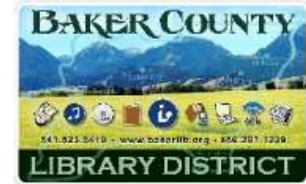


Regular Meeting Agenda

Baker County Library District

Board of Directors

Tuesday, Jan 10, 2025, 12:00 – 1:00 pm
Riverside Meeting Room, Baker County Public Library
2400 Resort St, Baker City, Oregon



[Remote access provided via Zoom](#)

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

Kyra Rohner, President

- I. Call to Order
- II. Roll Call
- III. Consent agenda (**ACTION**)
 - a. Additions/deletions from the agenda
 - b. Minutes of previous meeting

Attachments:

- II.b.i. Board meeting minutes, Dec 10 2024

- IV. Conflicts or potential conflicts of interest
- V. Open forum for general public, comments & communications
- VI. Old Business
 - a. None
- VII. New Business

- a. **Resolution FY2024-25.04 – Plan of Action for Audit Division (ACTION)**

Attachments:

- VII.a.i R2024-25.04 Plan of Action for Audit Division

This resolution presents a Plan of Action to address the deficiency noted in the management letter accompanying the 2023-2024 financial statements, which were presented to the board at the Dec 2024 meeting. As noted by Mr. Gaslin, this deficiency is inherent to the constraints of our agency's size and budget and is not reasonably addressable within our current resources. However, the State Audit Division requires submission of a formal planning document, even if it acknowledges our limited capacity to fully mitigate the deficiency. This resolution fulfills that requirement.

- b. **Resolution FY2024-25.05 – Revised Weekly Work Schedule (ACTION)**

Attachments:

- VII.b.i R2024-25.05 Changing District Payroll Work Week

This resolution presents an official change of the district's scope for a payroll work week; it is proposed to change from Sun – Sat to Sat – Fri. The change is needed to accommodate the

monthly weekend shift rotations at the Baker branch, in which staff work a Saturday and typically take the following Monday off. Under the new BOLI regulations, staff would be accruing overtime compensation for those weekend shift rotations. According to the district's auditor, this official revision is in compliance with the law.

A recent trial of this revised system has proven to be effective. Christine and I request the board approve this resolution to adopt the scope change.

c. Policy review – Video Security & Records (ACTION)

Attachments:

- VII.c.i Security Camera & Recordings Policy

This is a substantial rewrite of the current policy available [HERE](#), last updated in February 2017. Proposed to be renamed the "Security Camera and Recordings Policy", it applies to use of the drive-up window "doorbell camera" recordings and potential future use of "video chat" for communication with patrons.

I shared the document with the SDAO Risk Management team and their consultant responded that it "looks good" but recommended we have an attorney specifically review the Confidentiality and Disclosure piece.

The security exemption is based on ORS 192.345(23).

ORS DISCLOSURE EXEMPTIONS CITATIONS

192.355 Public records exempt from disclosure.

The following public records are exempt from disclosure ...

(4) Information submitted to a public body in confidence and not otherwise required by law to be submitted, where such information should reasonably be considered confidential, the public body has obliged itself in good faith not to disclose the information, and when the public interest would suffer by the disclosure.

(23) The records of a library, including:

- (a) Circulation records, showing use of specific library material by a named person;
- (b) The name of a library patron together with the address or telephone number of the patron; and
- (c) The electronic mail address of a patron.

192.345 Public records conditionally exempt from disclosure.

(23) Records or information that would reveal or otherwise identify security measures, or weaknesses or potential weaknesses in security measures, taken or recommended to be taken to protect:

- (a) An individual;
- (b) Buildings or other property;
- (c) Information processing, communication or telecommunication systems, including the information contained in the systems; or...

d. Discussion – Expiring Board Member Terms

With three board member terms set to expire in June 2025, this discussion is a strategic planning opportunity for future membership. The Baker County Clerk reports that the window for district candidates to file declaration of candidacy or nominating petition will be from Feb 10 to Mar 20 2025. Filing forms will be available by the first week of February.

I will need the Board members with expiring terms to confirm the information on the Clerk's district update form (due 1/24/25).

