



Baker County Library District  
Library Board  
Regular Meeting Minutes

Oct 8, 2024

<b>Call to Order</b>	<p>Meeting called to order at 12:03 pm by Rohner.</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>
<b>Roll Call</b>	<p>Rohner stated that all of the board members are present at the meeting.</p> <p>Directors attending the meeting in person include Kyra <b>Rohner</b>, Betty <b>Palmer</b>, Ashley <b>McClay</b>, Beth <b>Bigelow</b> and Joan <b>Spriggs</b>. With full attendance, a quorum was present.</p> <p>Also present in person was Director, Perry <b>Stokes</b> and Business Manager, Christine <b>Hawes</b>.</p> <p>There were no guests present at the meeting and no one attended online via Zoom.</p>
<b>Consent Agenda</b>	<p>Rohner started with the consent agenda, asking if there were any additions or deletions from the agenda or minutes. There were none.</p> <p><b>Palmer made a motion to accept the agenda as presented and approve the minutes; Bigelow seconded; motion passed unanimously.</b></p>
<b>Conflicts of Interest</b>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none.</p>
<b>Public Comment</b>	<p>Rohner asked if there are any public comments or communications. Stokes had none.</p>
<b>OLD BUSINESS:</b>	<p>None</p>
<b>NEW BUSINESS: Policy Review of Personal Use of District Resources</b>	<p>Rohner moved to New Business, the Personal Use of District Resources.</p> <p>Stokes has two policies to review. These are the oldest ones, both were last reviewed and approved in 2013. The first one is the <i>Personal Use of District Resources</i>. He came across the need for this policy at a conference. The essence of public law is that district resources cannot</p>



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	<p>be used for personal gain, whether in acquiring money or by avoiding an expense. This policy covers what is and is not allowed. Stokes didn't see any need for any changes. He proposed the policy for re-approval as it stands.</p> <p>Rohner asked about adding cell phones to the item on page 2. The policy only addresses landlines. She also asked about the use of fax machines. Discussion on the use of the two district cell phones. Rohner would like to see some verbiage added to address these. Rohner said she feels we should table this topic to the next meeting.</p> <p><b>McClay made a motion to table the review of Personal Use of District Resources policy to the next meeting; Spriggs seconded; motion passed unanimously.</b></p> <p>This item was officially tabled.</p>
<p><b>Privacy &amp; Confidentiality of Library Records</b></p>	<p>Rohner moved to the next agenda item.</p> <p>Stokes said that he did not have this item prepared to present quite yet and asked that this item also be tabled until the next meeting.</p> <p>Rohner asked for a motion.</p> <p><b>Palmer moved to table review of the Privacy &amp; Confidentiality of Library Records policy to the next board meeting; Beth seconded; motion passed unanimously.</b></p> <p>This item was officially tabled.</p>
<p><b>REPORTS: Director</b></p>	<p>Stokes reviewed the administrative reports:</p> <p><b>Admin &amp; Finance</b>        Annual Audit - Stokes reported that the district will continue using Gaslin Accounting for audit services. The Engagement Letter with Gaslin Accounting was signed. The audit report is expected to be completed by the end of November.</p> <p>Website hosting cost increase – The district website is hosted by</p>



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Streamline. Our account representative announced subscription plans will be changing as of January 1 2025 to incorporate new features to enable compliance with new accessibility regulations. The district will stay with the basic plan. The fee will increase from \$200 a month (\$2,400/yr) to \$270 (\$3,240/yr) which covers new features and the service is also expanding to include a \$10,000 indemnification coverage. Stokes is pleased with the platform and aims to continue using the service. He has recommended Sage

**Collections**

With EOMedia closing down its La Grande office, their Observer archive will be going to the La Grande Library, as with the Baker City Herald bound volumes coming to BCLD. This will force early delivery to BCLD of the balance of the Herald collection currently in storage by the La Grande Library. The 180 additional volumes will be delivered this month and stored in Haines until space can be made for them in Baker.

**Facilities**

Air Handler - Ed got the main pulley replaced on the main air handler system. He is looking at subsidy opportunities to replace the main chiller units. The units are antiquated, the parts are obsolete and the system is inefficient.

Siding Replacement Project - Ed will be working on the wood siding starting by the bike repair station. He is using the Powder River Correctional Facility work crew to remove the existing siding. New insulation and a vapor barrier will be added to increase efficiency. This should be completed in the next couple weeks.

**Marketing & Programs**

Baker City UnWined event - the library was the beneficiary of the September monthly event. We should receive about \$200.

