Baker County Library District

Library Board of Directors

Regular Meeting Minutes

October 13, 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 other guests attended in person or via Zoom.

Vice President Beth Bigelow called the meeting to order at 5:07 p.m. Three directors were present, establishing a quorum.

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. Cobb requested an item to discuss two patron concerns brought to her attention. Stokes added the item following public comments. No other changes were proposed.

McClay moved to adopt the agenda as amended and approve the minutes of the previous meeting. Cobb 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 indicated that he had public comments to share.

Public Concerns

Bigelow invited Cobb to present the concerns shared with her by two community members in separate, in-person conversations.

AI disclosure: These minutes were edited with the assistance of an AI-based language tool to support grammar, clarity, formatting consistency, and professionalism. Substantive content, decisions, and financial figures are subject to review and approval by library staff.

The first concern involved the availability of quiet space in the Library. The patron specifically uses the quiet area to work. Cobb had explained the challenges of accommodating multiple users in a shared space and offered to bring the concern to the Board.

Stokes explained that the study rooms are not soundproof and encouraged patrons to report noise concerns to staff, who can provide a gentle reminder. He observed that many libraries nationwide have moved away from the expectation of libraries being quiet spaces, while the District continues to protect its quiet atmosphere. The Board discussed the issue, and Stokes noted that noise levels vary by time of day. He has considered offering noise-canceling headphones for patrons to check out and use in-library, as needed. McClay agreed that offering headphones could be easier than maintaining silence among other users.

The second concern involved difficulty obtaining library cards for children. A mother reported that a grandparent had been told by library staff a parent must be present to obtain a card for a child. Stokes described the procedures for issuing a child's card, identified the incident as a staff-training issue, and said he would address it at the next staff meeting.

OLD BUSINESS

None

There was no old business.

NEW BUSINESS

Appointment to Board Vacancy

Bigelow introduced the appointment to the vacant Board position. Stokes explained that **Joan Spriggs's resignation, effective September 15, 2026, created a vacancy in Position 5**. Spriggs recommended **Diana Adams of Halfway as a potential successor**. Adams was introduced to the Board at the July 14, 2026, meeting and submitted a completed Board Member Application, included in the meeting packet. The proposed appointment was for the remainder of the term ending June 30, 2027.

Adams was unable to attend. Stokes reviewed her qualifications and the references listed on her application. Bigelow asked about reference checks, and Stokes said he had not contacted the second reference. McClay asked about an application response marked "Agree" rather than "Strongly Agree," and the Board discussed it. Cobb said she was comfortable proceeding based on Spriggs's recommendation. Bigelow requested a motion.

Cobb moved to appoint Diana Adams to fill vacant Position 5 on the Baker County Library District Board of Directors for the remainder of the term ending June 30, 2027. McClay seconded the motion. The motion passed unanimously, with three votes in favor.

Bulletin Board and Information Distribution Policy

The Board proceeded to the Bulletin Board Policy revision.

AI disclosure: These minutes were edited with the assistance of an AI-based language tool to support grammar, clarity, formatting consistency, and professionalism. Substantive content, decisions, and financial figures are subject to review and approval by library staff.

Stokes explained that the policy was last amended January 8, 2018. The proposed revision reduces ambiguity by clarifying the purpose of designated community posting areas, identifying eligible and ineligible materials, establishing the areas as limited public forums, and setting neutral posting requirements, including size and duration limits. The draft emphasizes viewpoint-neutral administration, District non-endorsement, and protection of lawful expression.

Stokes reviewed examples of permitted and prohibited materials, including the restriction on advertising commercial services and the distinction allowing nonpartisan events. The policy includes an appeal process for denied or removed materials. Posting areas are self-managed, with staff periodically removing expired or ineligible materials. Stokes planned to add signs explaining that the District does not endorse posted information.

Bigelow invited questions and comments. Cobb supported the clarifications and emphasized the importance of allowing job postings. Bigelow described the policy as "thorough" and requested a motion.

McClay moved to approve the Baker County Library District Bulletin Board and Information Distribution Policy as presented, effective October 13, 2026, superseding the Bulletin Board Policy amended January 8, 2018. Cobb seconded the motion. The motion passed unanimously, with three votes in favor.

