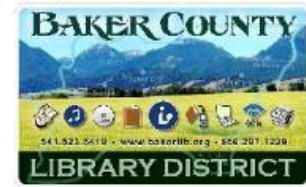


# Regular Meeting Agenda

## Baker County Library District

### Board of Directors

Kyra Rohner, President



**Tuesday, Sep 15, 2026, 5:00 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:** 861 4429 3530

**Passcode:** 190067

- I. Call to Order
  - II. Roll Call
  - III. Consent Agenda (**ACTION**)
    - *Additions/deletions from agenda*
    - *Minutes of previous meeting*
  - IV. Conflicts or Potential Conflicts of Interest
  - V. Open Forum / Public Comment & Communications
  - VI. Old Business
    - a. Policy Update – Collection Development & Materials Review Request Form (**ACTION**)
  - VII. New Business
    - a. *Audit Services Contract Award* (**ACTION**)
  - VIII. Reports
    - a. *Director's Report*
    - b. *Financial Report*
  - IX. Next Meeting
- Date/Time:** Oct 13, 2026, 5:00 pm
- X. Adjournment

The times of all agenda items except open forum are approximate and are subject to change.

The Board of Directors generally meets on the **second Tuesday of each month from 5:00 to 6:00 p.m.** in the **Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon**. Sign-language interpretation is available upon request with at least 48 hours' notice.

# Library Board Meeting – Annotated Agenda

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Tuesday, Sep 15, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

## Annotated Agenda

- |                                               |               |
|-----------------------------------------------|---------------|
| <b>I. CALL TO ORDER</b>                       | <b>Rohner</b> |
| <b>II. Roll Call</b>                          | <b>Rohner</b> |
| <b>III. Consent agenda (<b>ACTION</b>)</b>    | <b>Rohner</b> |
| <b>a. Additions/deletions from the agenda</b> |               |
| <b>b. Minutes of previous meeting(s)</b>      |               |

*Attachments:*

- III.b.i. Board meeting minutes, Aug 11, 2026

- |                                                                                                                |               |
|----------------------------------------------------------------------------------------------------------------|---------------|
| <b>IV. Conflicts or potential conflicts of interest</b>                                                        | <b>Rohner</b> |
| <b>V. Open Forum / Public Comment &amp; Communications</b>                                                     | <b>Rohner</b> |
| <b>VI. OLD BUSINESS</b>                                                                                        |               |
| <b>a. Policy Update – Collection Development &amp; Materials Resources Review Request Form (<b>ACTION</b>)</b> |               |

*Attachments:*

- VI.a.i. Materials Selection & Withdrawal Policy (current 2019 version)
- VI.a.ii. Collection Development Policy (proposed 2026 superseding draft)
- VI.a.iii. Materials Review Request Form (current 2024 version)
- VI.a.iv. Resource Review Request Form (proposed 2026 superseding draft)
- VI.a.v. Summary of Key Changes

This item returns as Old Business following the Board's August 11, 2026 review. The Board is asked to replace the District's 2019 Materials Selection & Withdrawal Policy with the proposed Collection Development Policy and to approve a revised Request for Review of Library Materials Form aligned with the new policy.

The proposed policy modernizes the District's collection framework for digital resources, licensed content, streaming services, Library of Things collections, and other contemporary formats. It also aligns terminology with current District policies and clarifies selection, retention, withdrawal, and reconsideration procedures.

Staff reviewed the District's existing documents, related BCLD policies, and current model policies and guidance from Oregon and national public-library organizations, including Deschutes Public Library, Multnomah County Library, King County Library System, Washington County Cooperative Library Services, Corvallis-Benton County Public Library, Sno-Isle Libraries, the Oregon Library Association, and the American Library Association.

### Key Policy Changes:

- Broadens the definition of library materials and resources to encompass current and emerging formats.
- Strengthens the policy's intellectual-freedom, viewpoint-neutrality, and parental-responsibility provisions.
- Clarifies the respective responsibilities of the Board, Library Director, and staff.
- Expands the criteria governing selection, retention, withdrawal, digital resources, and nontraditional collections.

# Library Board Meeting – Annotated Agenda

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Tuesday, Sep 15, 2026, 5:00 pm

## Notes prepared by Library Director Perry Stokes

- Establishes a consistent reconsideration process: informal consultation, formal request, professional review, a written Director decision, and a limited appeal to the Board.
- Provides that challenged materials ordinarily remain available while a review is pending.
- Defines requester eligibility, filing limits, repeat-review provisions, decision timelines, and appeal procedures.

Please refer to the accompanying summary for a detailed comparison of the current and proposed documents.

**Form Changes:** The revised Request for Review of Library Materials Form is streamlined and aligned with the proposed policy. It retains eligibility for adult Baker County residents or cardholders and the limit of one request every 30 days; simplifies the informal-consultation requirement; removes the discretionary fee and nonessential philosophical questions; extends coverage to digital and nontraditional resources; and clarifies privacy, public-records, review, decision, and appeal information.

**Suggested Motion:** “I move to approve the revised Baker County Library District Collection Development Policy and Request for Review of Library Resource Form as presented, effective September 15, 2026, superseding the 2019 Materials Selection and Withdrawal Policy and the 2024 review form.”

## VII. New Business

### a. Audit Services Contract Award (ACTION)

Attachments:

- VII.a.i. Audit Services Request for Proposals
- VII.a.ii. Audit services proposals received
- VII.a.iii. Proposal evaluation summary and staff recommendation
- VII.a.iv. Proposed audit services agreement

The District solicited proposals from qualified firms to perform its annual financial-statement audit and related reporting. Staff will summarize the solicitation process, proposals received, and comparative evaluation before presenting a recommended firm for Board consideration.

The evaluation considered each firm’s qualifications, governmental-audit experience, proposed approach and schedule, references, independence, insurance coverage, and total cost. The proposed completion schedule was also considered; proposals supporting timely filing without an extension received stronger consideration, although a first-year extension was permitted. The Board is asked to review the evaluation, select a firm, and authorize completion of the agreement within the approved budget.

**Suggested Motion:** “I move to award the Baker County Library District audit services contract to [audit firm] and authorize the Library Director to negotiate and execute the agreement, subject to final terms consistent with the firm’s proposal and the District’s approved budget.”

# Library Board Meeting – Annotated Agenda

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Tuesday, Sep 15, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

## VIII. REPORTS

### a. Director's

Stokes

*Attachments:*

- VIII.a.i. Director's Report, Sep 2026

### b. Financial

Hawes

Finance report materials will be provided at the meeting.

## IX. Agenda Items for the Next Regular Meeting: Oct 13, 2026

Rohner

- Topics TBD

## X. ADJOURNMENT

Rohner