

Baker County Library District

Board of Directors

Regular Meeting Agenda

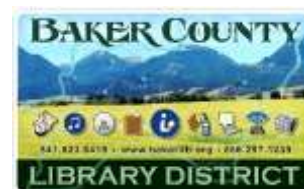
Tuesday, Oct 8, 2024, 12:00 – 1:00 pm

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. | CALL TO ORDER | Rohner |
| II. | Roll Call | Hawes |
| III. | Consent agenda (ACTION) | Rohner |
| | a. Additions/deletions from the agenda | |
| | b. Minutes of previous meeting | |
| IV. | Conflicts or potential conflicts of interest | Rohner |
| V. | 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. | |
| VI. | OLD BUSINESS | |
| | a. None | |
| VII. | NEW BUSINESS | |
| | a. Policy Adoption/Review/Revision (ACTION) | Stokes |
| | i. Personal Use of District Resources (10/2013) | |
| | ii. Privacy & Confidentiality of Library Records (12/2013) | |
| VIII. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| IX. | Next meeting: Nov 12, 2024 | President-elect |
| X. | ADJOURNMENT | 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) (n, o, p) Security

ORS 192.660 (2) (e, j) Property

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

Library Board Meeting – Annotated Agenda

Monday, Oct 8, 2024, 12:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- | | | |
|---------------------|--|--------|
| I. | CALL TO ORDER | Rohner |
| II. | Roll Call | Hawes |
| III. | Consent agenda (ACTION) | 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. Personal Use of District Resources (ACTION) | Stokes |

Attachments:

- VII.a.i.1. Personal Use of District Resources Policy – no changes

This policy was originally developed and adopted by the board in Oct 2013 after I attended a training session from Special District Association (SDAO) and became aware of the recommendation. The policy was modeled after one from University of So. Carolina, and tailored to summarize Oregon Ethics Law requirements. The essence of Oregon Ethics Law is that public official positions may not be used for personal financial gain or to avoid an expense.

Since the policy was created, there been no staff requests to use district resources for personal use. Previous cases involved requests to use equipment such as a ladder or hand truck for moving.

After review, I see no need for changes and recommend re-approving as is.

- | | | |
|----|--|--------|
| b. | Privacy & Confidentiality of Library Records (ACTION) | Stokes |
|----|--|--------|

Attachments:

- VII.b.i.1. Privacy & Confidentiality of Library Records

I apologize I was unable to complete updates on this policy in time to present to the board as intended this month. I request that the item be tabled until the next meeting.

Library Board Meeting – Annotated Agenda

Monday, Oct 8, 2024, 12:00 pm

Notes prepared by Library Director Perry Stokes

VIII. REPORTS

a. Director

Stokes

Admin & Finance

- Annual Financial Audit – Engagement letter signed with Gaslin Accounting. Audit report completion by end of Nov.
- Website hosting 35% cost increase – Jumping next year from \$200/mo (\$2,400/yr) to \$270 (\$3,240/yr). This is due to increased regulations and declared enforcement by the Dept of Justice. The subscription will include indemnification coverage of up to \$10,000.

Collections

- Baker City Herald bound volumes – 180 additional volumes of the BCH are expected to be delivered this month. We will temporarily store these in Haines, as well, until space can be cleared in the reference room collapsible shelves.

Facilities

- HVAC – Final main pulley replaced on main air handler system. It is working very well. Achieving optimal temperature during seasonal transition periods is still a challenge. Ed is exploring subsidy opportunities for replacing main compressors and/or the entire legacy chiller fan unit.
- Siding replacement project – Ed plans to begin work on the south wall section of siding outside the meeting room in the next couple of weeks.

Marketing & Programs

- Baker City Downtown UnWined Walk Benefit – The library was the designated beneficiary for this monthly event organized by Baker City Downtown. We should receive a couple of hundred dollars from the event.
- Freedom to Read Week – Primarily involved social media promotion. Use of FTR branding seemed effective to help dissuade “no such thing as banned books” critics.
- Banned Together documentary film screening (10/3) - 3 adults, 1 youth attended. Good discussion and support for the Right to Read.
- Oregon Trail Game program – Heather and Missy have another fun community engagement program planned for the end of October using the Oregon Trail video game theme.

Personnel

- Library Page Intern – Two new pages were onboarded last month: Sage Cuzik and
- SDAO Board Training, 10/2/24 – I attended this 4.5 hr training virtually. It was primarily review for me; the recording may be available and is highly recommended for all board members.
- Supplemental Staff Training – Staff are being assigned 2 webinars per month with content from SDAO and the State Library. These are discussed at the monthly staff meetings.

Services

- Spanish language registration cards – Received.

Library Board Meeting – Annotated Agenda

Monday, Oct 8, 2024, 12:00 pm

Notes prepared by Library Director Perry Stokes

- Public Printer Technical Difficulties – Mostly resolved.
- ADA facilities assessment – In partnership with the Eastern Oregon Visitors Association, we had site visits from a representative with the Empowering Access initiative which aims to improve access and tourism for people with disabilities. Our assessment was helpful with finding a few aspects which we can improve.

b. Finance

Hawes

Report documents to be distributed at the meeting.

IX. Next meeting: Nov 12, 2024

Rohner

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

Policies next due for adoption / revision

- **Privacy & Confidentiality of Library Records (12/2013)**
- **Volunteer (3/2014)**
- **Cardholder Responsibility (12/2015)**
- **Video Security & Records (2/2017)**

X. ADJOURNMENT

Rohner