

Baker County Library District
 Board of Directors
Budget Hearing / Regular Meeting Agenda
 Monday, Jul 10, 2017, 6:00 – 8:00 pm
 Riverside Meeting Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President



- | | | |
|--------------|--|--|
| I. | CALL TO ORDER | Dielman |
| II. | Consent agenda (ACTION)
a. Additions/deletions from the agenda
b. Minutes of previous meeting | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Open forum for general public, comments & communications
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. | Dielman |
| V. | REPORTS
a. Director
b. Finance | Stokes
Hawes |
| VI. | OLD BUSINESS
a. None | |
| VII. | NEW BUSINESS
a. Election of 2017-18 officers (ACTION)
b. Establishing regular meeting time (ACTION)
c. Appointing agents of record (ACTION)
d. Social Media in Workplace policy (ACTION) | Stokes
President-elect
President-elect
Stokes |
| VIII. | Agenda items for next regular meeting: Aug 14, 2017 | President-elect |
| IX. | 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) (e, j) Property |
| ORS 192.660 (2) (h) Legal Rights | ORS 192.660 (2) (a, b, i) Personnel |

Library Board Meeting – Annotated Agenda

Monday, Jul 10, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- | | |
|--|---------|
| I. CALL TO ORDER | Dielman |
| II. Consent agenda (ACTION) | Dielman |
| a. Additions/deletions from the agenda | |
| b. Minutes of previous meeting | |
| <i>Attachments:</i> | |
| • II.b.i. Board meeting minutes, Jun 12 2017 | |
| III. Conflicts or potential conflicts of interest | Dielman |
| IV. Open forum for general public, comments & communications | Dielman |
| V. REPORTS | |
| a. Director | Stokes |

Friends & Foundation

The Friends' eclipse viewer and book shop sales continue to be strong. The current Friends president, Barbara Haynes, has announced she is planning to move to Alaska in the coming year. Help is needed with recruiting new active members and leaders for the Friends organization.

The Friends is currently preparing to conduct its Summer Book Sale beginning this coming week end for Miner's Jubilee. After the sale, surplus materials will be stored for another sale to be held leading up to and during the Solar Eclipse event, beginning Aug 18. The Friends have declined to stage that event due to a shortage of available volunteers, so the library has invited the Baker County Community Literacy Coalition to have it be a fundraiser for them.

No report from the Foundation. However, we have learned of a philanthropist's offer to support implementation of Dolly Parton Imagination Library programs in Oregon by paying half the cost for three years. The Foundation does have a goal of launching DPIL for Baker County, so this is a tremendous opportunity.

Facilities & vehicles

- **Tree pruning & removal**

The large cottonwood tree at corner of Campbell and Resort was successfully removed. The work began on Monday, June 26 and continued through Wednesday, June 28. Work on Monday had to



be suspended due to an electrical storm in the area. Confirmation of the falling risk was confirmed as the tree came down. Several branches were hollow and the main trunk had a hollow space large enough for 3 people to step inside.



Library Board Meeting – Annotated Agenda

Monday, Jul 10, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

Other trees were also pruned, including a couple along the riverbank and the spruce near the ADA parking space in the north parking lot. A significant portion of the top of the spruce was removed due to insect damage and disease. The arborist has hopes that the removal of the spruce top will initiate the tree to grow new branches, one of which can become a new dominant top.

- **Soffit & gutter renovation**

Ed has continued assessment of gutter and roof design and construction to provide a solid foundation of a strategy to prevent leakage issues in the future. We will next schedule a meeting with Jim Kauth of Sid Johnson & Co. to review Ed's assessment report and then submit the report to Special Districts Insurance Services.

- **Memorial Rose Garden**

Volunteer Mina Weisheit has been pruning and weeding the roses and spruced the area up with fresh bark. The area is looking great. Ed has worked with her to adjust the irrigation lines and schedule for that zone and with removal of dead plants. I approved her proposal to add an arch arbor for the area, paid from the Memorial Fund.

