

Baker County Library District

Board of Directors

Regular Meeting Agenda

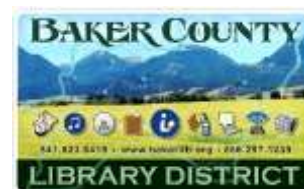
Tuesday, Nov 12, 2024, 12:00 – 1:00 pm

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. Policy Adoption/Review/Revision (ACTION) | Stokes |
| | i. Personal Use of District Resources (10/2013) | |
| | ii. Privacy & Confidentiality of Library Records (12/2013) | |
| VII. | NEW BUSINESS | |
| | a. Policy Revision (ACTION) | |
| | i. Video Security and Records (2/13/2017) | Stokes |
| VIII. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| IX. | Next meeting: Dec 10, 2024 | Rohner |
| X. | ADJOURNMENT | Rohner |

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, Nov 12, 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 | |

Attachments:

- III.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. Policy Adoption/Review/Revision | |
| | i. Personal Use of District Resources (ACTION) | Stokes |

Attachments:

- VI.a.i.1 Draft Policy with markup of changes
- VI.a.i.2 Draft Policy clean version (changes adopted)

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 their recommendation. 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. With the advent of mobile phones, the matter of long-distance personal calls has diminished in concern. Other previous cases involved inquiries about using district equipment such as a ladder or hand truck for moving when one was not available from the local rental shop, or vehicle for disposal of household material at the dump.

At the October meeting, the board wished to have a section included about staff-issued mobile phones. I have included that in the section on “Resource-Specific Guidelines”, as well as updating format and verbiage for consistency and clarity. Guidance on personal use of copier service at a discounted rate is updated to current practice. I have also included a several new sections, one with specific “typical examples” of misuse of resources based on scenarios found in news articles, a “No expectation of privacy” statement regarding technology resources, and a closing section describing potential consequences of violation.

Library Board Meeting – Annotated Agenda

Monday, Nov 12, 2024, 12:00 pm

Notes prepared by Library Director Perry Stokes

ii. Privacy & Confidentiality of Library Records (**ACTION**)

Stokes

Attachments:

- VI.b.ii.1 Draft Policy, clean (significant revision)

This updated policy is completely revised for clarity, transparency, and consistency with current library standards. Due to the significant changes, I have not provided a “markup of changes” document.

It maintains the core principles of privacy and confidentiality, consistent with best practices observed in Deschutes, Multnomah, and King County (WA) policies. It also clarifies BCLD's approach to data protection, legal compliance, digital privacy, and children's records.

A new section on Limitations of Confidentiality clarifies the types of records that may fall outside confidentiality protections, helping patrons understand the limits of privacy regarding certain interactions with library staff and administration.

VII. NEW BUSINESS

a. Policy Revision (**TABLE**)

Stokes

- i. Video Security and Records (2/13/2017)

TABLE. New version not ready at the time of packet distribution.

VIII. REPORTS

b. Director

Stokes

Administration

State Library Annual Statistics Report and Collection Trends

- The 2023-2024 Public Library Statistics Report has been submitted to the State Library.
- Statistics reveal a plateau in borrowers and a decrease in physical checkouts by 10,000 (-8%), while digital checkouts rose by 2,000 (+15%).
- Digital checkouts now compose 18.6% of total loans – matching the record rate set in 2020-21.
- The largest decrease was seen in the children's and YA collections.
 - Adult materials: decrease of 3%
 - Young adult: decrease of 13%
 - Children: decrease of 17%

Borrowing and Lending Practices

- BCLD Collection development practice of prioritizing local patron interests over reliance on external loans is reflected in the Sage ILL borrow/lend ratio. Total borrows are virtually unchanged while total loans are up 12%.

Library Board Meeting – Annotated Agenda

Monday, Nov 12, 2024, 12:00 pm

Notes prepared by Library Director Perry Stokes

Library Attendance, Programs, and Computer Usage

- Door counts remain lower than pre-pandemic levels but show signs of stabilization. Total visits were down by 5% over the previous year; compared to 10 years ago, visits have decreased by 42%. Total checkouts show correlation to Total visits.
- Computer usage has increased by 14% to over 10,000 sessions recorded. With expanded daily time allotments, the total hours used was up 39%.
- Program attendance was down 12% from the prior year, but is still the 2nd highest count since 2018.

Personnel

Overtime Compensation and Staffing Adjustments

- State law changes require time-and-a-half pay for staff working over 40 hours weekly, effective from July 1. Christine will provide additional clarification on overtime adjustments to ensure compliance.

Staff Training

- Staff completed trainings on Bloodborne Pathogens and Readers Advisory with a focus on book banning.
- Christine will review bloodborne pathogen kit needs to ensure staff safety.
- Staff were reminded to properly track credit card payments and to ensure accurate placement of branch items.

Youth Programs and Community Engagement

- Youth book boxes have been created for Baker distribution; Halfway staff are implementing community programs including a meditation class and a partnership with the 4-H for astronomy-themed events.

Staff changes

- I want to acknowledge the retirement of long-term Sumpter volunteer Toni Thompson and welcome new volunteer Jaye Green at that branch.
- Sylvia's schedule adjustment will exclude Wednesdays. This is expected to be temporary.

Staff Recognition and Veterans Day Tribute

- Library staff and volunteers who are known to be veterans were featured on social media in honor of Veterans Day. More volunteers are known to have served but were unable to submit their service photo and summary prior to publication. We are hoping to include them in a future year feature.

Programs

Special Fall Program

- The Oregon Trail game has been introduced, with an expected two-week run. Participation is off to a good start.

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Notes prepared by Library Director Perry Stokes

Safety & Security

Library Incidents and Patron Management

- Two exclusion incidents involving alcohol and disruptive behavior were discussed at the recent staff meeting. A recurring patron offender has been issued a 1-month penalty, with increased exclusion penalties for future infractions.
- Staff were reminded to tactfully maintain personal privacy when handling inquisitive patrons.

Technology Services

Evergreen System Update

- The next Evergreen update is scheduled for November 17, which should not cause major disruptions. Staff will be informed as the exact timing is confirmed.
- Changes in the Evergreen system include merging note fields in patron records and for catalogers, a transition to an updated Angular-based system.

c. Finance

Report documents to be distributed at the meeting.

Hawes

IX. Next meeting: Dec 10, 2024

Rohner

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

Policies next due for adoption / revision

- **Video Security and Records (2/13/2017)**
- **Volunteer (3/2014)**
- **Cardholder Responsibility (12/2015)**

X. ADJOURNMENT

Rohner