

Ione Library District Board Meeting  
November 21, 2022  
Ione Library

The meeting was called to order at 6:05 by Chairman Bobbi Childers.

Roll was called. Board members present: Bobbi Childers (C), Anne Morter (T), Margo Sherer and Deb Campbell. Librarians Becky Doherty and Rachell Hughes also attended.

The minutes from the October 17 meeting were approved as presented.

**Financial Report:**

The checking balance as of 10-31 is \$7,234.72, the County Investment Fund (CIF) \$69,249.26 and the reserve fund balance as of 10/31 is \$131,757.20. A fiscal year-to-date income and expense report was provided. The board would like to have copies of the bank statement and all invoices made available at the minutes for them to review.

**Librarians Report:**

- An extension was requested for the statistical report and it is due on Dec. 31.
- The Scholastic Book Fair made a profit of \$840 and has been deemed a success.

**Old Business:**

- The Library2Go/Libby/Sage class will be offered in January. The librarians felt that people were too busy during December and that some people might have received new devices for Christmas.
- Becky feels that she is no longer shopping for a receipt printer, that it is not needed at this time.
- The American Girl doll was donated to the Education Foundation auction and was sold for \$200.
- The Ione Community Church has reached out to the community for proposals for the Preschool Building. They are requesting specifics from anyone interested, including experience related to remodel, an overall plan to include drawings, renderings projections, contractors, etc., all to be submitted by Dec. 9. The board decided before any proposal was presented, they would have to have a contractor evaluate the building and that they are not in a position to make that commitment at this time. They would be more interested in pursuing acquiring a site more central to the established business area.

**New Business:**

- The cost of living adjustment for 2023 was discussed. Historically the cost of living was tied to urban and suburban COLA. Anne moved and Bobbi seconded that in lieu of a COLA based on a percentage, a flat pay increase of \$1.25 per hour be given to all employees, effective January 1, 2023. The motion passed with a unanimous vote. The wage scale for 1-1-23 will be:

Fill-in: \$14.00  
Assistant Librarian: \$17.00  
Library Director: \$18.50

- Oregon's paid family and medical leave insurance program, known as Paid Leave Oregon, goes into effect on January 1, 2023. Paid Leave Oregon is a state-run wage replacement program meant to compensate employees who need to take time off work to care for and bond with a child following the child's birth or adoption, to recover from a serious health condition, or to take leave if the employee or the employee's family member has experienced domestic violence, sexual assault, or harassment. The contribution rate will be up to 60% of 1% of gross wages and is a payroll deduction.
- The review of the Financial Management policy is tabled. Anne will review it and make suggestions based on our needs. The original policy was taken from a larger district and some of the requirements are not necessary for our district.
- The county has asked the district to direct update our authorization to invest. The letter that was sent is confusing but the district appears to have the choice of having our tax dollars invested in either the State Pool or in opportunities outside of the State Pool. Bobbi will talk to the County Treasurer for clarification. She will send the information she receives to the library director who can then distribute it to the rest of the board.
- Sage has revised their circulation policy and a copy has been provided to the board for their input. The main take-aways are that an account can be deleted after it has been expired for 2 years. The maximum items that can be checked out are 50, though our policy is 15. The policy clarifies who collects and keeps fines and who is responsible for reimbursement for lost books.

**For the Good of the Order:**

- The Personal Time Off adjustment was discussed. The formula used previously does not accomplish the goals it intended. The PTO adjustment for 2022 will equal 3 weeks pay.
- Becky asked who has keys to our new door lock. Becky, Rachell, Kristy and the courier have keys. The reason we have not gone to a code for the keypad is that an apple phone is required to assign 4-digit codes. Rachell has an apple phone and would agree to manage the codes. The courier, Anne and each librarian will be given unique codes. Additional disposable codes will be set up that can be given to fill-in librarians if they are asked to work. The intent is to delete those disposable codes after they are used.
- Quicken is now auto-pay and the renewal is on 11/16/23.

The next meeting will be on December 19 at 6:00.

The meeting adjourned at 7:00.

Respectfully Submitted,      Becky Doherty, Librarian