

# Baker County Library District

Board of Directors

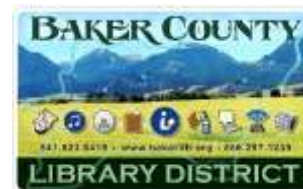
## Regular Meeting Agenda

Tuesday, Dec 12, 2023, 12:00 – 1:00 pm

Meeting simulcast via [Zoom](#)

Phone: +1 253 215 8782 US Meeting ID: 860 7254 8647 Passcode: 119399

Kyra Rohner, President



- |       |                                                                                                                                                                                                                                                                       |                 |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| I.    | <b>CALL TO ORDER</b>                                                                                                                                                                                                                                                  | Rohner          |
| II.   | <b>Consent agenda (ACTION)</b>                                                                                                                                                                                                                                        | Rohner          |
|       | a. Additions/deletions from the agenda                                                                                                                                                                                                                                |                 |
|       | b. Minutes of previous regular meeting                                                                                                                                                                                                                                |                 |
| III.  | <b>Conflicts or potential conflicts of interest</b>                                                                                                                                                                                                                   | Rohner          |
| IV.   | <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. |                 |
| V.    | <b>OLD BUSINESS</b>                                                                                                                                                                                                                                                   |                 |
|       | a. <b>NDNW Needle Disposal Proposal (ACTION)</b>                                                                                                                                                                                                                      | Stokes          |
| VI.   | <b>NEW BUSINESS</b>                                                                                                                                                                                                                                                   |                 |
|       | a. <b>Reserve Fund Use for Bookmobile Repairs (ACTION)</b>                                                                                                                                                                                                            | Stokes          |
|       | b. <b>2024 Holiday Closures (ACTION)</b>                                                                                                                                                                                                                              | Stokes          |
| VII.  | <b>REPORTS</b>                                                                                                                                                                                                                                                        |                 |
|       | a. Director                                                                                                                                                                                                                                                           | Stokes          |
|       | b. Finance                                                                                                                                                                                                                                                            | Hawes           |
| VIII. | <b>Agenda items for next regular meeting: Jan 9, 2024</b>                                                                                                                                                                                                             | President-elect |
| IX.   | <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

# Library Board Meeting – Annotated Agenda

---

Monday, Dec 12, 2023, 12:00 pm

Notes prepared by Library Director Perry Stokes

## Annotated Agenda

- |                                                                         |               |
|-------------------------------------------------------------------------|---------------|
| <b>I. CALL TO ORDER</b>                                                 | <b>Rohner</b> |
| <b>II. Consent agenda (ACTION)</b>                                      | <b>Rohner</b> |
| a. Additions/deletions from the agenda                                  |               |
| b. Minutes of previous meeting(s)                                       |               |
| <i>Attachments:</i>                                                     |               |
| • II.b.i. Board meeting minutes, Nov 14 2023                            |               |
| <b>III. Conflicts or potential conflicts of interest</b>                | <b>Rohner</b> |
| <b>IV. Open forum for general public, comments &amp; communications</b> | <b>Rohner</b> |
| <b>V. OLD BUSINESS</b>                                                  |               |
| a. <b>NDNW Needle Disposal Proposal (ACTION)</b>                        | <b>Stokes</b> |

### *Attachments:*

- V.a.i Summary of Sharps Drop Box Survey Results
- V.a.ii Results of Public Survey on Sharps Drop Box Proposal
- V.a.iii Results of Oregon Library Directors Survey
- V.a.iv Social Media posts with comments

This is an opportunity for the board to discuss the proposal from NDNW and consider approving a partnership for hosting an outdoor sharps disposal receptacle on library grounds.

At the October meeting, New Directions NW representative Bob Forsythe proposed placement of a sharps disposal container (Drop Box) on library grounds for safe collection of medical needles. Forsythe’s presentation featured information and data from such a program implemented in Malheur County which showed success at reducing littering of syringes.

Used syringes have occasionally been found discarded on library and city park property, but reported unsafe discard incidents are not specifically tracked by local law enforcement. At BCLD, no used syringes have been reported after significant pruning of foliage to improve visibility and safety. Public libraries have reported attempted disposal by flushing down toilets, which can create plumbing blockage and damage. One of our 3 incidents in 2019 involved finding a syringe as part of a plumbing blockage.

In discussion at the November meeting, library board consensus was to gather public opinion through a community survey, and check with other libraries about their experience with sharps drop bins.

A review of the BCLD incident log shows the rate of found sharps on library property has been low, with 7 incidents in the past 5 years.