- **Huntington ADA ramp & painting**

Ed is coordinating repair of the Huntington branch ADA ramp with Huntington City public works staff. The plan is to apply an asphalt surface to the ramp rather than demolishing and re-pouring the cement. The goal is to have that project and some repainting of the branch done prior to the eclipse tourism.

Grants

I submitted a request for extension of the Leo Adler grant project of installing Record Courier shelving in the Genealogy Room. I have been preoccupied with budget season and Ed has been focused on the safety priorities of shed construction, tree removal, and Huntington ramp, so we were unable to accomplish the by the June 30 deadline.

Marketing/Outreach

The Bookmobile participated in the Haines July 4 parade. I decorated, using supplies purchased by the Friends of the Library last year. Staff member Donna Ward drove and some of her family helped distribute candy. We do plan to participate in the Miner's Jubilee parade, as well. The board is welcome to walk or ride with the Bookmobile, if they wish.



Programs & services

Transport of Interlibrary Loans has been temporarily disrupted beginning at the end of June while courier service is converted to a new vendor contracted by the Orbis-Cascade Alliance. Accumulated holds are being incrementally parceled out as the new system starts to avoid it being overloaded.

Library Board Meeting – Annotated Agenda

Monday, Jul 10, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

Personnel

Sara Durflinger retired fully after 39 years with the Baker County library. Sara began working for the library in 1978 as a teen shelfer when the library was still a department of the county. Staff held a commemorative party for her on the afternoon of her last day, June 28. She will be greatly missed.



Sara's departure results in some shifting of staff room workstations. Christine has moved across the aisle to Sara's space. Courtney Snyder will move from her cramped, noisy and drafty workspace at the Drive-Up window counter to Christine's space. The cubicle walls around Courtney's desk will be removed and stored. I am working with staff on a comprehensive remodel of the staff workroom layout.

Safety & Security

On June 13, staff discovered a small baggy of the street drug crystal meth left on a library restroom sink. Police were notified and came to collect the evidence. I am considering implementing a daily restroom inspection schedule with staff.

On July 3, the district trespassed an adult male from library properties for 3 months due to disorderly conduct. The individual had created a hostile and intimidating environment by being argumentative with staff, wielding a driver golf club like a martial arts baton, and occasionally making archery shot gestures toward vehicles and other persons. This follows a one-week exclusion from the library in May for disruptiveness and refusal to comply with a staff request. Baker City Police report the individual is currently also trespassed from the City park due to alleged harassment of minors.

Technology

IT Manager Jim White worked over the July 4 holiday to create a backup server for the SAM public computer/printer management system. He is pleased with this system since it will enable rapid restoration of our public workstation system if the primary server malfunctions.

b. Finance

Hawes

Report documents to be distributed at the meeting.

VI. OLD BUSINESS

a. None

Library Board Meeting – Annotated Agenda

Monday, Jul 10, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

VII. NEW BUSINESS

a. Election of 2017-18 officers (**ACTION**) Stokes

At the July meeting the Board elects its officers, President and Vice President, for the fiscal year. For the previous year, Dielman and Rohner-Ingram have served in those positions.

b. Establishing regular meeting time (**ACTION**) President-elect

Attachments:

- VII.b.i. Resolution No. 2017-18.001

The Board must annually adopt a resolution setting its regular meeting time. At the June meeting, the Board consensus was to continue the current regular meeting time as the second Monday of the month at 6.00p. The proposed resolution establishes that regular meeting schedule.

c. Appointing agents of record (**ACTION**) President-elect

Attachments:

- VII.c.i. Resolution No. 2017-18.002

The District must annually appoint its insurance agents of record. We have one agent, Clarke & Clarke, which assists the district with general liability, property insurance, and employee health insurance benefits which we currently get through Special Districts Association of Oregon. Clarke & Clarke representatives have been very helpful. The attached resolution affirms the company as our agent of record for the coming year.

d. Social Media in Workplace policy (**ACTION**) Stokes

Attachments:

- VII.d.i. *Social Media in Workplace policy DRAFT*

This new policy was recommended by SDAO at its Human Resources seminar that Christine and I attended last month in Redmond. The draft I propose is modeled upon the template SDAO provided to us. It is intended to give district employees and associates guidance on appropriate and inappropriate sharing of workplace information in social media, as well as providing the district some additional legal authority to address violations.

