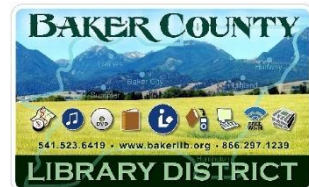


Baker County Library District
Library Board of Directors
Regular Meeting Minutes
September 15, 2026



CALL TO ORDER

The meeting was held in the Riverside Meeting Room at Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building of the District.

Directors Beth **Bigelow** and Ashley **McClay** attended in person. Also attending in person were Perry **Stokes**, Library Director, and Christine **Hawes**, Business Manager. Director Jacque **Cobb** attended via Zoom. No members of the public or other guests attended in person or via Zoom.

Vice President Beth Bigelow called the meeting to order at 5:05 p.m. Three directors were present, establishing a quorum.

Stokes reported that Joan Spriggs had submitted her resignation and would not attend. Kyra Rohner was unavailable.

Roll call was taken. Directors Bigelow, McClay, and Cobb were present, along with Stokes and Hawes.

CONSENT AGENDA

Bigelow asked whether there were any additions to or deletions from the agenda, or any corrections to the minutes of the previous meeting. None were proposed.

Cobb moved to adopt the agenda as presented and approve the minutes of the August 11, 2026, meeting. McClay seconded the motion. The motion passed unanimously, with three votes in favor.

CONFLICTS OF INTEREST

Bigelow asked whether any conflicts or potential conflicts of interest should be declared. None were declared.

OPEN FORUM / CITIZEN COMMENTS

Bigelow invited citizen comments. No members of the public were present. Stokes had no communications to share.

OLD BUSINESS

Collection Development Policy and Resource Review Forms

Bigelow introduced the Collection Development Policy update. Stokes explained that the proposed policy modernizes the District's collection framework to address digital resources, licensed content, streaming services, Library of Things collections, and other formats. It also aligns terminology with current District policies for selection, retention, withdrawal, and reconsideration. Staff had reviewed the materials.

Stokes reviewed several revisions to the policy presented at the previous meeting, highlighted in blue. A sentence added under Item 3 on page 2 clarifies how materials are evaluated. Additional text in the second paragraph on page 6 clarifies the appeal process. A paragraph added to the review process on page 8 explains that materials are evaluated under District policy and that the review does not constitute a legal determination.

Stokes also reviewed revisions to the Request for Review of Library Resource Form in response to feedback from Rohner and Cobb. He shortened the questionnaire, added less restrictive alternatives, simplified and broadened several questions, and removed leading questions. He replaced "materials" with the broader term "resources" to encompass digital resources, databases, Library of Things items, and other nontraditional formats.

The Board reviewed the form in detail. Cobb expressed support for the changes and asked whether a person without a library card could challenge an item. Stokes confirmed that a person must be a cardholder to submit the form. In Section 15, Formal Request for Review, the policy states: "An eligible requester is an adult resident of Baker County, Oregon who is a registered BCLD cardholder."

Stokes reviewed a second, four-page form, Request for Review of Declined Acquisition, which provides patrons a way to request review of a decision not to purchase an item. McClay asked how many requests the District declines. Stokes described the types of requests that may be declined, including items with limited appeal or high costs. Bigelow recalled a prior request for a firearm laser target-practice tool that the group had discussed as having potential for complaints. Stokes reported that while deployment has been delayed, the tool was purchased and is still planned to be made available for loan.

Bigelow invited questions. Cobb said the revisions appropriately addressed the feedback and that she was comfortable proceeding. There was no further discussion.

Cobb moved 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. McClay seconded the motion. The motion passed unanimously, with three votes in favor.

NEW BUSINESS

Award of Audit Services Contract

Bigelow introduced the award of the audit services contract. Stokes reported that the District received two proposals. He had expected more responses but noted that the request for proposals was issued late in the summer, when many firms may already have filled their schedules.

Pauly, Rogers & Co., based in Tigard, Oregon, submitted a lengthy, comprehensive proposal with a first-year cost of \$15,900, increasing by \$1,000 in each of the following two years. Zwygart, John & Associates, based in Nampa, Idaho, submitted a simpler proposal with a first-year cost of \$10,000, increasing by \$400 annually.

Stokes and Hawes independently scored the proposals. Stokes reviewed the evaluation matrix and said his scores for the two firms were similar. Hawes reviewed her scores and reasoning. Both recommended Zwygart, John & Associates.

