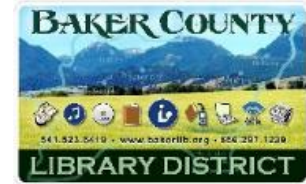


Regular Meeting Agenda

Baker County Library District

Board of Directors

Tuesday, Feb 11, 2025, 12:00 – 1:00 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: 893 6905 7211 Passcode: 914748

Kyra Rohner, President

- I. [Call to Order](#)
- II. [Roll Call](#)
- III. [Consent agenda \(ACTION\)](#)
 - a. Additions/deletions from the agenda
 - b. Minutes of previous meeting

Attachments:

- II.b.i. Board meeting minutes, Jan 14 2025

- IV. [Conflicts or potential conflicts of interest](#)
- V. [Open forum for general public, comments & communications](#)
- VI. [Old Business](#)
 - a. None
- VII. [New Business](#)
 - a. **Policy revision – Animals in the Library (ACTION)**

Attachments:

- VII.a.i Animals in the Library Policy – draft revision
- VII.a.ii. U.S. Dept of Justice FAQ about Service Animals and the ADA

As I noted in the January meeting, staff have recently encountered a growing number of incidents involving animals in the library. Upon reviewing the [current policy, last updated in November 2016](#), I identified opportunities for organizational improvements to enhance its clarity and ease of use. Additionally, I incorporated new content based on guidance from the [US Department of Justice](#) to address situations staff have encountered and questions that have arisen over time.

After an opportunity for feedback and edits, I request board approval of the revised policy.

Organizational Improvements:

1. **Clarified Policy Scope in Introduction:**
 - The introduction more clearly states that the policy applies to all BCLD library locations and specifies that it is designed to align with federal and state regulations.
2. **Reorganized Content for Readability:**
 - Breakdown into **clearly numbered or titled sections**, such as:
 - **Purpose** (Why the policy exists)
 - **Service Animals** (Rights, responsibilities, and legal considerations)
 - **Non-Service Animals & Pets** (Rules for other animals, including program participation)
 - **Staff Guidelines & Enforcement** (How staff should handle situations)
3. **Consolidated Definitions Subsection:**
 - The definitions previously appeared in two places (under "Statement of Policy" and "Definitions"). Consolidated them into one subsection clearly labeled **Definitions & Rights** under the Service Animals section.
4. **Highlight Key Rules Using Bullets or Numbering:**
 - Instead of long paragraphs, used **bullet points** or **numbered lists** for readability.

Content Revisions:

1. **Aligned Service Animal Definition with ADA Standards:**
 - The current definition is outdated and too broad ("any animal that is trained...") and could lead to misunderstandings.
 - The definition of "Service Animal" is updated to align exactly with the **Americans with Disabilities Act (ADA)**, which defines service animals strictly as **dogs and, in some cases, miniature horses** trained to perform tasks for a person with a disability.
2. **Enhanced authorization of Assistance Animal Trainers to align with Oregon law**
 - In compliance with state law, ORS 659A.143 - Assistance Animal Trainers and their service animals in training are specified as being treated the same as persons with a disability and their service dogs.
 - While this authority is in the current policy, it is somewhat buried in dense text and not easily referenced.
3. **Clarified that a maximum of two service animals per individual is permitted**
 - In compliance with guidance from the US Dept of Justice
4. **Staff Guidance for Questioning Patrons with Animals:**
 - The section on **what staff can ask** is formatted more as a **clear directive**, making it explicit that staff may ask **only two questions** under ADA rules:
 1. **Is this a *trained* service animal required because of a disability?**
 2. **What specific work or task(s) has the animal been trained (or is currently being trained) to perform to assist with a disability?**
 - Added several examples of tasks a dog has been trained to perform directly related to a person's disability to help staff assess when question #2 has been

answered correctly. Most responses will fall under general task types of guiding, alerting, assisting, and interrupting.

5. Clarified Definition and Requirement for Non-Service Animals

- Definition expanded to include “companionship, therapy, comfort, or emotional support” animals. Specification that these do not enjoy ADA protection is retained.
- Added “fully enclosed in a carrier or carried by the handler at all times and are not placed directly on library furniture or floors.”

6. Specified Library-Sponsored Animal Programs:

- If the library allows animals for educational programs (e.g., baby goats or rabbits for story times, reading therapy dogs, special live animal exhibits), the policy acknowledges this and clarifies that such programs must be pre-approved by the library.