VIII. Agenda items for next regular meeting: **Aug 14, 2017** President-elect

- Policy review/revision
 - Fee schedule
 - Staff Use of Collection Materials
 - Digital Archive Copyright Statement / Rights Statements for digital cultural heritage object
- Board Training: Discussion of [ALA State of America's Libraries 2017 report](#)

IX. ADJOURNMENT President-elect



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jun 12, 2017

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:03 pm. The meeting was held in the Riverside Meeting Room. Present at the meeting were Gary Dielman, Della Steele, Nellie Forrester, and Kyra Rohner-Ingram, Directors; Perry Stokes, Library Director and Christine Hawes, Business Manager.</p> <p>Dielman welcomed our guest from the Oregon State Librarian, MaryKay Dahlgreen, was also present.</p> <p>Dielman told the group that long time employee, Arlene Dethloff, passed away. Services are to be held on the weekend.</p>
<p>Consent Agenda</p>	<p>Dielman asked if there were any changes or additions the consent agenda. There were no changes to the Agenda.</p> <p>Stokes had one correction to the May 8 Regular Meeting Minutes, page 6, correcting the reference to the cash carryover of \$235,000, discovered by Forrester.</p> <p>Hawes had a few corrections to the Budget Committee Minutes of May 24. The meeting was held on a “Wednesday” rather than Monday – correction to title. Other minor corrections were noted.</p> <p>Rohner-Ingram made a motion to approve the Consent Agenda with corrections; Steele seconded; the motion passed unanimously.</p>
<p>Conflicts or Potential Conflicts of Interest</p>	<p>Dielman asked for any potential conflicts of interest. There were no conflicts stated.</p>
<p>Open Forum for general public</p>	<p>Dielman stated for the record that there were no members of the public present. The guest presenter Ms. Dahlgreen is on the agenda.</p>
<p>REPORTS: Director</p>	<p>Stokes reported highlights from the annotated agenda included in the board packets.</p> <p><i>Facilities</i> – Stokes sent out a press release the prior week announcing that the Library will be removing the giant cottonwood tree at the corner of Resort and Campbell Streets. The project was initiated when Facilities staff Ed Adamson noticed signs of rot and was concerned for the risk to public safety. Ed requested the Baker City Tree Board make an assessment. They determined that the main trunk suffers from severe rot and is probably hollow. Ed is working with the City and County road departments to schedule removal of the tree. Stokes added that he has gotten some responses to the post on social media mostly from patrons</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jun 12, 2017

who appreciate the safety concern with only a few sad faces. The plan is to donate the wood to a local organization. The district may need to hire an inmate work crew for a day to have the wood moved.

Another project with priority due to the eclipse event is the Huntington branch ADA Ramp. It has been crumbling for a few years and is now in such bad condition staff can hardly push a book cart up the ramp. Ed is working with the City of Huntington to fix the problem.

Stokes reported that the Oregon Department of Transportation recently contacted him about surplus office furniture available. He went to La Grande and picked up about 5 office chairs and two large shelves for the Business Manager's work area to hold bankers boxes used for storage. Several of the chairs have replaced worn ones in the kids' computer lab, so many thanks to ODOT!

Programs – Summer Reading Program (SRP) has started. The district is trying out the Wandoo Reader program this year which enables participants to register online and track their reading digitally. Youth Services staff can also use Wandoo to promote events and publish reading challenges.

