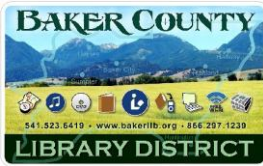


Baker County Library District  
Library Board  
Regular Meeting Minutes

Aug 13, 2024

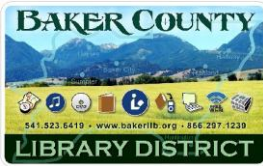
<b>Call to Order</b>	<p>The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Betty <b>Palmer</b> and Ashley <b>McClay</b>. Also attending in person are Perry <b>Stokes</b>, Director and Christine <b>Hawes</b>, Business Manager. Directors attending online through zoom, Kyra <b>Rohner</b> and Beth <b>Bigelow</b>.</p> <p>There were no guests present at the meeting.</p> <p>Meeting called to order at 12:03 pm by Rohner. A quorum is present.</p>
<b>Consent Agenda</b>	<p>Rohner asked if there were any additions or deletions from the agenda or minutes. No changes were made.</p> <p><b>Palmer made a motion to approve the minutes and accept the consent agenda with the one change; 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 stated.</p>
<b>Public Comment</b>	<p>Rohner asked if there are any public comments. No one from the public was present. Stokes shared a verbal complaint from Mary Lou Eng. He spoke with her in person when she dropped by his office while in town for a family member's funeral. She continues to be highly dissatisfied with the historical article written by Gary Dielman about her family who owned the Royal Cafe, which was formerly posted on the District's website. He described the conversation. He feels it is primarily an interpersonal dispute between the two, but is trying to be fair to both parties.</p> <p>Stokes added a disclaimer statement to the Dielman Files page. He sent Ms. Eng a link to the Public Grievance complaint form if she wants to complain to the board about how he has handled matters. Rohner asked if there were other articles that we post. Stokes explained how this case was unique.</p>



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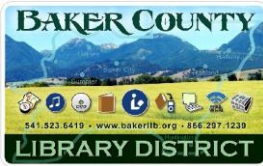
	<p>Palmer felt that Stokes has taken reasonable actions; board members agreed. No further action needed at this time.</p>
<p><b>OLD BUSINESS:</b></p>	<p>None</p>
<p><b>NEW BUSINESS:</b>  <b>New Policy for Library Displays</b></p>	<p>Rohner moved to New Business. Stokes has two potential new policies to present. Both of them involve intellectual freedom issues.</p> <p>The Library Displays Policy establishes non-discrimination practices and First Amendment principles for materials displayed in libraries both in physical and digital formats. The District strives to represent a diversity of views on subjects and will not exclude topics because “they may be considered controversial”.</p> <p>Stokes said that appearance of bias is often a challenge. While a topical display may start out to be representative of two or more sides of an issue, items representing one particular viewpoint can be taken by readers, and before the display can be refreshed and re-balanced what is left behind may seem like the library is promoting a particular viewpoint. The policy provides guidance to staff and the public that “All District staff are expected to present materials in a non-partisan and unbiased manner.”</p> <p>He asked the board to review this policy. After a brief interlude to allow for directors to read through the policy, Bigelow said that she is comfortable with the policy.</p> <p>Palmer voiced a concern about age-appropriateness and displays in children’s areas. She described a situation when an acquaintance encountered display of items they felt was inappropriate in a youth area.</p> <p>Stokes said that Section V “Access to Materials” addresses this matter. Staff will consider “the intended audience of the materials on display in relation to the intended audience of the space where the display is located.” Materials are classified and shelved in age-group collections where they are considered “age-appropriate” by the publishers and authors. It can sometimes be a challenge for staff to place items when they are at crossover points between the age categories. Library staff do their best to use professional resources to determine where an item belongs and avoid making subjective value judgments of “age</p>



