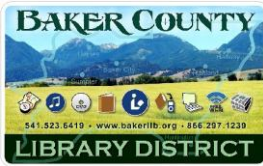


Baker County Library District Library Board Regular Meeting Minutes

Jan 9, 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 Kyra Rohner and Beth Bigelow. Attending online are board members Joan Spriggs and Ashley McClay. Also attending in person are Perry Stokes, Director and Christine Hawes, Business Manager. A quorum is present.</p> <p>Meeting called to order at 12:03 pm by Rohner.</p>
<p>Consent Agenda</p>	<p>Rohner asked if there were any additions or deletions to the consent agenda. There were none.</p> <p>Bigelow made a motion to approve the Consent Agenda; Spriggs seconded; no discussion; motion passed unanimously (4 yea votes: Rohner, Spriggs, McClay, Bigelow).</p>
<p>Conflicts of Interest</p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none stated.</p>
<p>Public Comment</p>	<p>Rohner asked if there are any public comments. No one from the public was present. Stokes had nothing to share. He added that a bookmobile patron called a couple of times to express concern about how long the bookmobile will be out of service and financing for the project. Staff explained it is not a matter of low finances, it will just take time to get these major repairs completed. Stokes will send the patron a thank you letter with reassurance that the bookmobile is receiving proper care.</p>
<p>OLD BUSINESS: New Directions Northwest Needle Disposal Proposal</p>	<p>Rohner moved to the first agenda item. Stokes said 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 December meeting, Stokes reported on findings from surveys of the Baker County community and Oregon libraries as well as an editorial published by the Baker City Herald. The editorial and majority of public feedback were opposed to placing disposal boxes either on the grounds or inside a restroom. Everyone confirmed they have read through the materials.</p> <p>Board member, Ashley McClay, who was attending remotely, provided a written statement with her recommendation in advance. The statement is included with the board packet. The final paragraph reads “I am supportive of</p>



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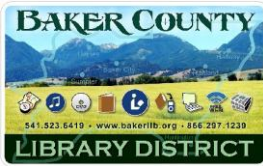
harm reduction efforts, including this safe syringe disposal offered by New Directions Northwest. It would potentially reduce some of the risk that is attributed to needles being improperly disposed of but would also benefit those with medical needs who struggle to afford the sharps disposal fee. After careful consideration of the public responses and concerns and factoring in the limited number of needles that have been found on library grounds, I recommend that BCLD not install a safe syringe disposal at this time.”

Bigelow wanted to know if there has been any feedback from staff; Stokes responded staff are flexible either way.

Bigelow said that after reading through the feedback and reports, there is a lot of patron concern about the library being family-friendly. She thinks about that relative to a school and how families interact there. She agrees with McClay that we should decline to place a sharps disposal box on the library grounds at this time, but she does see the potential benefit. Spriggs said that in her opinion, the majority negative perception from patrons and supporters mean that we should not place one at this time. In order for the 5-year operations levy to continue to have support, it is important to maintain public trust. Perhaps the matter can be revisited in a couple of years. Rohner said she feels there are two separate issues here, but she sees the drop-box proposal as benefit to both. Primarily, she supports availability of a disposal box for the members of the public who need one for medical purposes; moreover she disagrees with the theory that a drop-box would attract drug users. The reality is people with addictions are in the community and already use the library; having a disposal box available would be beneficial for public safety.

Stokes said he suspects library restrooms are occasionally sites for illegal drug use, but it is very uncommon; he described incidents of people remaining in the restroom for an extended period and facilities staff finding a syringe in plumbing when clearing a blockage. Not a single overdose incident has occurred at the library. When there is sufficient evidence for illegal acts or violation of the library Code of Conduct, offending individuals are trespassed.