LEO has borrowed 5 tablets for a stop motion animation program held in Milton-Freewater and Boardman (Oregon Trail Library District sites).

Public Services – A minor PR issue occurred at the Baker branch this week related to staff aggressively dealing with youth misconduct in the Teen Room. Stokes feels it has been resolved at this point.

Security – A car prowler was spotted trying to enter a vehicle in the south parking lot recently. Stokes was checking that his car windows were shut during a strong downpour and happened to witness the incident. Upon Stokes shouting at the perpetrator to get away from the vehicle, the individual and a companion ran off toward the Dollar Tree where they apparently stole an unlocked bicycle. Stokes reported the incident to the police.

The Baker branch also suffered a minor vandalism incident when someone dumped a partially full bottle of soda in the book drop. The liquid did damage a few items that were in there. Security system video footage was helpful with identifying suspects. Stokes contacted the parent of a couple of suspects. She was able to find corroborating



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jun 12, 2017

	<p>evidence and obtained a confession from her children. Stokes is working with the parent to address the matter.</p> <p><i>Technology</i> – Technology Manager, Jim White, is working on a plan to migrate the historic photo collection to a new version of the Past Perfect software. He is investigating cloud storage versus a designated BCLD server for hosting the content.</p> <p>Jim’s intern team is also working on an electronic meeting room reservation system. The district has used a manual binder system for many years. It is time-consuming to create and accessible only at a single point. A digital reservation program would enable patrons to review availability of rooms themselves and submit reservation requests. Jim’s team is looking closely at open source software options.</p> <p>Steele said that she had received comments of concern with the condition of the library landscaping. The grass is tall and there are quite a few large weeds. Stokes has talked to Facility staff about this problem. Previously, much of the weeding has been done by the inmate work crew visits. Prior to the inmate work crews, the library had a group of volunteers that did it. The weekly inmate crew visits dropped to monthly and are actually suspended through the coming summer. Without that support, the district is not able to afford proper maintenance with the current landscaping arrangement. There was discussion on weeds and possible solutions. Stokes said that the district should plan to invest in a professional landscape plan in the future to come up with a low maintenance, more manageable landscaping design.</p>
<p>Finance</p>	<p>Hawes passed out check packets for signatures with the financial reports handed out at the start of the meeting.</p> <p>The General Fund received tax turnovers of \$26,845.64 on June 1 with at least one anticipated turnover to come later in the month estimated at \$9,000. The Grant line includes a \$2,000 Rotary Grant with \$1,000 being sent to Literacy Coalition. The Sage Fiscal Agency Fee of \$2,560 is included with the Sage Fund checks tonight and will be deposited tomorrow. Personnel Services is on budget at 98.2% spent that includes 12 payments in the health insurance and PERS lines. Materials & Services, the book budget line includes checks written to Ingram \$9,082.03 for a large year-end order, primarily kids books, and US Bank Visa \$1,740.08 with \$904 spent on in books and videos. Other checks include Tony’s Tree Service \$650 for tree removal and trimming,</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jun 12, 2017

Goertzen Janitorial \$1,495 monthly services, Mike Bork Auto Repair \$1,089.47 for bookmobile lube change and generator repair and Western Communication \$114.00 for advertising in the Family Living Kids Guide. A large check was written to the Baker County Clerk \$5,826.74 for May election costs, plus \$1,500 was transferred back from Election Savings in Other Funds, for a net cost to the District of \$4,326. In Youth Programs, a check \$400.00 for a Traveling Lantern performance for a kids play presented at the library (a LEO program). The check previously written for this was voided and is being reissued for payment in June when it was due. An email will be sent to the City of Sumpter requesting the annual utility billing. A check to NERO (University of Oregon) \$477.00 for the fourth quarter internet payment. The second \$1,000 debt payment due to the City of Baker City was written June 1 and mailed when the statement came a few days later. Materials & Services is currently 95.6% spent with leaves ample room for year-end accruals. *Ending cash* is projected at \$263,400 taking into account bills and revenues to come that is \$15,000 over the budgeted carryover of \$247,700. Stokes said he expected that amount would be reduced by book orders and a couple of facilities projects in the works.

