room. Ed and the roofing contractor are doing their best to monitor and manage leaks. When warmer and dryer weather allows, they may need to open up chronic areas that have been difficult to troubleshoot and resolve.</p> <p>WiFi hotspots – Public demand for the new Verizon hotspots has grown to the point we now have a small wait list. The Verizon units have less restrictions than the student-focused Kajeet devices.</p> <p>A new volunteer, Mikayla Hobbs, has begun taking care of plants at the main branch. She volunteered after noticing the poor health of interior potted plants. Stokes said she is making a huge difference already.</p> <p>The Drive-up window doorbell has been updated with an interactive video camera bell that will enable staff to save time and effort by speaking with visitors prior to walking all the way back to the window. The camera is integrated into the building security system, as well.</p>



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	<p>Friends – The Winter Book Sale was well attended and successful with a gross of \$2100 (usually \$1500 in the winter). The first day was a banner day of \$600. At its last meeting, the Friends approved Stokes request to fund new mobile meeting room tables, which make the room more ADA accessible. The tables will be smaller, lighter, and have casters (locking wheels), so are easier to move and store. The group also approved funding the purchase of new carpet in the Storytime Room. Stokes is exploring color and pattern options. We are grateful for the generous gift of time and effort from the Friends members and community volunteers to make this gift possible.</p> <p>Youth events – Missy has numerous events planned for Spring Break. Storytime has been well attended, with attendance around 20. Bryan Ames reported the Lego Robot Club has had 10-15 participants.</p> <p>Technology – Stokes and Ames are working with the Streamline company to build a new Website. The Streamline team is migrating content from the current website.</p> <p>Ed and Bryan are exploring a VOIP phone system device that may be more cost-effective.</p> <p>Jim White Retirement party – Staff celebrated Jim in February for his more than 20 years of service to the library. We had cake and pizza and sent him off with a large plaque of commemoration.</p> <p>Building Siding - Ed is planning to replace the wood siding on the south side of the building, which has deteriorated with age and weather. Samples of composite products similar to HardiePlank were shown to the board. Stokes surveyed the board and staff for feedback on the color and pattern options.</p>
<p>Finance Report</p>	<p>Hawes shared print Financial Reports; electronic copies are available for those attending via Zoom.</p> <p>The General Fund received tax turnovers of \$40,808.30 on February 27, 2023. An E-Rate reimbursement for Internet services totaling \$2,365.18 was submitted on March 6; we received an email notice that the funds will be deposited today.</p> <p>Personnel Services is on target in total at 70.2% spent. Again, the PERS expense line is low as the March wages will be reported later this week. The PERS payment will post for payment at the end of the month.</p> <p>In Materials & Services, noteworthy checks include Ingram \$3,601.02 for the</p>



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	<p>monthly book order and Tony's Tree Service \$350.00 for trimming a tree for the Solar Charging Station installation. A couple of noteworthy checks were written on March 1, one to Streamline \$1,000 for the Website migration services and one to the City of Sumpter \$866.70 for our half of the utilities for the first six months of the fiscal year. Online payments receipts are in a folder for review; these payments include Cascade Utilities \$1915.07 for the Baker library heating, OTEC \$1153.62 for the Baker Library electric, OTEC \$102.36 for the Haines Library electric, Idaho Power \$249.38 for electricity at two branch locations (Halfway and Huntington). Telephone and Internet invoices also paid online include CenturyTel/Lumen for Huntington telephone \$82.64 and Internet \$449.44 and CenturyTel Qwest/ Lumen for Sumpter combined telephone and Internet of \$138.36.</p> <p>Note that the March VISA statement posts between the 6th - 8th, so wasn't available for reconciliation this early. The VISA statement will be reconciled this week and the bulk of it is paid online through the General Fund. It will be available for review at the next meeting.</p> <p>The Other Funds wrote one check on March 1, to Elkhorn Graphics \$75.00 for a retirement plaque.</p> <p>The Capital Investment Fund had no activity.</p> <p>The Sage Fund wrote two checks to small couriers, Banks Courier Service \$640.00 and Maxine MacDonald \$634.00, both for February courier services. At the end of February, Sage wrote two checks for courier services Kathy Reed \$700.00 (a new courier covering Ontario to Baker route) and Maxine MacDonald \$1187.00 (December and January invoices were received after multiple requests); MacDonald covers the La Grande to Union route.</p> <p>The Approved Bills Lists (ABL) printouts were passed around. The checks were signed by board members present at the meeting who also initial the lists.</p>
<p>Next Meeting</p>	<p>The next regular board meeting will be April 11, 2023 at 12:00 pm (Noon).</p>
<p>Adjourn</p>	<p>Rohner adjourned the meeting at 1:15 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>