Freedom To Read Week – the annual celebration happened at the end of September. This is also known nationally as Banned Books Week. Stokes said that “Freedom to Read (FTR)” is much better messaging for our region. It avoids the reactionary complaints about the campaign that are common today. This year’s celebration involved social media postings, a small countertop display of handouts, and a documentary film screening which had just 4 persons attend.



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	<p>A staff-created community activity based on the Oregon Trail Game will be launched around the end of October. Last year’s interactive activity based on the Clue game was a hit with the community. This should be another fun community engagement program.</p> <p><b>Personnel</b>        New Library Page Intern - we have two new pages brought on board last month, Sage Cuzick and Jarren Cikanek. Both are working with Diana on special programs.</p> <p>Board review - Stokes attended a SDAO virtual training on Board Member duties. He will share the link to a recorded video of the event with the board if possible.</p> <p>Staff Training - Staff are being assigned two trainings a month with content from Special Districts and the State Library. The two from SDAO are the Back Injury Prevention and Bloodborne Pathogens. Those from the State Library are topics related to the freedom to read.</p> <p><b>Services</b>        Spanish Registration Cards have been received.</p> <p>Public Printers Technical difficulties - the issues are mostly resolved.</p> <p>EO Visitors Association – The district had a site visit from a representative with the Empowering Access Initiative which aims to improve access and tourism for people with disabilities. We had a person here to test our ADA accessibility. Stokes said the assessment was helpful with finding areas where we can improve.</p>
<p><b>Finance Report</b></p>	<p>Hawes reviewed the financial report packet that had been placed with each board packet. Stokes displayed the report on the monitor screen and online.</p> <p>The <b>General Fund</b> received tax turnovers of \$1,885.53 on October 2. It also made a large deposit of \$10,833.70 on September 25; this was a refund from the Oregon Department of Revenue of the excess funds being held in the District’s unemployment account. Hawes discovered the option to request excess funds in the online reporting system. It</p>



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took about 60 days to receive the funds. **Personnel Services** is on target with the budget in total at 25.9% spent. Looking at **Materials & Services**, starting with the book budget. A check for \$2,261 was written on September 26 to the University of Oregon to replace 37 rolls of microfilm. Checks being signed today include Ingram \$5,902.54 for the monthly book order, EBSCO \$2,601 for the Novelist subscription renewal, NewsBank \$891 for an upgrade to this service (\$4,924 was paid 7/9/2024 for the annual subscription), and LEO or Libraries of Eastern Oregon \$5,792 for our membership \$895, the Library-2-Go subscription \$3,523, plus digital magazines \$1,374. Moving to the Facilities budget line, two checks were written on September 26 to Heavens Best \$3,094 for carpet cleaning in the library building, and City of Sumpter \$3,000 in support of the museum building roof. The Computer Maintenance budget includes a check today to Comprise of \$3,385 for the annual SAM Software subscription. The Youth Programs budget includes a check written on 10/01 to ZooBean of \$1,029, this is paid for through the Ready-to-Read budget, the Bean Stack program is used to track reading time and number of books each child reads. And finally, a check today to Inland Development of \$610 for Internet service. The General Fund has a cash balance at October 15 of \$283,665 with one more large check run to go for the November 1 payroll, before we begin to receive the November tax turnovers.

**Other Funds** had minimal activity with Amazon book sales income of \$618.34 and corresponding VISA expense of \$120.16.

**Sage Fund** had no income at this time. It wrote six checks to small courier vendors totaling \$2,566.14 and a check to Baker & Taylor of \$894.14 for annual renewal of The Content Cafe subscription, a database for cataloging. The contract with the Sage IT specialist was renewed on September 1, increasing his annual contract from \$75,141 (\$6,261.75 a month) to \$78,147 (\$6,512.22 a month). Sage budgeted \$79,000 for this vendor which would include any required travel.

Hawes continues to work on the financial report. The auditor will be on site October 23-24 for field work. The draft should be submitted by the end of the week which gives him plenty of time to do planning steps.

Hawes thanked the board for approving the new Life Flight benefit for employees.



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<b>Next Meeting</b>	The next regular board meeting will be November 12 at noon.  Bigelow made a motion to adjourn the meeting; Spriggs seconded; motion passed unanimously.
<b>Adjourn</b>	The meeting adjourned at 12:38 pm.  Respectfully submitted,  Perry Stokes Secretary to the Board PS/ch

DRAFT