Other Funds had revenues from Amazon book sales of \$389.55 in May. Two checks were written \$84.99 to Visa for postage to mail books sold and \$100.96 for other memorial expenses. Transfers to General Fund have been completed with the \$5,200 recently moved; \$1,500 Election reserve funds to cover election expense and \$4,200 Technology funds to offset the E-Rate projects completed this fiscal year. Current cash in these funds totals \$161,176 has increased by \$28,660 as compared to beginning cash totaling \$132,516. A report on Memorial Funds was attached for the board to reference; these funds are summarized funds by restricted, committed, assigned and un-assigned.

Sage Fund issued a check \$2,560 for the annual Administration Fee as budgeted. The System Analyst line is under spent due to that person leaving in March and the position still open. The current cash is \$195,563 and has increased by \$46,762 throughout the fiscal year. One of the goals is for Sage to become self-funding and not need the grant that it currently depends on to operate the courier system. The fund is making good progress.

Hawes gathered the check packets after having been signed and lists approved.



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jun 12, 2017

New Business: State Librarian report

Stokes introduced the guest, MaryKay Dahlgreen, the Oregon State Librarian. She was driving through our region and wanted to attend our meeting.

Dahlgreen said that she enjoys Baker City and will enjoy a night stay at the Geiser Grand. She said that Baker County is a model to the rest of the state. Baker County was one of the earliest to adopt a Library District, being second in the State. She said that in her position she followed a very successful “rock star” when he retired, much like Stokes followed Aletha Bonebrake. She said that Stokes has done a great job. As the State Librarian she loves being able to visit other libraries. She visited Grant County library on the way.

Tomorrow, she and Aletha, are traveling up to Wallowa County. She received a letter that the Wallowa County commissioners plan to close their county library. She is helping them through the process that includes public hearings. The communities will be losing early learning services, outreach services to homebound patrons, and satellite libraries in Troy and Imnaha. The City libraries have a cooperative agreement with the County Library, if the county removes its support then the city libraries will have to charge county residents to use their libraries. She is hoping the county will re-think the decision. There is a community meeting tomorrow. She will be interested to see how many attend the hearing. If the library closes, she hopes it will be an opportunity for Wallowa County to create a Library District. Stokes commented that it sounds like they are already operating as a special district. She agreed.

Dahlgreen said that in terms of the State Library, there are three main things that it provides.

1. It is a library for State Agency Staff.
2. Provide talking book and braille for those who can't read print (supported by the National Library for the Blind and the Library of Congress); providing equipment to patrons.
3. Library Support and Development Services. She started in library support. Five years ago she became the State Librarian. She said the State Library is “a kind of consulting firm” for library services, for all libraries in the State. They also administer the Federal LSTA funds. They are not a public library, rather a special library that has existed since 1905. It has been in its current building since 1935 in Salem.

When asked about the State archives, she replied that they are now in the Secretary of State offices. She invited the board to visit the State Library and offered a tour. They are currently wrapping up their budget.