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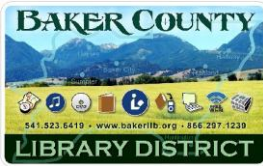
	<p>appropriateness.” The primary guidance in the policy is to not exclude or suppress display of an item in a discriminatory way. The library expects parents to provide guidance to their own children that is suitable for their particular family values.</p> <p>Stokes added that due to societal and publishing trends it is becoming more difficult to avoid inadvertent offense. There have been several highly popular works in recent years that feature provocative and even profane language in the titles. In displays of newly added items, staff must take care to represent them as fairly and in a “content-neutral” manner.</p> <p>Where collections feature mixed-audience materials, he said staff are sensitive to family needs. In the case of the movie collection, for example, when a “Family” film genre was developed to meet public demand, it fell next to the “Horror” when filed alphabetically, which some families found disturbing. Stokes directed staff to make a filing exception in this case and relocate the genre to a different, more “family-friendly” space.</p> <p>Discussion ensued on the topics of presentation and non-discrimination.</p> <p>Rohner asked if there were other questions. Palmer said she is comfortable with moving forward. With no further discussion, <b>Bigelow made a motion that we adopt the Library Display Policy as presented; McClay seconded; the motion passed unanimously (4 yea, 0 nay).</b></p>
<p><b>New Policy for Request for Administrative Review of Services</b></p>	<p>Stokes reviewed the Administrative Review of Library Services Policy and form. It is similar to the Request for Review of Materials, but this form provides due process for patrons to challenge non-collection topics such as library services, a program, policies, procedures and displays. The first two pages establish the general rules. Page 3 is the first page of the form, followed by questions very similar to the Materials Review form.</p> <p>Time was taken for the directors to read through the policy. Stokes reviewed the document. Some discussion ensued.</p> <p>Rohner asked if there were questions or more discussion. There was none. She asked for a motion. <b>Palmer made a motion to approve the Administrative Review of Library Services Policy as presented; Bigelow</b></p>



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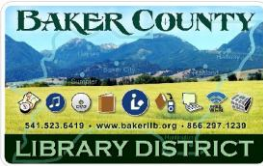
	<p><b>seconded; the motion passed unanimous (4 yea, 0 nay).</b></p>
<p><b>REPORTS:</b>  <b>Director</b></p>	<p>Stokes reviewed the administrative reports:</p> <p><b>Collections</b>          Baker City Herald bound volumes were in this meeting room last month. Those have been moved to Haines for temporary storage. Stokes is looking at options for permanent storage. One shelving unit as gifted by the Herald office for vertical storage of about 60 volumes. That will be placed in the Genealogy Room after being refurbished.</p> <p>Microfilm replacement reels - There are about 25 damaged rolls that needed to be reproduced due to being worn out. The replacements arrived this week and will be added back into the collection.</p> <p><b>Facility</b>          Exterior painting - Ed is working on having the railings along the boardwalk repainted. The soffit repair and painting is in progress. Gutters are also being painted. There have been some delays due to weather.</p> <p>HVAC - Ed continues to work on the chiller unit. It has been losing refrigerant and shutting off due to faulty sensors.</p> <p><b>Friends</b>          The summer book sale was a success. One of the best benefits of the book sale is the re-homing of many materials. At the end of the sale, we box many of them up to send to Better World Books and some to the county jail. The free materials displayed in the front lobby are being taken by visitors.</p> <p><b>Marketing &amp; Programs</b>          DIY Air Filter models for wildfire smoke - The box fan air filter cube is a low-cost way to improve indoor air quality. Ed has crafted sample filter units, one for each branch. Instruction guidance documents are available on the library website.</p> <p>Bookmobile in the parade - The bookmobile was in the Miner’s Jubilee parade. Stokes purchased Bazooka gum because it includes something to read inside. He was pleased with the library volunteers from</p>