Employee Social Media and Online Communication Policy

Bigelow introduced the next policy revision. Stokes explained that the existing Social Media in the Workplace Policy was adopted July 10, 2017, following a recommendation from Special Districts. The proposed five-page policy replaces the three-page policy while preserving expectations for professional conduct, patron confidentiality, and responsible use of District resources.

Stokes reviewed changes clarifying employees' speech rights and protections, prohibited conduct, representation of the District, communications with news media, and moderation standards. He discussed criticism, bullying, malicious conduct, and privacy violations. The proposed policy provides more specific examples to guide employees and protect patrons and the District.

Bigelow invited comments. Cobb supported the inclusion of artificial-intelligence issues. Bigelow asked about review of the policy, and Stokes discussed one situation and explained that new employees review District policies during onboarding. There were no further comments.

Cobb moved to approve the Baker County Library District Employee Social Media and Online Communication Policy as presented, effective October 13, 2026, superseding the Social Media in the Workplace Policy adopted July 10, 2017. McClay seconded the motion. The motion passed unanimously, with three votes in favor.

AI disclosure: These minutes were edited with the assistance of an AI-based language tool to support grammar, clarity, formatting consistency, and professionalism. Substantive content, decisions, and financial figures are subject to review and approval by library staff.

REPORTS

Director's Report

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

Administration and Finance

- **Property Tax Revenue**. The Baker County Assessor's annual total assessed value report indicated projected tax revenue approximately $80,000 above the amount originally budgeted. Stokes said the District would not spend the additional revenue before receiving it. In response to Bigelow's question about the increase, Stokes said he was unsure of the cause but speculated that large property sales may have contributed.
- **Annual Statistical Report**. The FY2025–26 statistical report for the State Library was in progress and due at the end of October.
- **Audit Visit**. The new auditor, John Russell, was scheduled for an on-site visit October 21–22 and might meet with selected staff to discuss practices and risk concerns.

Personnel and Training

- **EveryLibrary Training**. The Director and one administrative staff member planned to attend training in Maupin, Oregon, October 15–16. Sponsored by Libraries of Eastern Oregon, the event would focus on effective public-relations strategies.
- **Staffing and Training**. New high-school intern Grace Tracy joined the staff. A substitute was covering Storytime during Missy Grammon's vacation.

Facilities, Energy, and Vehicles

- **Baker Library Maintenance**. Recent projects included annual fall carpet cleaning, installation of solar motion lights along the boardwalk, work on the south meeting-room door, and replacement of the outdoor public VoIP telephone handset. Stokes noted that the handset is subject to abuse by users; replacement has averaged about one per year.
- **Northwest Wall Improvement**. A new estimate of $9,200 covered removal of the glass wall and installation of framing for drywall to address temperature-control problems. Facilities staff would install the drywall.
- **Parking and Restrooms**. Parking-lot restriping remained to be scheduled. Staff were considering restroom-door locks with occupancy indicators to reduce uncertainty when someone tries an occupied restroom door.
- **Heating and Cooling**. The north rooftop HVAC unit failed because of a faulty motherboard. A replacement motherboard was on order, and staff were evaluating the cost of replacing all three rooftop units.
- **Bookmobile Maintenance**. Recent maintenance included radiator repairs and replacement of door latches.

AI disclosure: These minutes were edited with the assistance of an AI-based language tool to support grammar, clarity, formatting consistency, and professionalism. Substantive content, decisions, and financial figures are subject to review and approval by library staff.

Programs, Services, and Circulation

- **NewsBank**. The expanded NewsBank database provides access to hundreds of titles for research.
- **Sumpter Community Recognition**. The Sumpter Branch received recognition from the fire team.
- **Public Feedback and Regional Visibility**. The Library received positive feedback for providing the critically acclaimed Ted Lasso TV series on DVD. The New York Times published an article about librarians which included an interview excerpt with Executive Director of Libraries of Eastern Oregon Stephanie Chase.

Circulation and Service Operations

- **Evergreen Catalog Update**. Sage installed a significant Evergreen catalog update on the morning of Tuesday, October 13. The update appeared to have gone smoothly overall, with minor issues remaining to be addressed.
- **Fine Forgiveness**. September fine forgiveness totaled $1,316.58 as part of Library Card Sign-Up Month promotion.
- **Ready Reference**. A new Ready Reference collection was established in the wooden case near the east Reference Desk.

