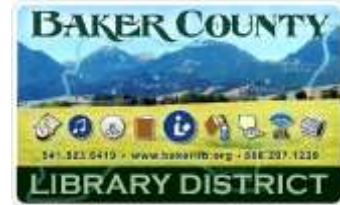


# Regular Meeting Minutes

Board of Directors

Baker County Library District

Jan 14, 2025



## Call to Order

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.

Directors attending the meeting in person included Joan **Spriggs**, Ashley **McClay**, and Beth **Bigelow**. Also present in person were Director Perry **Stokes** and Business Manager Christine **Hawes**. Kyra **Rohner** attended via Zoom. No guests were present.

*The meeting was called to order at 12:03 p.m. by Rohner.*

## Roll Call

Roll Call was conducted, verifying that four of the five directors were present, establishing a quorum.

## Consent Agenda

Rohner reviewed the consent agenda and asked if there were any additions or deletions to the agenda or minutes. Stokes added one item under New Business: "Revising Weekly Work Schedule." No other changes were proposed. Rohner requested a motion.

*McClay moved to accept the revised agenda and approve the minutes. Spriggs seconded. The motion passed unanimously (4-0).*

## Conflicts of Interest

Rohner asked if there were any conflicts or potential conflicts of interest to declare.

*None were noted.*

## Public Comment

Rohner asked if there were any public comments or communications.

*Stokes had none to share.*

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### **Resolution: Plan of Action for Audit**

Stokes explained that, as mentioned by Rob Gaslin at the previous meeting, this resolution addresses the deficiency noted in the management letter accompanying the 2023-2024 financial statements. The State Audit Division requires the submission of a formal plan acknowledging the District's limited capacity. Board members reviewed the resolution. Rohner asked for questions; none were raised. Rohner requested a motion.

*Bigelow moved to adopt Resolution No. 2024-25.04, "Resolution Adopting Plan of Action for Audit Division." McClay seconded. The motion passed unanimously (4-0).*

Stokes asked Rohner if she wanted to designate a signatory for the resolution. Rohner designated Beth Bigelow to sign the document. Hawes will submit the resolution to the State, completing the FYE June 30, 2024, audit filing requirements.

### **Resolution: Revised Weekly Work Schedule**

Stokes explained that, due to recently updated Department of Labor rules on overtime, adjustments to the District's payroll workweek were necessary. He reviewed the trial period conducted in December, during which the workweek began on Saturday rather than Sunday. Both he and Hawes noted that the change worked well, and Gaslin supported the approach.

Operations Manager Heather Spry, who manages staff shift schedules, confirmed the trial period was successful. The change helps accommodate weekend shift rotations and mitigate unintended overtime accruals. Rohner asked for further discussion; none followed. Rohner requested a motion.

*Spriggs moved to adopt Resolution No. 2024-25, "Resolution to Approve Change in District Work Week." Bigelow seconded. With no further discussion, the motion passed unanimously (4-0).*

### **Policy Review: Security Camera and Recordings Policy**

Stokes presented a substantial revision to the current "Video Security & Records Policy," last updated in February 2017. He proposed renaming it the "Security Camera and Recordings Policy" to encompass additional uses, such as recordings from the drive-up window "doorbell camera" and potential other video chat services in the future.

Stokes explained that audio is enabled on cameras in the drive-up window, entrances, and certain commons areas to assist in investigation of misconduct incidents. The document was reviewed by the SDAO Risk Management team, which recommended an attorney review the Confidentiality and Disclosure section.

Bigelow asked if security cameras operate 24/7. Stokes confirmed they do. Spriggs inquired about access control and management. Stokes stated that only authorized personnel could access recordings, and all desk staff have access to the live feeds from the window camera and key library spaces.

Rohner asked about the new law referenced in the policy regarding protection of security measures. Stokes identified it as ORS 192.345 Section 23 and noted he found no other library policies addressing doorbell camera use he could use as model. Bigelow supported video coverage for security purposes.

Stokes emphasized the need for a balanced approach to confidentiality while authorizing incident investigation and enabling efficient delivery of services through modern technology. Rohner expressed support for having a clear, written policy. Bigelow suggested posting additional notifications inside the library; Stokes confirmed signage is already in place and cameras are conspicuous.

*McClay moved to adopt the revised "Security Camera & Recording Policy" as presented. Bigelow seconded. With no further discussion, the motion passed unanimously (4-0).*

### **Discussion: Expiring Board Terms**

Stokes noted that the terms of three board members—Betty Palmer, Beth Bigelow, and Kyra Rohner—will expire in June 2025. Palmer has decided not to run again, while Bigelow and Rohner plan to continue. The board discussed potential candidates, including Jackie Cobb and Mary Jane Guyer. Stokes will reach out to gauge their interest.

