

Baker County Library District

Board of Directors

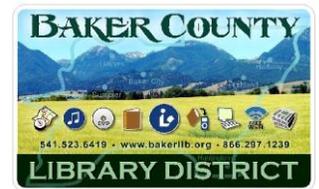
Regular Meeting Agenda

Tuesday, Feb 13, 2024, 12:00 – 1:00 pm

Meeting simulcast via [Zoom](#)

Phone: +1 253 215 8782 US Meeting ID: 860 7254 8647 Passcode: 119399

Kyra Rohner, President



- | | | |
|-------|---|------------------|
| I. | CALL TO ORDER | Rohner |
| II. | Consent agenda (ACTION) | Rohner |
| | a. Additions/deletions from the agenda | |
| | b. Minutes of previous regular meeting | |
| III. | Conflicts or potential conflicts of interest | Rohner |
| IV. | Open forum for general public, comments & communications | Rohner |
| | In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | |
| V. | OLD BUSINESS | |
| | a. Bookmobile Overhaul Report | Stokes |
| VI. | NEW BUSINESS | |
| | a. FY2022-2023 Financial Audit Report | Rob Gaslin (CPA) |
| | b. Public Meeting Law Changes | Stokes |
| VII. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| VIII. | Agenda items for next regular meeting: Mar 12, 2024 | Rohner |
| IX. | ADJOURNMENT | Rohner |

The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's executive session.

ORS 192.660 (2) (d) Labor Negotiations

ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (e, j) Property

ORS 192.660 (2) (a, b, i) Personnel

Library Board Meeting – Annotated Agenda

Monday, Feb 12, 2024, 12:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- I. **CALL TO ORDER** Rohner
II. **Consent agenda (ACTION)** Rohner
 a. **Additions/deletions from the agenda**
 b. **Minutes of previous meeting(s)**

Attachments:

- II.b.i. Board meeting minutes, Jan 9 2024

- III. **Conflicts or potential conflicts of interest** Rohner
IV. **Open forum for general public, comments & communications** Rohner

Last week I received a complaint via phone call from Mary Lou Eng about the “Royal Café” article written by local historian Gary Dielman which is now available on the library website, along with over 60 other articles on Baker County regional history. Ms. Eng had objections to various facts, characterizations, and attributions in the article and complained that she shared family information and photos without fully understanding the information would be published by Dielman. I invited Ms. Eng to provide a statement correcting any inaccuracies in the article and to let me know if there are specific family photos she shared that she would like redacted from the online article. A note about her objection is now on the [webpage](#) following the link to the article.

V. **OLD BUSINESS**

- a. **Bookmobile Overhaul Report** Stokes

Services resumed beginning Tuesday, February 6. The vehicle had been unavailable since December 5 due to major repairs, which are now complete.

Total cost of repairs amounted to just under \$35,000. Work included installation of a new engine, a rebuild of the transmission and clutch, and replacement of other essential components such as brake pads, shocks, rotors, u-joints, bushings, belts and hoses.

VI. **NEW BUSINESS**

- a. **FY2022-2023 Financial Audit Report** Rob Gaslin (CPA)

The Fiscal Year 2022-2023 audit report will be presented at the meeting by Rob Gaslin of Gaslin Accounting, CPA firm of Baker City. A digital copy will be posted on the library website as soon as possible.

- b. **Public Meeting Law Changes** Stokes

Included in the board packet is an alert from SDAO Management Review Winter 2024 issue we recently received. The topic is an update on Public Meeting Law and changes made by a bill adopted in 2023. It says that “governing body members must receive Public Meeting Law training at least

Library Board Meeting – Annotated Agenda

Monday, Feb 12, 2024, 12:00 pm

Notes prepared by Library Director Perry Stokes

once during their term office.” We will share training opportunities as offered in the near future by SDAO and the State of Oregon.

VII. REPORTS

a. Director

Stokes

- 2023 Annual Report - Circulation and Visitation Statistics

Main branch traffic was down 15% over the prior year, but circulation of physical materials rose 1% in that same period.

All branches but Haines saw strong increases in traffic, particularly Huntington with a whopping 73% increase, and Sumpter with 26%. Sumpter is the busiest among our branches with foot traffic due to sharing space with the museum.

Halfway and Sumpter both had large increases in checkouts compared to 2022, with 18% and 12% growth respectively. Haines, Halfway, and Richland lead in the total number of checkouts. Overall checkouts have recovered to about 70% of the pre-pandemic 2019 level.

Use of digital collections continues to show strong growth. 2023 was a record high year for Library2Go/Libby and an 8% growth over the prior year. 2024 is also off to a strong start with the highest ever monthly use total ever, as well. Use of our new digital collection, Hoopla, is on the rise, as well, again with the highest use to date logged in January 2024. There were 183 total circs in Jan 2024 borrowed by 74 patrons. The average circs per patron was 2.47. Audiobooks are the most in demand, followed by eBooks then movies. The average cost per circ is \$2.19 and \$2,207 has been spent since launch in July 2023.

b. Finance

Hawes

Reports to be delivered at the meeting.

VII. Next meeting: Mar 12, 2024

Rohner

Future meeting agenda items

- Collection Development Policy & Materials Reconsideration Form
- Financial Management Policy
- FY23-24 Supplemental Budget

VIII. ADJOURNMENT

Rohner