The Board discussed the firms' qualifications and whether the lower proposal cost might reflect lower wages in Idaho. Cobb noted that Nampa was closer than Tigard. She supported the scoring process and noted Rob Gaslin's recommendation of Zwygart, John & Associates. McClay requested that staff contact references to assess satisfaction with the firm's services and reiterated that request before the vote.

With no further discussion, Bigelow requested a motion. McClay moved to award the Baker County Library District audit services contract to Zwygart, John & Associates LLP CPA 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. Cobb seconded the motion. There was no further discussion. The motion passed unanimously, with three votes in favor.

Post Meeting Follow Up on Reference Checks

On September 24, 2026, Hawes obtained responses from two of the three listed references; the remaining reference did not answer. The City of Prairie City clerk reported that the City was very pleased with the firm, described it as professional and easy to work with, and highly recommended it. The City of Mt. Vernon clerk reported that the City was in its second year with the firm, was very satisfied, and had experienced an easy transition the previous year. The clerk said the firm was professional, accessible for questions, and had helped the City catch up on overdue audits. Hawes reviewed the responses with Stokes shortly after the calls.

REPORTS

Director's Report

Bigelow moved to Reports, and Stokes presented the Director's Report.

Administration and Finance

- **Board Vacancy.** Joan Spriggs resigned effective September 15, 2026. The District will invite additional applicants and review the application already received.
- **Annual Reporting.** Annual statistical reporting to the State Library is in progress.
- **Account Security.** Passwords for internal systems were updated annually during staff training.
- **Security Camera Records.** Stokes received a subpoena for security-camera recordings for use in a child-custody case and provided the relevant files within days.

Personnel and Training

- **Mandatory Reporting.** Leah Roper of the Oregon Department of Human Services presented guidance on reporting suspected abuse. Staff reviewed reporting procedures and scenarios.
- **All-Staff Training Day.** The annual training was held August 20. The Fire Department provided instruction and hands-on practice with fire extinguishers. Staff also learned about cybersecurity, reviewed policies and procedures, and participated in an Amazing Race-style team activity involving library rules, procedures, and locating items in the Library. Staff enjoyed the activity.
- **Staff Changes.** Two recently hired library pages left because of school-schedule conflicts. The District will recruit replacements.
- **Conference Training.** Vanessa McClarin was attending Association for Rural and Small Libraries training September 15–20.
- **Cybersecurity Training.** The Director and IT staff were scheduled to attend cybersecurity training in Pendleton in late September.

Facilities, Energy, and Vehicles

- **Exterior Wall Improvement.** Planning continued for insulation improvements to the northwest corner of the building. Windows in the IT storage room and Garden Room make efficient temperature control difficult.
- **Baker Library.** Annual carpet cleaning was scheduled for the upcoming weekend.
- **Grounds Maintenance.** A grounds volunteer returned to assist with landscape maintenance. Powder River Correctional Facility Adults in Custody worked on the grounds Friday, September 11.

Programs, Services, and Circulation

- **Library Card Sign-Up Month.** During September, patrons may request a one-time waiver of eligible late-fine balances. Lost-materials fees are excluded.
- **Sports Schedule Sponsorship.** The District is trying a new advertising approach by placing an advertisement on the annual high-school sports calendar. The advertisement will promote Brainfuse HelpNow online tutoring, which had low usage during the past year.

Circulation and Service Operations

- **Library of Things.** Worn table-tennis paddles were replaced in the two circulating kits, which recorded more than 125 combined checkouts during the past year.

Safety and Security

- **Security Incidents.** Stokes highlighted a recent series of security incidents.

Technology and Workplace Operations

- **Public Wi-Fi.** The public Wi-Fi session limit was increased from one hour to three hours.
- **Endpoint Management.** IT staff are evaluating a management utility to deploy updates more efficiently. The volume of updates has increased substantially.
- **Connectivity.** Intermittent internet outages have become more frequent. IT staff are monitoring whether update activity is contributing to the disruptions.

Upcoming Dates

- October 12: The District will be closed for the Indigenous Peoples' Day and Columbus Day holiday.
- October 13: Regular Board meeting.
- October 24: Staff costume party; Board members are invited to attend.

Financial Report

Hawes presented the Finance Report. Copies of the reports were distributed and displayed on the Zoom screen.