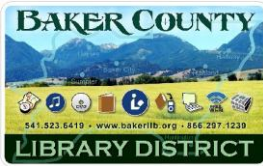
Better data on the problem of unsafely discarded needles, perhaps tracked by BCPD, is needed. Library incident logs show June 2022 as the last time a syringe was found on library grounds; it was in an isolated spot so it is unknown how long the item been there. As several people commented in the feedback, it would be best to first have NDNW and/or the Baker County Health Department install a drop box on their properties. Public feedback suggested that some people with legitimate medical needs in our community are unaware of where to safely dispose of their needles, or find the medical waste disposal costs charged by the health department to be a financial barrier. That may be why the disposal count in Malheur County were so high in their first year and



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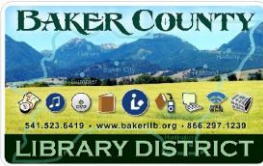
	<p>declined in year two as folks used the opportunity to empty home stockpiles. This is an educational outreach opportunity for the County Health Department and perhaps they need more funding to making safe disposal available at lower or no cost. Discussion ensued.</p> <p>Stokes said that like the rest of the board members he is supportive of evidence-based strategies to reduce harm and improve public health safety but given the public feedback and very low incident rate of needles found on library grounds in recent years, he recommends against placement of a drop box at the library at this time. Unfortunately, there is a misconception that library public amenities such as the solar charging station and free phone booth are already “catering to” people with addictions, and a drop-box would exacerbate that negative sentiment. The issue is a matter best addressed by the City or County, rather than the library. The City reportedly declined to host a drop-box, which is why the library was approached.</p> <p>Rohner asked for a motion. Bigelow made a motion that the library decline to have a disposal site at the library property at this time; Spriggs seconded; no further discussion; vote 3 yea (Bigelow, McClay, Spriggs), and 1 nay (Rohner); motion passed.</p>
<p>Bookmobile Overhaul Contract</p>	<p>Stokes said that after reviewing 4 estimates (3 from Freightliner and 1 from Grumpy's Repair Inc.), he has accepted the recommendation of our Facilities Specialist to award the contract to Grumpy's Repair Inc. Adamson's assessment report is included in the board packet.</p> <p>The vehicle is now at the shop with repair work in progress.</p>
<p>NEW BUSINESS: SDAO Conference Discussion</p>	<p>Stokes said that the 2024 Special Districts Association of Oregon (SDAO) annual conference is scheduled for February 8 to 11 in Seaside, Oregon. He gave an overview of the conference highlights. Stokes is interested in attending, but has family conflicts.</p> <p>He invited the board to attend. There are some sessions specific to board training. He reviewed the topics that will be available. Rohner has participated in Special Districts board training; they do a good job. She isn't available this year.</p> <p>McClay asked if a board member were interested in going, what would be covered? Stokes said that lodging and registration would be paid by the library. McClay can't go this year but may be interested next year.</p> <p>The conference is in Bend next year. There was some interest in attending it.</p>