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jun 12, 2017

	<p>She has been working with State legislators on aspects of the State Library budget. In spite of a difficult budget year, they came through it fairly well. The Ready-To-Read grants took a \$200m cut but she was glad that it didn't suffer more. The State Library distributes those funds as grants to public libraries. The State Library board is appointed by the Governor and confirmed by the Senate. She discussed the process and how the State is represented on the board.</p> <p>Dahlgreen said that Oregon is a "good library state." Some recent developments have been particularly challenging and inspirational. Douglas County has closed 11 libraries for lack of passing a levy. Josephine County passed a levy for its library and public safety. Wallowa County is looking at closing the library there. They have an unusual situation in that the City will own the building but the County owns the books. She has always used Baker County Library as an example that it can be done. There was discussion on other communities that closed their libraries and were able to re-open as a District. Hood River libraries were closed for about a year, Josephine County libraries were closed for 10 years, and Deschutes County had closed before these communities passed a District to open their libraries.</p> <p>There was discussion on Federal and State funding sources to libraries, how these funds are being reduced and the ramifications to the Oregon State Library.</p>
Budget Hearing: FY2017-18 Budget Adoption	<p>Stokes said that the resolution included in the packet formally adopts the budget and imposes the property tax. There was a format change on the LB-30 form he discovered after the meeting. He reviewed the correct General Fund forms; the numbers are the same. There were no other changes made after the budget committee meeting.</p> <p>Rohner-Ingram had a question on the resolution; the category total numbers do not match the detail fund forms. Stokes said that the numbers show up differently on the resolution. The differences are how the numbers transfer from the forms to the Resolution form. The "Unappropriated and Reserve Amounts, All Funds" is a new line. The total "Adopted Budget" agrees to the Total Budget for all three funds. Rohner-Ingram agreed that the totals were the same.</p> <p>With no further discussion, Rohner-Ingram moved to approve Resolution No. FY2016-17 R.005 Resolution Adopting the Budget, the Resolution Making Appropriations totaling \$1,935,328 and Imposing</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jun 12, 2017

	<p>property taxes at the permanent tax rate of \$0.5334 per \$1000 plus the local option tax of \$0.249 per \$1000 of assessed value, as presented; Steele seconded; the resolution passed unanimously (4 yea, 0 nay, 0 abstain). Dielman signed the resolution.</p> <p>Steele commented that she planned to attend a class being offered at the library on “How to Operate a Cell Phone”. Stokes said that Debbie Bainter offered to start the program monthly. She has had about 5 people attend each time.</p>
<p>Election Report & Invoice</p>	<p>Stokes handed out County election results for the group to review. Board members Della Steele, Kyra Rohner-Ingram and Nellie Forrester were re-elected to the Library Board. He thanked them for their community service. The Invoice was higher than anticipated. It appears that every four years, when the three directors come up for re-election, that there are not as many other things on the ballot so we get a larger proportionate share of the cost. He has been setting aside \$1,500 annually in a savings fund in Other Funds which appears to be covering the costs. He will continue to do make that transfer.</p>
<p>Discussion of FY2017-18 Officers & Regular Meeting Schedule</p>	<p>Stokes included a copy of the proposed FY2017-2018 regular meeting schedule. He is providing this information a month early so the board will have time to look at it. He also reminded the board that at the July meeting, we will need to elect officers in addition to adopting the meeting calendar. He felt a discussion this month may be helpful. There was some discussion. Stokes said that we are also losing a check signer when Sara Durflinger retires at the end of June; the board will need to approve who will replace her next month.</p>
<p>SDAO Workers Comp Claims Reimbursement Option</p>	<p>Dielman went back to an item of business that had been skipped. Hawes read through the optional election. She talked with Terri Bell at Clarke & Clarke Insurance, there would be no increase in the premium, a report of claims will be mailed at the end of each fiscal year; the election gives the District the option to reimburse SDAO for claims under \$1,900 and thereby given the chance to keep the experience rating down on our workers comp insurance. Bell felt it was a good option. Rohner-Ingram clarified that it would not increase the rates. Dielman said it was a good idea. The directors present all agreed to accept the option for reimbursement for workers comp expenses. Hawes will have Stokes sign the election form and send that in on Thursday.</p> <p>Stokes asked everyone to stay for a photo with MaryKay Dahlgreen at the</p>



Baker County Library District
Board of Directors
Regular Meeting Minutes
Monday, Jun 12, 2017

	end of the meeting.
Next Meeting Date	The next Board meeting will be July 10, 2017 at 6:00pm.
Adjourn	<p>The meeting was adjourned at 7:36 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