### INCIDENT LOG STATS

2023	0
2022	1 Ground

# Library Board Meeting – Annotated Agenda

---

Monday, Dec 12, 2023, 12:00 pm

Notes prepared by Library Director Perry Stokes

2021 1 Ground  
2020 2 Ground / trash bin  
2019 3 Ground / trash bin / flushed

On Nov 17, I launched a public survey using Google Forms with an announcement on social media. After one week with a low number of responses (20), I announced the survey in a press release to local media. The survey response rate then increased substantially, and several social media posts that shared the news were very active. The board packet includes a summary of results and detailed reports of response, as well as comments on various social media pages.

## PUBLIC SURVEY RESULTS

With over 230 responses, results of the public survey are that

- 65% of respondents oppose an outdoor sharps drop box on library property
- 76% oppose making sharps bins available indoors in library restrooms.

Primary reasons for support

- public safety -- reduced risk of injury to children and pets from unsafely discarded syringes
- conveniently located
- decreased litter on path, in bushes, and river

Primary reasons for opposition are due to anticipated negative outcomes, including

- damage to view of the library as child-safe and family-friendly area
- skepticism about conscientious use by persons with substance abuse addiction
- fear of attracting more drug abuse behavior to the library and park area
- concern about vandalism and break-ins to boxes
- frustration with drug decriminalization developments in Oregon and perceived failure of harms reduction programs as contributing to a worsening urban and national drug crisis
- impression of bins signifying not just tolerance but condoning and enabling of substance abuse behavior
- worry that drop box bin placement will be followed by a clean needle distribution or exchange program in Baker County

Many commenters recommended that drop boxes instead be made available at the Baker County Health Department on 4<sup>th</sup> St, and the NDNW building on 13<sup>th</sup> . Several respondents said they used syringes to self-administer prescribed medication and were unaware of a safe disposal location in town.

# Library Board Meeting – Annotated Agenda

---

Monday, Dec 12, 2023, 12:00 pm

Notes prepared by Library Director Perry Stokes

## OREGON LIBRARY SURVEY RESULTS

The Public Library Directors survey collected 42 responses. Note: there are about 250 public libraries in Oregon.

### Rural and frontier libraries

- 34% offer sharps deposit bins in their public restrooms
- 9% have a sharps bin available in their staff restrooms
- 53% reported having none
- One library (Roseburg) has an outdoor bin on their property

### Urban and suburban libraries

- 27% offer sharps deposit bins in their public restrooms
- 18% have a sharps bin available in their staff restrooms
- 55% reported having none
- None reported an outdoor bin on library property

## VI. NEW BUSINESS

### a. Reserve Fund Use for Bookmobile Repairs (**ACTION**)

Stokes

#### *Attachments:*

- VI.a.i Bookmobile Overhaul Recommendation
- VI.a.ii Request to Bid Invitation

Two weeks ago, the front main seal of the Bookmobile engine failed, causing a rapid draining of the oil reservoir. Bookmobile services have been suspended for an estimated 8 weeks since it is not operable in its condition. Ed had been attempting to manage engine oil leaks for the last year at least. With around 385,000 miles on the engine, Ed is recommending a replacement rather than a repair, as well as addressing several other major needs due to age.

Included in the board packet is a document with details of the work, and a Request for Bid letter that is being shared with prospective bidders.

Project cost is projected to be between \$25,000 - \$45,000. According to BCLD public contracting rules, a personal services contract at this level “may be awarded by direct appointment, without competitive bidding.” Nevertheless, several shops are being invited to bid.

I would like to request board authorization to use up to \$45,000 from the Reserve Fund for Capital Investment for these major repairs. With recent receipt and transfer of Covid-19 expense reimbursement from FEMA that reserve fund balance is around \$125,000.

# Library Board Meeting – Annotated Agenda

---

Monday, Dec 12, 2023, 12:00 pm

Notes prepared by Library Director Perry Stokes

**b. 2024 Holiday Closures (ACTION)**

**Stokes**

*Attachments:*

- VI.b.i 2024 Planned Closures List with Calendar

I am presenting the 2024 planned closure schedule for board approval.

For the 2024 Planned Closure schedule, I propose the standard 12 holidays plus the annual in-service training day scheduled for August 15. That makes 13 total closures (12 holidays, 1 special closure).

Note, this schedule includes full-day planned closures only. There will also be

- two partial-day traditional early closures, 3pm on Dec 24 and 5pm on Dec 31
- short-notice or emergency public closures due to facilities or technology maintenance needs, such as for repairs, cleaning, painting or other activities that compromise air quality, and major computer systems updates.

**VII. REPORTS**

**a. Director**

**Stokes**

Reports to be delivered at the meeting.

**b. Finance**

**Hawes**

Reports to be delivered at the meeting.

**VII. Agenda items for next meeting: Jan 9, 2023**

**Rohner**

- FY23-24 Supplemental Budget
- Collection Development Policy & Materials Reconsideration Process
- Financial Management Policy
- FY22-23 Financial Audit Report (February)

**VIII. ADJOURNMENT**

**Rohner**