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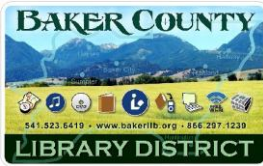
<p>REPORTS: Director</p>	<p>Stokes gave the administrative report:</p> <p>Facilities</p> <p>Baker Library new phone extension - a phone extension has been added to the reference desk near the riverside entrance. That will enable staff to sit by the back door, giving additional staff presence and help keep an eye on activity in the library.</p> <p>Huntington library LED lighting - Interior and exterior lights have been upgraded to LED which will be more energy efficient. Several outdoor security lights had failed. The front door was replaced a couple months ago to resolve latch issues.</p> <p>Richland library - the lock on the book drop was replaced after seizing up. Electrical fuses continue to be blown, leaving them without heat. Ed is going up Thursday with an electrician to replace the problematic units. NEOHA has given authority to fix the issue for the library area. Library staff can open the door into the hallway for some heat transfer.</p> <p>Governance</p> <p>Josephine County Library District precedent - last month, a disgruntled individual was successful at petitioning the county commissioners to have their property removed from the library taxing district. Such approval is without precedent and is being challenged in court by the Josephine County Library District. Immediately following, four additional people filed for removal from the taxing district. Consideration of the new opt-out petitions was suspended by the commissioners while they seek legal counsel. Oregon statutes do allow for a property to be removed, if it is "not feasible" for the tax location in question to receive services from a taxing district. Courts will need to settle the question of service directly to property or to individuals associated with the property. The case has the potential to open up all tax districts for people electing not to pay taxes, which would be devastating to library districts as well as fire, ambulance, parks, etc. Other districts report being approached on the same question already. SDAO is involved in this case.</p> <p>Personnel</p> <p>Bed Bug Outbreak Training - both Ed and Perry attended a webinar on Dec 14 on preventing and handling an outbreak of bed bugs in libraries. We are developing kits for inspection, containment, and eradication response. There is an international outbreak happening, particularly in France, China and Korea. The City of Huntington had a minor incident. We believe that has been contained. Stokes has purchased equipment and put together kits to control the issue. He added that he appreciated learning how to inspect a hotel room for an infestation.</p>
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	<p>Building Operator Certification (BOC) - Stokes approved a request from the facility manager, Ed Adamson, to take a training course at a cost of \$2,095 which will be partially reimbursed by the Energy Trust of Oregon, program incentive funds. BOC is a leading program for building engineers and maintenance personnel.</p>
<p>Finance Report</p>	<p>Hawes reported on the financial reports. Copies of the reports have been handed out and electronic copies are available.</p> <p>The General Fund received tax turnovers totaling \$4,062.08 on January 3, 2024. In addition to the previously reported tax turnovers in December, the District received a second turnover on 12/14/2023 of \$63,965.12. Stokes questioned the collections percentage. Hawes called the County Treasurer who confirmed that they are holding funds that are in dispute. The District stands to collect another \$74M when settled.</p> <p>Personnel Services is on target with the budget at 48.6% spent. There was an unusually large check written to Special Districts on 12/29/2023 of \$23,843.64. When the statement came in December, the invoice was larger than usual. In looking into the problem, it was discovered that the November payment was lost in the mail (mailed early December). A stop payment was placed on the check. The November payment was included with the next payment, making the check nearly double the usual amount.</p> <p>Materials Services. The Book budget includes a check to Ingram of \$3,775.74 for the monthly book order. Another check issued today to EBSCO of \$2,299.00 is for two annual subscription renewals; MyHeritage of \$1,511 and NoveList Book Chat \$788. In Facilities, a check to Valley Metal & Heating of \$135 was for servicing the furnace at the Haines library. A check to Dan Sword of \$305 for snow removal in December. In insurance, a check to Special Districts Insurance SDIS of \$28,106.00 for the annual liability, auto and flood insurance. This budget line will be over budget for the fiscal year. Two factors are that SDIS discontinued the longevity credit program this year. Last year, we received a refund of \$2,157.50. We have budgeted about a \$2,000 refund each year, we receive the credit by signing an agreement every two years to continue with their insurance. The second factor was a 15% cost increase in insurance. A cash report is included behind the financial report.</p> <p>The Other Funds had Amazon book sales revenues of \$360.49 in December. There were no checks written this month. A cash balances report and the Memorial Funds report showing the current balances of designated funds are behind the financial report.</p>



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	<p>The Capital Investment fund had no activity. Its cash balance is at \$125,994.61.</p> <p>The Sage Fund received membership income of \$6,448 with another \$9,320 remaining in Accounts Receivables. It wrote 6 checks to small couriers totaling \$2,905.16. A cash balances report is included behind the financial report.</p> <p>The Approved Bills Reports were included with the check packets to be signed by the board members present. The VISA bill was available this morning; it has been reconciled and is due by Jan 22. The VISA payment will be posted by that date and documentation included for review at the next check run.</p> <p>Hawes gave an update on the audit status. Our auditor will be on site for a couple days next week. The Oregon Audits Division approved the extension request. The request stated the audit would be filed by the end of February. She anticipates the audit being delivered at the February board meeting.</p> <p>No further comments.</p>
<p>Next Meeting</p>	<p>The next regular board meeting will be February 13, 2024 at noon.</p>
<p>Adjourn</p>	<p>Rohner adjourned the meeting at 12:40 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>