Safety and Security

- **Aquarium Flood**. An aquarium filter-system failure flooded the lobby on Sunday, October 4. Staff stopped the leak before the aquarium drained completely. No one was injured, and the fish were unharmed. Staff cleaned the area, and Facilities staff assisted and set up fans to dry carpet in the teen area where water had seeped.
- **Security Camera Access**. Staff were working to restore front-desk access to camera views of several Library areas that were no longer visible on the tablet display.

Technology and Workplace Operations

- **Meeting Room Equipment**. A new television was purchased to replace the existing meeting-room unit.
- **IT Support and Security**. IT staff resolved more than 30 support tickets and were installing CrowdStrike on workstations for security.
- **Branch and Bookmobile Connectivity**. A Sumpter outage was resolved. IT staff accompanied the bookmobile to improve hotspot connectivity.

Upcoming Dates

- October 16: Staff Halloween party, beginning at 6:30 p.m.
- November 11: District closure for Veterans Day.
- November 26–27: District closure for Thanksgiving.

Bigelow invited additional comments. None were offered.

AI disclosure: These minutes were edited with the assistance of an AI-based language tool to support grammar, clarity, formatting consistency, and professionalism. Substantive content, decisions, and financial figures are subject to review and approval by library staff.

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 $4,557.00. Personnel Services expenditures were on target, with 31.9% of the budget spent.

Notable Materials and Services checks included:

- Ingram: $6,517.99 for the monthly book order.
- Midwest Tape, also known as Hoopla: $1,149.51 for monthly digital-materials usage.
- Rivistas: $8,689.46 for annual renewal of District-wide magazine and periodical subscriptions.
- Comprise Technology: $3,385, paid September 30, for annual renewal of SAM software and SmartAlec Wi-Fi printing.
- Heaven's Best: $3,458, paid September 30, for Baker Library carpet cleaning.
- Center for Internet Security: $1,980, paid September 30, for security-management tools.

The October 6, 2026, Visa statement was included in the packet for review. Charges included hotel and registration costs for Stokes to attend the American Library Conference, fuel for attendance at a CIS workshop in Pendleton, and $4,621.98 for two Dell computers to replace outdated educational units in the children's area.

- Coast-To-Coast: $1,179.92 for eight HP LaserJet printer cartridges.
- **Cash Flow**. Available cash totaled $221,490, which Hawes reported was sufficient to operate into November, when tax revenues would begin arriving.

Other Funds

- Other Funds received $884.65 in pool interest, allocated among four departments, and $861.67 in Amazon book-sale proceeds.
- A Visa payment of $251.50 covered $136.77 in book-shipping costs and $114.73 in expenses for the annual staff party, a team-building event. No checks were issued.

Capital Investment Fund

- The Capital Investment Fund received $604.47 in pool interest and had no other activity.

Sage Fund

- The Sage Fund received $606.83 in pool interest. Payroll expenditures were on target, with 21.1% of the budget spent.
- Checks to four small couriers totaled $1,793.35. A Visa payment of $14.47 covered courier postage, and a $300 check was issued to Kenneth Cost for an update to the Sage app.
- Two checks were issued September 30 to two other small couriers. New courier driver Geoffrey Brownell was covering Fossil and Wheeler County deliveries.

AI disclosure: These minutes were edited with the assistance of an AI-based language tool to support grammar, clarity, formatting consistency, and professionalism. Substantive content, decisions, and financial figures are subject to review and approval by library staff.

- The Sage Fund cash balance was $171,756, compared with $177,703 on the same date in the prior year, a decrease of $5,947.

Review and Administrative Activity

- Approved Bills Reports for each fund were included with the check packets and October Visa documentation for Board members to initial while reviewing and signing checks.
- Hawes completed the draft financial report October 8 and emailed it to the auditor for preliminary audit planning. The auditor's two-day on-site work was scheduled for October 21–22.

There were no further questions.

NEXT MEETING

The next regular Board meeting was scheduled for November 10, 2026, at 5:00 p.m. There was no further discussion.

ADJOURNMENT

The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Perry Stokes
Secretary to the Board
PS/ch

AI disclosure: These minutes were edited with the assistance of an AI-based language tool to support grammar, clarity, formatting consistency, and professionalism. Substantive content, decisions, and financial figures are subject to review and approval by library staff.