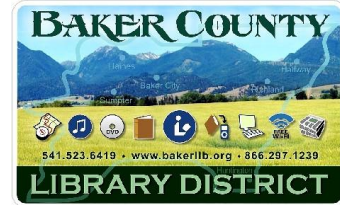


# Regular Meeting Minutes

Board of Directors

Baker County Library District

Nov 12, 2024



## Call to Order

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.

In the absence of President Rohner and VP Palmer, Beth Bigelow agreed to chair the meeting. *The meeting was called to order at 12:08 pm.*

## Roll Call

Directors attending in person included Joan **Spriggs**, Ashley **McClay**, and Beth **Bigelow**, which constituted a quorum. Also present in person were Director, Perry **Stokes** and Business Manager, Christine **Hawes**. No guests attended in person or via Zoom.

## Consent Agenda

Bigelow opened with the consent agenda, asking if there were any additions or deletions from the agenda or minutes. There were none.

*Spriggs moved to accept the agenda as presented and approve the minutes; McClay seconded; motion passed unanimously (3 yea).*

## Conflicts of Interest

Bigelow asked if any conflicts or potential conflicts of interest needed to be declared. None were declared.

## Public Comment

Bigelow inquired if there were any public comments or communications. Stokes reported he had none to share.

Stokes noted that President Rohner had attempted to attend the meeting via Zoom but was unable to log in due to a technical difficulty with the Zoom session.

## OLD BUSINESS

### Policy Revision: Personal Use of District Resources

Stokes reported that this policy, originally adopted in 2013 following an SDAO training, prohibits its public officials from using their positions for personal gain under Oregon Ethics Law.

Stokes outlined updates, including removing unnecessary verbiage and adding provisions regarding cell phones and laptops. He highlighted new language clarifying the use of District resources and a clause titled *No Expectation of Privacy* for government-owned technology.

With no further discussion, Bigelow called for a motion.

*McClay moved to approve the updated Personal Use of District Resources policy as presented. Spriggs seconded. The motion passed unanimously (3-0).*

### Policy Revision: Privacy & Confidentiality of Library Records

Stokes introduced a fully revised *Privacy & Confidentiality* policy, noting no markup of changes was provided due to the comprehensive rewrite. He summarized key points:

- The library commits to safeguarding patron information to the best of its ability, within legal compliance.
- Specific circumstances for legally sharing information were outlined, including patron consent, legal requirements, and emergencies.
- Updates addressed children's privacy and limitations of confidentiality, highlighting what information is collected and retained.

Discussion included the *Children's Privacy* section and the *Limitations of Confidentiality* clause, which clarifies the boundaries of privacy protection.

Stokes suggested postponing a vote if more review time was needed. McClay and Spriggs expressed comfort with the revisions.

*McClay moved to adopt the revised Privacy & Confidentiality Policy as presented. Spriggs seconded. The motion passed unanimously (3-0).*

## NEW BUSINESS

### Policy Revision: Video Security and Records

Bigelow noted that this agenda item was listed for action. Stokes confirmed it was tabled due to ongoing work on the revisions.

# REPORTS

## Director's Report

### State Library Annual Statistics

- The report was submitted to the State Library.
- Borrower account numbers have plateaued.
- Physical checkouts decreased by 8%, while digital checkouts increased by 15%, now representing 18.6% of total loans.
- Youth and children's materials showed the largest usage declines.
- A decline in the borrowing rate from Sage partners libraries shows successful fulfillment of local demand through diligent purchasing
- Door counts dropped by 5% but are stabilizing post-pandemic
- Computer usage increased by 14%, with extended daily time limits for patrons.

### Personnel Updates

- New overtime regulations highlighted by the auditor are requiring scheduling adjustments to comply with Oregon Law.
- Staff training sessions included back injury prevention, bloodborne pathogen safety, and trends in readers' advisory.
- Toni Thompson, a long-time volunteer, retired from the Sumpter branch.

### Programs

- Youth programs introduced new "Book Boxes" and a 4-H astronomy partnership.
- The interactive Oregon Trail game launched successfully, drawing young adult participation.

### Safety and Security

- Recent disciplinary actions involved an adult consuming alcohol in the library, and disorderly conduct.
- Staff training emphasized strategies for managing intrusive patron behavior, such as politely deflecting overly personal questions and comments.

### Technology Services

- An Evergreen system update is scheduled for November 17, with changes impacting patron record note fields and cataloging workflow.

## Finance Report

Hawes reviewed financial highlights.

### General Fund

Hawes presented the financial report, highlighting the following:

- Tax turnovers of \$159,329.06 were deposited on November 7.
- Interest income remains steady at 5.11%, which yielded \$1,208 for October.
- Key expenditures included \$7,160.79 to Ingram for books, \$16,453 to Sage Library System for membership, and \$5,800 for siding project labor.

