



Baker County Library District
Library Board
Regular Meeting Minutes

Sep 10, 2024

<p>Call to Order</p>	<p>The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Betty Palmer, Ashley McClay, and Joan Spriggs. Also present in person is Director, Perry Stokes. There were no guests present at the meeting and no one attended on zoom.</p> <p>Meeting called to order at 12:00 pm by Palmer. A quorum is present with three directors at the meeting.</p>
<p>Consent Agenda</p>	<p>Palmer started with the consent agenda, asking if there were any additions or deletions from the agenda or minutes. Stokes had one change under New Business. He proposed to watch the 15 minute training course before reviewing the policy for approval. The training course will be viewed in between the two policies.</p> <p>McClay made a motion to accept the change to the agenda and approve the minutes; Spriggs seconded; motion passed unanimously.</p>
<p>Conflicts of Interest</p>	<p>Palmer asked if there were any conflicts or potential conflicts of interest to be declared. There were none.</p>
<p>Public Comment</p>	<p>Palmer asked if there are any public comments or communications. Stokes had none.</p>
<p>OLD BUSINESS:</p>	<p>None</p>
<p>NEW BUSINESS: Employee Benefit Addition - LifeFlight</p>	<p>Palmer moved to New Business. Stokes said that district staff had a meeting with the insurance earlier this year. Some agencies are including LifeFlight in their benefit package. Hawes worked up an estimate of the cost. There are 17 that would qualify that would potentially cost \$1,500 at \$85 per person. The employee would have to prepay that subscription, then turn in proof for reimbursement. Stokes feels that this is a helpful way to let people know that this is a significant need rather than they find out when they get a \$30,000 bill. Our regional hospital uses LifeFlight services often.</p>



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	<p>McClay agreed that it is a great idea. She works with law enforcement and sees how often LifeFlight is dispatched. Spriggs said that living in Halfway, she feels this is important. Palmer asked if the branch staff are included. Stokes responded that the limit of 19 hours allows for the branch leads to be included in the benefit. With no further discussion, Palmer asked for a motion.</p> <p>McClay made a motion to approve adding LifeFlight insurance for employees that work 19 hours or more, an employee can be reimbursed when they provide proof of having paid the subscription; Spriggs seconded; the motion passed unanimously.</p> <p>Stokes added that along that same line. He wants to look at what would be a reasonable cost to reimburse staff for using their personal cell phones for work. Often a two-factor authentication is required which goes to their phone. Palmer asked if the two factor authorization can be done through the staff email. Stokes responded no, some platforms require texting a code only. Technology practices are quickly evolving, however. This will be a future recommendation.</p>
<p>Public Records Policy Review</p>	<p>Stokes talked about the Public Records Policy, last adopted in 2015. Special Districts had recommended the policy but we haven't looked at it since then. He has read through the policy, reviewing the proposed changes. He has added a requirement to use a district form that requires a signature. The statute requires responding within 5 days. We may require up to 10 additional days to fulfill the request for complicated or large volumes. There may be a fee for these. Most of the changes are small.</p> <p>On the last page, under Restrictions, some records are exempt from disclosure; he has added video surveillance records to the list. Palmer asked how often we get requests for public records. Stokes said he has gotten maybe one in 17 years. Palmer said the School District gets a half-dozen in a year. Some are requests for a large volume of information while others request a list of all of the staff.</p> <p>Stokes added that Hawes has dealt with requests for personnel information. He is not sure what they are using it for but we are required to disclose certain information. He has gotten one request from</p>



