

# Baker County Library District

Board of Directors

## Regular Meeting Agenda

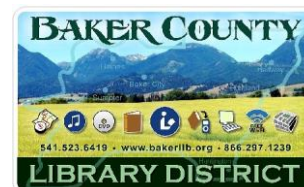
Tuesday, Sep 10, 2024, 12:00 – 1:00 pm

Riverside Meeting Room, Baker County Public Library  
2400 Resort St, Baker City

[Remote access provided via Zoom](#)

Phone: +1 669 900 9128 Meeting ID: 893 6905 7211 Passcode: 914748

Kyra Rohner, President



- |       |   |                 |
|-------|---|-----------------|
| I.    | <b>CALL TO ORDER</b>  | Rohner          |
| II.   | <b>Roll Call</b>  | Hawes           |
| III.  | <b>Consent agenda (ACTION)</b>  | Rohner          |
|       | a. Additions/deletions from the agenda  |                 |
|       | b. Minutes of previous meeting  |                 |
| IV.   | <b>Conflicts or potential conflicts of interest</b>   | Rohner          |
| V.    | <b>Open forum for general public, comments &amp; communications</b>   | 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. |                 |
| VI.   | <b>OLD BUSINESS</b>   |                 |
|       | a. None   |                 |
| VII.  | <b>NEW BUSINESS</b>   |                 |
|       | a. <b>Employee Benefit Addition - LifeFlight Insurance (ACTION)</b>   | Stokes          |
|       | b. <b>Policy Adoption/Review/Revision (ACTION)</b>  | Stokes          |
|       | i. Public Records (last updated/adopted 8/2015)   |                 |
|       | ii. Public Meetings Policy - NEW  |                 |
|       | c. <b>Public Meetings Law Training Course</b>   | Stokes          |
| VIII. | <b>REPORTS</b>  |                 |
|       | a. Director   | Stokes          |
|       | b. Finance  | Hawes           |
| IX.   | <b>Next meeting: Oct 8, 2024</b>  | President-elect |
| X.    | <b>ADJOURNMENT</b>  | President-elect |

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

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

# Library Board Meeting – Annotated Agenda

Monday, Sep 10, 2024, 12:00 pm

Notes prepared by Library Director Perry Stokes

## Annotated Agenda

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|---------------------|---|--------|
| I.                  | CALL TO ORDER   | Rohner |
| II.                 | Roll Call   | Hawes  |
| III.                | Consent agenda ( <b>ACTION</b> )                                      | Rohner |
|                     | a. Additions/deletions from the agenda                                |        |
|                     | b. Minutes of previous meeting  |        |
| <i>Attachments:</i> |   |        |
|                     | • II.b.i. Board meeting minutes, Aug 13 2024                          |        |
| IV.                 | Conflicts or potential conflicts of interest                          | Rohner |
| V.                  | Open forum for general public, comments & communications              | Rohner |
| VI.                 | OLD BUSINESS  |        |
|                     | a. None   |        |
| VII.                | NEW BUSINESS  |        |
|                     | a. Employee Benefit Addition - LifeFlight Insurance ( <b>ACTION</b> ) | Stokes |

Business/Hr Manager Christine Hawes is not able to attend the Sep meeting, but provided this written statement: "...given the current medical situation in Baker City. I am proposing, for your consideration, an additional benefit be added for staff; the budget increase would be \$1,445, for the upcoming fiscal year. AirFlight coverage is \$85.00 a year; I recommend that we reimburse any employee who turns in a paid membership each year. I am recommending the cutoff be for employees that work 19 hours or more, effective July 1, 2024; we have a total of 17 people in this category. I have attached a worksheet list of employees and verification of the LifeFlight cost; likely not everyone will take advantage of this, but we would budget for all those eligible."

I enthusiastically agree with Christine and recommend the district add this coverage to its insurance benefit package for eligible staff. The budget increase is minimal and it mitigates a very real risk of serious financial impact to staff for emergency transport from our region.

- |    |   |        |
|----|---|--------|
| b. | Policy Adoption/Review/Revision ( <b>ACTION</b> ) | Stokes |
| i. | Public Records                                    |        |

### *Attachments:*

- VII.b.i.1. Public Records Policy with markup of changes
- VII.b.i.2. Public Records Policy clean draft

This BCLD policy has not been updated since adopted in August 2015. Special Districts Insurance Services (SDIS) recommends all districts update policies to include legally required timeframe specifications pertaining to responding to public records requests and to make the guidelines available on the district's website.

# Library Board Meeting – Annotated Agenda

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Monday, Sep 10, 2024, 12:00 pm

Notes prepared by Library Director Perry Stokes

Proposed policy additions and changes are based upon the recommendations by Special Districts. It has been reviewed and approved by Special Districts legal department.

I'm asking the board to approve the amended policy.

## ii. Public Meetings Policy

*Attachments:*

- VII.b.ii.1. BCLD Public Meetings Policy

Special Districts Insurance Services (SDIS) has an annual "[SDIS Best Practices Program](#)" designed to assist special districts with implementing best practices to mitigate risk in areas of high exposure. The program provides an incentive for districts to adopt best practices and policies by achieving up to a 10% credit on 2025 general liability, auto liability, and property insurance contributions.

THERE ARE FIVE OPPORTUNITIES TO EARN 2% IN EACH CATEGORY TOWARDS OUR TOTAL DISCOUNT. CURRENTLY, THEY ARE:

- Affiliate Organization Membership
- Public Meeting Policy
- Public Meeting Checklist
- SDAO/SDIS Training
- Online Public Meeting Training

The proposed Public Meeting Policy is modified from the sample template provided by SDAO. It meets the new legislative requirements that went into effect January 1, 2024 and qualifies BCLD to receive a 2% Public Meeting Policy Best Practice credit.

I recommend the board approve this new policy.

## c. Public Meetings Law Training Course

To be eligible to receive the 2% Public Meeting Training credit from SDIS, all board members from our district must complete this training. Training must be completed before Nov 1. If time allows, we will watch this course during the board meeting together.

Important: As of now, this training does NOT meet the requirement for public meetings law training outlined in HB 2805. The State of Oregon has not yet started approving trainings, but they plan to do so early next year. Once our training receives approval, participants who complete it after the approval date will be eligible for credit through the state.

For independent completion of the training, log in to to the SDAO Vector Solutions site and click on *Extra Training*. Once there, click on the *Special Districts Insurance Services* category and

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choose *Public Meetings Law (16 min)*. You may also utilize the search bar and search for the training there.

## VIII. REPORTS

### a. Director

Stokes

Report to be delivered at the meeting.

### b. Finance

Hawes

Report documents provided on website with supplemental meeting files.

## IX. Next meeting: Oct 8, 2024

Rohner

Please let me know if you have any agenda items to request.

Policies next due for adoption / revision

- Unattended Children (2/2013)
- Personal Use of District Resources (10/2013)
- Privacy & Confidentiality of Library Records (12/2013)
- Volunteer (3/2014)
- Cardholder Responsibility (12/2015)
- Video Security & Records (2/2017)

## X. ADJOURNMENT

Rohner