DRAFT

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

**Resolution No. 2017-18.001
Establishing a regular meeting
day, time, and location for 2017-18**

July 10 2017

RESOLVED, that the Board of Directors of the Baker County Library District shall meet **monthly on the second Monday of the month at 6.00 pm** in the Riverside Community Meeting Room of the Baker County Public Library located at 2400 Resort Street in Baker City during the 2017-2018 fiscal year, with the following exception(s) :

None

ADOPTED by the Board of Directors of Baker County Library District this 10th day of July, 2017 by the following vote:

AYES: _____ NAYS: _____ ABSTAINED: _____

FOR THE BOARD: _____

Signature
BCLD Board President

ATTEST: _____
Signature: Perry Stokes
District Secretary

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2017-18.002

Appointing Insurance Agent of Record

July 10 2017

WHEREAS, BCLD purchases insurance products from the Special Districts Association of Oregon (SDAO), and SDAO requires special districts to annually affirm their agents of record;

Now, therefore be it RESOLVED, that the Baker County Library District Board of Directors appoints Clarke & Clarke Insurance of Baker City, Oregon, as the District's Insurance Agent of Record.

ADOPTED by the Board of Directors of Baker County Library District this 10th day of July, 2017 by the following vote:

AYES: _____ NAYS: _____ ABSTAINED: _____

FOR THE BOARD: _____

Signature
BCLD Board President

ATTEST: _____

Signature: Perry Stokes
District Secretary



Baker County Library District

SOCIAL MEDIA IN WORKPLACE POLICY

At Baker County Library District (BCLD), we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and coworkers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all associates who work for BCLD, including regular staff, substitutes, interns and volunteers.

GUIDELINES

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with Baker County Library District, as well as any other form of electronic communication.

The same principles and guidelines found in BCLD policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online.

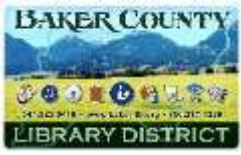
Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of coworkers or otherwise adversely affects volunteers, patrons, suppliers, people who work on behalf of Baker County Library District or BCLD legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the BCLD **Harassment & Workplace Bullying Policy**, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to coworkers, patrons, volunteers, suppliers or other people who work on behalf of Baker County Library District. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your coworkers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage coworkers, patrons, volunteers, suppliers, or other associates, that action might constitute harassment or bullying.



SOCIAL MEDIA IN WORKPLACE POLICY

Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Baker County Library District, coworkers, volunteers, patrons, suppliers, people working on behalf of BCLD or colleagues.

Post only appropriate and respectful content

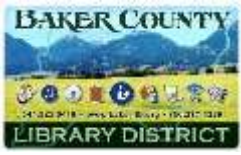
- Maintain the confidentiality of the private and confidential information of Baker County Library District, patrons, fellow employees, volunteers and other associates. Do not post internal documents, reports, memos, policies, procedures or other internal business-related confidential communications.
- Respect the privacy and confidentiality of library records and library usage, such as personal data, and information about another person's use of library materials, services, and facilities.
- Do not create a link from your blog, website or other social networking site to a BCLD website without identifying yourself as a BCLD associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for Baker County Library District. If BCLD is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of BCLD, coworkers, volunteers, patrons, suppliers or people working on behalf of BCLD. If you do publish a blog or post online related to the work you do or subjects associated with BCLD, make it clear that you are not speaking on behalf of BCLD. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of BCLD."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the **Personal Use of District Resources Policy**. Do not use BCLD e-mail addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

BCLD prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.



Baker County Library District

SOCIAL MEDIA IN WORKPLACE POLICY

Media contacts

Except as authorized, associates should not speak to the media on BCLD's behalf without contacting the Library Director. All unsolicited media inquiries should be directed to the Library Director.

For more information

If you have questions or need further guidance, please contact the Library Director.

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