General Fund

- The General Fund received a tax turnover of \$5,724.81, August pool interest of \$1,743.52, and \$181.96 in book commissions from Better World Books. Several boxes of books were shipped following the summer book sale.
- Personnel Services expenditures were on target, with 24% of the budget spent.

Notable Materials and Services checks and accounting adjustments included:

- Ingram: \$2,401.89 for the monthly book order.
- Midwest Tape, also known as Hoopla: \$1,028.58 for monthly digital-materials usage.
- Content Subscriptions, Line 6204: The percentage of budget spent was unusually high because two subscriptions had been assigned to the wrong lines. The \$1,236.48 WorldShare subscription was moved to Digital Materials, and the \$402.85 WebDewey subscription was moved to Content Subscriptions.
- 4K Design, Jim Kauth: \$400.00 for design work on the northwest-corner insulation improvement.
- Valley Metal: \$559.00 for service calls at the Baker and Halfway libraries.

- CivicPlus: \$3,024.00 for DocAccess Essentials, a website add-on subscription, charged to Computer Software Subscriptions.
- Grumpy's: \$3,559.98, paid August 26, 2026, to replace the bookmobile's two rooftop air-conditioning units. The reported breakdown was \$2,590 for the units and \$970 for labor.
- Showcases: \$498.01 for processing supplies, charged to Library Supplies.

Hawes also reviewed the Patron Hotspot Services and Patron Tablet Services lines within Computer Maintenance. Both were at 10% of budget spent.

- **T-Mobile Hotspots.** Five hotspots remained on the T-Mobile account at \$15 per line per month, with a current monthly invoice of \$75.85. Lost or nonfunctioning units on this account cannot be replaced.
- **Verizon Hotspots.** Seventeen hotspots were transitioned to an educational plan, reducing the rate from \$40 to \$15 per line and the reported monthly invoice from approximately \$607 to \$305. The transition was completed in December. Four additional hotspots were added to replace units lost from the T-Mobile account, bringing the Verizon total to 21 hotspots at \$15 per month each, with a reported monthly cost of approximately \$305. Hawes reported estimated annual savings of approximately \$2,000.
- **Patron Tablets.** Tablets were offered only through T-Mobile. The account began with 10 units at \$21.97 per line. The latest invoice listed five units at a monthly cost of \$137.76. Two lines had recently been canceled: one for a nonfunctioning unit and one for a unit that had not been returned.
- **Cash Flow.** The General Fund cash balance was \$390,179. Estimated operating needs for the remainder of September and October were approximately \$178,000, leaving an estimated balance of \$212,000 on November 4. This compared with November low balances of \$249,500 in 2025 and \$172,300 in 2024. Hawes reported that sufficient funds were available to operate until tax turnovers began in November.

Other Funds

- Other Funds received \$906.32 in August pool interest, allocated among four departments, and \$187.38 in Amazon book-sale proceeds.
- A \$720.00 check was issued August 26 for the PastPerfect software renewal.
- A \$211.33 Visa payment was issued September 15 for \$161.33 in book-shipping costs and \$50.00 in staff-anniversary gift cards distributed at the August staff training day.
- The combined cash balance was \$271,969.

Capital Investment Fund

- The Capital Investment Fund received \$619.27 in August pool interest and had a cash balance of \$182,943.

Sage Fund

- The Sage Fund received \$672.61 in August pool interest.

- Checks were issued to six small couriers, totaling \$2,411.78; Backstage Library, \$288.40 for record processing; and Unique Management, \$607.50 for the MessageBee subscription.
- On August 26, checks were issued to Eastern Oregon University for \$1,500.00 for the annual lease to host Sage server equipment and to Equinox Software for \$6,300.00 for 20 hours of technical support.
- The Sage Fund cash balance was \$188,427.

Review and Administrative Activity

- Approved Bills Reports for each fund were included with the check packets and September Visa documentation for Board members to initial while reviewing and signing checks.
- Hawes reported that the draft financial report was in progress and expected to be ready for audit by the end of the following week.

NEXT MEETING

The next regular Board meeting was scheduled for October 13, 2026, at 5:00 p.m. There was no further discussion.

ADJOURNMENT

Bigelow adjourned the meeting at 5:46 p.m.

Respectfully submitted,

Perry Stokes
Secretary to the Board
PS/ch