7. Specified application of Library Use Restrictions policy

- Allows for exclusion penalties for **recurrent violations**

8. Clarified Handling of Causes for Removal:

- The new policy provides **clearer guidelines** on what constitutes a cause for removal and the steps staff should take if a service animal is causing a disturbance. Including
 1. **Direct threats to the health and safety of other people or animals** in the library, **or district property** (e.g., excessive barking, aggressive behavior, property damage)
 1. **Signs of poor health** such as *retching, vomiting, excessive scratching, drooling, fluid discharge* are included here to be considered a threat to the health of other persons and animals.
 2. **Not housebroken**
 3. **Lack of effective control**

b. Policy revision – Personnel Policy work schedule sections 8.9 & 12.14 (ACTION)

Attachments:

- VII.b.i Personnel Policy section 8.9 markup of changes
- VII.b.ii Personnel Policy section 12.14 markup of changes

As the resolution passed at the January meeting authorized updates to policies on work schedules and overtime pay, I am now presenting the specific Personnel Policy revisions for board approval. Many thanks to Christine for her outstanding work on these updates.

VIII. Reports

a. Library Director

Personnel

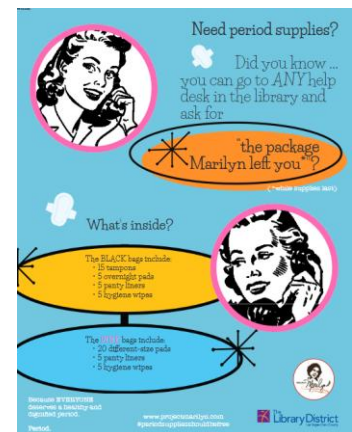
- **IT Services Manager Job Posted:** Applications are open through Feb. 16. The position is advertised on the library website, Indeed.com, LinkedIn, and WorkSource Oregon.
- **Senior Planet Trainer Job Posting Error:** After posting a job for a senior digital literacy trainer, I learned that our project partner, Community Connections, had already

designated one of their staff for the role. I sincerely apologized to the applicants for the misunderstanding.

- **EDI Training Opportunity:** The State Library of Oregon is sponsoring an equity, diversity, and inclusion (EDI) cohort training, *Libraries Leading with Equity*, in eastern Oregon this March and April. I shared the opportunity with staff, board members, and the Friends of the Library president. One staff member has registered so far.

Programs & Services

- **Record High Digital Checkouts:** In January, digital loans on Libby and Hoopla reached a record 1,916 titles, including audiobooks, eBooks, magazines, movies, music, TV shows, and comics.
- **Feminine Hygiene Dispensary Pilot Project:** Due to the high cost of commercial dispensers, we are launching a pilot program modeled after the Las Vegas Library's partnership with *Project Marilyn*. This initiative ensures individuals have access to period supplies when needed. Previously, staff have shared personal supplies upon request. The pilot will provide pre-prepared discreet bags, available upon request using the phrase "the bag Marilyn left." Two types of bags—purple (tampons) and pink (pads)—will be stocked. Restroom signage will inform patrons of this service.



Policy & Incident Management

- **Security Camera & Records Policy:** Audio recording has been disabled on all security cameras except the drive-up window, following a court ruling reaffirming Oregon's law (ORS 165.540 1.c), which prohibits audio recording unless all parties are informed. The Ninth Circuit initially ruled the law unconstitutional in *Project Veritas v. Schmidt* (July 2023), but later reversed its decision on appeal. Project Veritas plans to appeal to the U.S. Supreme Court.

Operational Updates

- **Internet Service Outages:** Persistent Wi-Fi issues at Richland, Halfway, and Huntington required multiple on-site visits from IT Services Manager Bryan Ames but now appear to be resolved.
- **CenturyLink Equipment Returned:** Unused CenturyLink equipment from Huntington was returned before the end of January, avoiding unnecessary charges since we ended our services contract with that vendor.

- **Interior Painting RFP:** Bids are open through Feb. 20, 2025. Ed has notified several contractors. The project will focus on high-need areas, including restrooms, the Storytime Room, the Riverside Meeting Room, and surrounding rooms, walls and hallways.
- **Chiller Replacement Funding:** Bonneville Power Administration will provide only \$12,500 toward the estimated \$85,000 cost to modernize the chiller at the Baker branch. We are exploring supplemental grant opportunities.
- **Facility Maintenance & Improvements:** Current projects include converting the phone system to VoIP and discarding surplus steel shelving from the Haines basement.

Special Projects, Advocacy & Marketing

- **Voices for Libraries – Washington, D.C.:** I accepted an invitation from State Librarian Wendy Cornelisen to join the Oregon delegation for the *Voices for Libraries 2025* event in early March. We will meet with Oregon congressional representatives to advocate for continued federal funding, which is vital for rural communities. I am honored to participate.
- **Library Outreach at Interfaith Earth Summit:** The library will share disaster preparedness resources and energy efficiency information at the *Earth Summit* in Baker City on Sunday, March 16. I plan to represent the library, and Ed Adamson may join me, depending on availability.

b. Finance

Report documents to be distributed at the meeting.

IX. Next Meeting

Date/time: March 11 2025, 12:00 pm

Planned topics:

Policies next due for adoption / revision

- **Volunteer (3/2014)**
- **Cardholder Responsibility (12/2015)**

Please let me know if you have any agenda items to request.

X. Adjournment