#### **Personnel Services**

- Wages are on target with the budget at 40.3% spent.
- Payroll taxes and benefits are a little low, pending the PERS November payment.
- Payroll has been posted to PERS, the invoice and payment will be posted near the end of the month.

#### **Materials & Services**

Notable payments included:

- Ingram, \$7,160.79 for the monthly book order.
- Sage Library System of \$16,453 for the Library District's annual membership.
- Building & Facilities includes a new category titled Siding Project, to capture the cost of replacing the siding on the meeting room exterior wall. Project payments included
  - Ablaze Renovations of \$5,800 for the labor to install a vapor barrier, insulation and siding.
  - Cashway Lumber of \$2,544.73 for project expenses including wood, wrap, vents and siding materials.
  - Millers Lumber of \$756.33 for foam insulation.
- Valley Metal & Heating of \$3,877.50 for work on the chiller unit (library AC unit located outside on the southwest corner).
- Under the Association Dues line, payments to
  - SDAO for the annual membership dues of \$1,444;
  - Oregon Government Ethics Commission of \$945.68 for the local government annual fee.
- Utilities payments included
  - Ed Staub & Sons for \$249.48 for heating fuel at the Haines library.
- For Internet expenses, the Baker library is significantly over budget for two reasons.
  - Final payment to Link Oregon of \$2,160.00 for closeout of Internet invoice to Baker Library; there was overlap from when we installed the new service and when the Link Oregon service was canceled. Link Oregon also required a 30 day disconnect.
  - Payment to the new vendor, Inland Development of \$610.00 for the monthly service. The second reason is that in the past, Link Oregon billed E-Rate directly for reimbursement of 80% of the cost of services; whereas, we are paying Inland in full and filing for the reimbursement ourselves. The first four months

(July - October) the total cost is \$2,440 less the E-Rate reimbursement received October 24 of \$1,952 is a net cost to the District of \$488, or \$122 a month. The budget was based on the historical net billing.

- The VISA reconciliation report is ready for review.
- Authorized online payments will be made this week.

#### **Other Funds**

- Donation received from the Masonic Lodge of \$1,000 for the Bikes-For-Books youth program. They donate to this every year. Our youth program coordinator gave away 4 bicycles totaling \$707 at the end of Summer Reading.
- There were no checks written in this fund.
- VISA payment of \$65.18 will be posted tomorrow for book sales shipping expenses.

#### **Capital Investment fund**

No activity to report.

#### **Sage Fund**

- Membership income totaling \$222,012 has been received, representing 82.9% of the budget.
- Noteworthy expense payments included:
  - Various small couriers totaling \$2,116.59
  - 2 courier checks totaling \$900.
  - Streamline, \$2,640.00 for website services. Beth Ross said Sage is updating its website to comply with ADA rules.
  - OCLC, \$767.08 for subscription overages, in addition to the subscription to OCLC of \$1,542.80 for annual the CatExpress subscription written on October 29.
  - Jon Georg, the Sage tech support contractor, to reimburse him for a laptop purchase of \$1,543.75 for Sage IT use.

#### **Audit Update**

Auditor, Rob Gaslin, was on site October 30-31 and November 2 to begin the field work. Hawes is now awaiting follow-up contact from him and documents to review.

#### **Life Flight benefit update**

- Two reimbursements have been paid to staff, totaling \$170 so far.
- Hawes has had a few staff say that this is a greatly appreciated benefit.

#### **Overtime Law update**

Hawes said that Oregon Employment Law has added overtime rules that affect not only salaried employees in Oregon but now also applies to local government entities.

“The initial salary level only included the Library District’s part-time employees, which didn’t affect us. As a governmental entity, the Library District has been legally allowed to award comp time instead of overtime at one-for-one hour of work. I was aware of the initial law implemented a year ago. However, the new Overtime Law changes, which the 9th circuit court upheld in September of this year, increased the salary level and retroactively made it effective July 1, 2024. Once the auditor brought this to my attention, payroll records were reviewed from July 1 through October 31, to award any qualified overtime at 1.5 comp hours per 1 hour of overtime. There were a few individuals that had small amounts of qualifying overtime; one of those was over the salary limit. The salary ceiling will be increased again January 1, 2025, and will apply to all District employees, with the one exception of Perry; the Director salary is above the coming increased salary level and remains exempt from overtime rules.”

The check packets were handed out for signatures. The board signed checks and initialed the Approved Bills Reports for all funds.

## **Next Meeting**

The next regular board meeting is scheduled for December 10 at noon.

## **Adjourn**

*Spriggs moved to adjourn the meeting; McClay seconded. The motion passed unanimously. The meeting adjourned at 1:07 pm.*

Respectfully submitted,

Perry Stokes  
Secretary to the Board  
PS/ch