Governing Body (Library Board) Members

| | Name | | Term start (4 years) | Term expiration | Next election |
|---|---------------|------------|----------------------|-----------------|---------------|
| 1 | Beth Bigelow | Haines | 07/01/2021 | 06/30/2025 | 05/20/2025 |
| 2 | Betty Palmer | Baker City | 07/01/2021 | 06/30/2025 | 05/20/2025 |
| 3 | Kyra Rohner | Baker City | 07/01/2021 | 06/30/2025 | 05/20/2025 |
| 4 | Ashley McClay | Baker City | 07/01/2023 | 06/30/2027 | 05/18/2027 |
| 5 | Joan Spriggs | Halfway | 07/01/2023 | 06/30/2027 | 05/18/2027 |

*Appointed to fill vacant position

VIII. Reports

a. Library Director

Programs and Services

- **Hotspot Lending Program Expansion:** This month we will be expanding our WiFi hotspot and technology lending service with a package from T-Mobile/Premiere Wireless. This year we will be submitting requests for Federal E-rate subsidy for hotspots.
- **Digital Literacy for Seniors:** In partnership with Community Connections, we are developing a new training series utilizing tablets from T-Mobile. The training course is expected to be scheduled this spring. We will be recruiting a program instructor, using funds from this program sponsored by a grant from the State Library of Oregon.
- **Website development:** A roster of training resources from Niche Academy will be added to the website by the end of February.
- **Kid Librarian Program:** Youth Services staff are launching a new initiative inviting children to apply as "Kid Librarians," to engage with the library as a future career path. Candidates will have an opportunity to curate book displays.

Policy and Incident Management

- **Service Animals Policy:** Due to a rash of recent incidents, I reviewed the library's policy on animals in the library with staff at the recent meeting. Emotional support animals are treated as pets, not trained service animals, and therefore must be small enough to be contained or personally carried at all times when in the library. Under ADA law, staff are

able to ask only two specific questions to determine if an animal qualifies as a service animal required for a disability.

- **Suspicious Call Incident:** On Sunday 12/29, staff received a suspicious call from a claimed “internet monitoring company” supposedly based out of Tennessee alleging active unlawful conduct in a specific area of the Baker library by specific individuals. Staff were appropriately skeptical and did not follow the caller’s demands to request a police response. No details were provided about what crime was occurring. The callers ultimately notified police themselves which responded and found no issues.
- **Vaping in the Library:** Last week, disciplinary actions were taken against minors involved in a vaping incident in the library. Identification of the offenders was made possible by collaboration with the BCPD SRO and Baker Co. Juvenile Dept. With no parent contact information, exclusion penalties are set severe by default but may be reduced on appeal by the parents if they reach out to me.

Operational Updates

- **Equipment Management:** A new Kyocera copy machine was acquired to replace the district’s 5-year old Xerox unit.
- **Collections Policy:** I will be updating equipment loan contracts to clarify overdue management protocols and reinforce patron accountability, including timely deactivation and replacement, and the financial and legal risks of prolonged delinquency.
- **Phone Replacement:** A faulty answering machine unit at the Halfway branch was replaced.

Special Projects

- **Digitized Historical Collection:** An inventory of the Baker City Herald bound volume collection is nearly complete.
- **Facility Improvements:** Baker branch projects include window film installation, phone system conversion to VoIP, restroom repairs, and preparation for grant proposal for a solar panel parking cover in the staff lot.

Upcoming Events

- **Dog Man Movie Celebration:** A family-oriented event is planned for January 24 to celebrate the release of the popular graphic novel series' film adaptation.
- **Backpack Program Enhancements:** Updates to the contents of themed backpacks for children are in progress.

Acknowledgments and Next Steps

- **Grants and Staffing:** Ordering of new security cameras will proceed to fulfill a recently awarded SDAO matching grant. Recruitment for a new IT Manager and temporary instructor for the Senior Digital Literacy course will begin this week.

- **Volunteer Coordination:** Staff will explore community partnerships to strengthen volunteer engagement.
- **Policy Updates:** Borrowing contracts and related policies will be revised to include information about collections processes.

b. Finance

Report documents to be distributed at the meeting.

IX. [Next Meeting](#)

Date/time: Feb 11 2025, 12:00 pm

Planned topics:

Policies next due for adoption / revision

- **Volunteer (3/2014)**
- **Cardholder Responsibility (12/2015)**

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

X. [Adjournment](#)