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	<p>Bookmobile staff Donna Valentine’s family. They did a great job making the candy supply last to the end of the parade run.</p> <p><b>Personnel</b>          Library Page Intern - We are looking at hiring another Page with the start of the new school year. This position is considered a temporary student internship while the employee is in high school.</p> <p><b>Services</b>          Spanish Registration cards - the registration cards have been translated into Spanish with the help of a high school staff. Stokes will be placing a print order for them soon.</p> <p>Public Printers are having problems - The units were recently upgraded and apparently are too new for the computer management software. Our IT manager is focused on resolving the issues.</p> <p><b>Other news</b>          Surprise Native American dance and cultural program - a Taos Pueblo native family was traveling through Baker City and had to stay due to mechanical difficulties. Staff quickly arranged for a popup cultural program they presented with a book reading, traditional dances, art and artifacts. The event was well-attended.</p> <p>Office chairs - Stokes has purchased 12 new office chairs for staff. Surplus chairs will be sold.</p> <p>Extreme Heat Period - Beth asked if we saw people using the library as a cooling station. Stokes said there were a few in Baker, but branches reportedly had less usage. We were contacted by County Emergency manager, Jason Yencopal, and asked to have branches extend hours for cooling stations. Richland offered it for a week during an extreme heat period, but a few came to use it.</p>
<p><b>Finance Report</b></p>	<p>Hawes gave highlights of the financial reports. Copies of the reports have been handed out and electronic copies are available.</p> <p>The <b>General Fund</b> (GF) received tax turnovers on August 1 totaling \$7,592.30. There were no turnovers in July. Beginning cash of \$700,448 is considerably more than anticipated at \$620,000 budgeted.</p>



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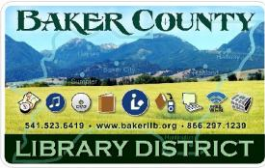
**Personnel Services** is on target with the budget at 8.3% spent, with one month shown in the reports for the August 1 payroll (July hours worked). The July 1 payroll has been accrued into the prior fiscal year. We did pay out one medical deductible reimbursement of \$1,500 in August that was for the prior year which reimbursed two deductibles to two individuals.

The **Materials Services** includes a few large checks. A check was written to Ingram for the monthly book order of \$6,528.66; Rivistas \$3,077.86 for magazine and newspaper subscriptions; AirFilCo \$1,816.02 for air filters purchased to change out all of the filters in the District after the fires. The August VISA bill totaled \$8,944.51, a few of the large items include VUDU electronic copies of movies of \$2,035.25 and Amazon DVD movies \$942.37. There were also 5 Roku streaming devices purchased of \$174.95 with carrying cases; these are planned for public circulation. The Facilities budget, also on VISA, Amazon purchases of \$1,601.93 for 14 office chairs and Filterbuy purchases of \$1,745.32 for air filters for all locations in the District. One set of the filters will be stored for the next replacement cycle. Apparently, these can be hard to get, the facility manager ordered two sets to make sure they came as all of the air filters needed replacement.

**Other Funds** had no activity with the exception of interest income and paying one bill to VISA \$86.64 for amazon shipping. The combined funds beginning cash totals \$213,664, which is on target with the budget of \$215,000. The beginning cash is shown by department on the reports. A summary is on page two.

**Capital Investment** fund had no activity other than interest income. The beginning actual cash total of \$93,639, compared to the budget of \$95,000.

**Sage Fund** had beginning cash of \$246,985 compared to the budget of \$245,000. It wrote one large annual vendor check on July 30 to Orbis Cascade of \$55,88.65 for 9 invoices for courier service areas. There were 6 checks to the small courier vendors totaling \$2,638.03; 2 of those were written on July 30th, the other 4 are presented for signatures. A check was written on July 30 to Eastern Oregon University (EOU) of \$1,500 for the annual space lease for housing the Sage network equipment.



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	The Approved Bills Reports were included with the check packets for the board members to initial while reviewing and signing checks.
	Rohner asked for any further questions or items for the next agenda.
<b>Next Meeting</b>	The next regular board meeting will be September 10 at noon.
<b>Adjourn</b>	Rohner adjourned the meeting at 12:49 pm.  Respectfully submitted,  Perry Stokes Secretary to the Board PS/ch

DRAFT