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	<p>an activist antagonistic to libraries that he responded to with a defense of libraries. Palmer asked if there were any further comments or questions related to the changes in the Public Records Policy. There was no further discussion. Palmer asked for a motion.</p> <p>Spriggs made a motion to approve the updated Public Records Policy; McClay seconded; motion passed unanimously.</p>
<p>Public Meetings Policy Review</p>	<p>Palmer moved to the Public Meetings item. Stokes started the training course through the Special Districts Insurance Services website, selecting the Public Meetings Law course, 16 minutes in length. The site is called Vector Solutions, formerly SafePersonnel.</p> <p>When the video ended, Palmer asked how we post our meeting minutes. Stokes said there the schedule for monthly meetings is posted on the wall above the fax machine, in a public area, The Agenda and minutes are also posted on the website for easy availability. Palmer liked the idea of also posting the Agenda in a public place. Stokes said that would be easy to do and will post the agenda each month.</p> <p>Looking at the Public Records Policy, the one change is that we are now required to have a motion to adjourn the meeting. The directors read through the policy. Discussion ensued on the public meetings policy and practice. Palmer asked if there were any further questions on the policy. There was no further discussion.</p> <p>McClay made a motion to adopt the Public Meetings Policy as presented to us at this board meeting; Spriggs seconded; motion passed unanimously.</p> <p>Stokes added that Special Districts has provided a Quick Reference Guide on Oregon Public Meetings. He has included that on our website under About, Governance, Board Meetings; it is on the main page.</p>
<p>REPORTS: Director</p>	<p>Stokes reviewed the administrative reports:</p> <p>Facilities Exterior painting project is completed. The contractor has sanded, scraped, primed and painted the metal structures, gutters, and</p>



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downspouts. The soffit repairs and painting project is complete. The soffits look noticeably better.

Air Filters - Ed has replaced all of the air filters in the District with all of the wildfire smoke. There were quite a few that needed replacement. The Do-It-Yourself DIY box fan units provided a model for visitors to see what they could make at home. These are a powerful way to clean the air in your home at a minimal cost.

Programs

September is Library card sign up month. We invite people to get a library card. For those who already have a card and have fines on their account, we have an incentive program to give them a clean slate on request. This opportunity is for late fines only, it does not include damaged items or other fees. McClay asked about getting a library card. Stokes said there is an application form that can be taken home, then brought back with ID to get their card.

Marketing

Eltrym ads. Since the Baker City Herald printed newspaper has ceased, we are exploring new ways of advertising. Stokes is considering subscribing to on-screen ads at the Eltrym Theatre. He presented the idea to the Friends group yesterday, and they liked the idea. It is \$150 a month and changes monthly.

Local Event Benefit - the Baker City Wine Walk, AKA "UnWined Downtown," proceeds this month will go to the library. The library has received several hundred dollars from this event in previous years.

BCLD Website

Stokes has re-organized the website, the layout of menu items and added some pages to help people find all of the powerful resources the library has to offer. He presented this to The Friends yesterday; they were surprised and overwhelmed with all that is available.

Programs

Banned Books Week. Stokes just received approval for showing a documentary film for banned books week, called Banned Together. The film focuses on students and staff who want to fight the suppression of information in their communities. We will show that and have a



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	<p>discussion afterwards.</p> <p>Training Annual All Staff Training day was held August 22. We had a couple people from DHS come to talk about Mandatory Reporting requirements. We reviewed using databases we offer and features. In particular, the AtoZ Database which is a business directory and a powerful resource. We talked about HR matters and policies that we need to know about. We had an interactive review of the library procedures and policies where people went on a treasure hunt in the library. Everyone had fun with that activity.</p>
Finance Report	<p>Stokes said that Hawes is on vacation this week. The checks packets are there for you to review and sign. She prepared the standard report for us to review. You have printed copies of the reports in the packets. He reviewed the notes written on the reports.</p> <p>The Approved Bills Reports were included with the check packets for the board members to initial while reviewing and signing checks.</p> <p>Palmer asked if there was any other business. There was no further discussion.</p>
Next Meeting	<p>The next regular board meeting will be October 8 at noon.</p> <p>McClay made a motion to adjourn the meeting; Spriggs seconded; motion passed unanimously.</p>
Adjourn	<p>The meeting at 12:53 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>