Candidate filing forms are available in January and February, with a March 10 deadline.

===== END OF BUSINESS ITEMS =====

# REPORTS

## Director's Report

Stokes provided administrative updates:

- **Hotspot Lending Program:** Ten hotspots and seventeen tablet computers with 5G data plans will be added through a T-Mobile package. A portion of the cost of the new hotspots will be offset by a newly-expanded federal E-Rate subsidy. Seven of the tablets are provided by and dedicated to a new senior-focused digital literacy program, which will run for a year.
- **Digital Literacy for Seniors:** In partnership with Community Connections, a grant-funded instructor will offer spring training sessions for the pilot project. If successful, the program may expand to additional sessions in the fall. The library's role will be to manage loan of tablet devices to the instructor and students. Community Connections will host the classes. The program is sponsored by AgePlus, a senior advocacy nonprofit organization and involves a collaborative effort by the library and Community Connections. Funding comes from a federal LSTA grant through the State Library of Oregon.
- **Website Development:** The District subscribed to Niche Academy, a digital resource training tool, which will be integrated into the website.
- **Kid Librarian Program:** Youth Services staff member Missy Grammon is launching an initiative where children apply to be a "Kid Librarian" and curate a temporary book display.

## Policy & Incident Management

- **Service Animals Policy:** Reviewed with staff due to a recent increase in visitors attempting to bring emotional support animals into the library. The policy specifies that trained service animals are permitted as required by ADA law. Staff are trained to verify service dogs are legitimate by asking two specific questions. Pets and emotional support animals are only permitted if "carried or contained at all times" by their handler while in the library. The
- **Suspicious Call Incident:** A fraudulent caller attempted to manipulate staff into contacting the police. The situation was reviewed in a staff meeting.
- **Vaping Incident:** Another youth was caught vaping in the library. The District was able to apply consequences to the offender and two accomplices, thanks to support from the Juvenile Department and school resource officer.

## Operational Updates

- **Equipment Management:** A new Kyocera copier was leased to replace an aging Xerox machine.
- **Collections Policy:** Updates will clarify overdue item procedures and collection referrals.
- **Phone System:** Evaluations are underway for a VOIP phone system to reduce costs.
- **Facilities Maintenance:** Interior painting estimates are being obtained. A heat/glare-reducing window film was installed in the reading room.

## Finance Report

### Executive Summary:

Hawes reviewed financial statements, highlighting tax turnovers, E-Rate refunds, and Energy Trust of Oregon rebates. Payroll expenses are on target, and significant payments included book purchases, window tinting, data hosting, and annual liability insurance.

### Highlight details included:

The **General Fund** received tax turnovers of \$5,607.96 in January and E-Rate refunds for internet services totaling \$2,098.62. The District also received Energy Trust of Oregon (ETO) rebate refunds, including \$1,400 for facility manager training, \$1,000 for an ETO energy rebate, and an additional \$1,200 for a maintenance project incentive fund, totaling \$4,600 to date.

In **Personnel Services**, wages are on target with 55% of the budget spent.

In **Materials & Services**, notable expenditures included:

- Ingram: \$3,858.22 for the monthly book order
- Windshield Doctor: \$13,000 for reading room window tinting
- SenSource: \$1,440 for annual data hosting
- Special Districts Insurance Services: \$30,162 for annual liability insurance (a 7.3% increase from the previous year's \$28,106)

**Other Funds** recorded Amazon book sales of \$290 in December. A budgeted transfer of \$10,000 was posted to the Severance Liability account, with no checks written from this account. An online VISA payment of \$51.86 was made for book shipping expenses.

The **Capital Investment Fund** had no activity to report.

The **Sage Fund** issued six checks to small courier services, plus one in late December, totaling \$3,209.83. An online VISA payment of \$205.15 covered MARCive record maintenance (\$194.70) and postage to resend a payment to Emerald Data with tracking. The Sage Fund has an accounts receivable balance of \$27,285, with a report sent to Beth for follow-up. The State of Oregon Audit Division was paid \$350 for the audit filing fee.

Check packets were distributed for signatures, and board members initialed the Approved Bills Reports.

Hawes plans to focus on quarterly and annual payroll reporting next week to issue W-2s.

## **Next Meeting**

The next regular board meeting is scheduled for February 11, 2025, at noon. Planned agenda items include reviewing the Volunteer Policy (2014) and Cardholder Responsibility Policy (2015).

## **Adjourn**

With no further business, Rohner requested a motion to adjourn.

*Bigelow moved to adjourn. Spriggs seconded. The motion passed unanimously (4-0).*

The meeting adjourned at 12:59 PM.

Respectfully submitted,

Perry Stokes  
Secretary to the Board  
PS/ch