

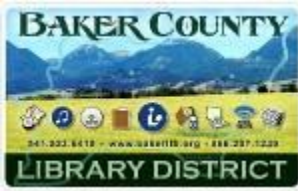
Baker County Library District
 Board of Directors
Regular Meeting Agenda
 Monday, Apr 14, 2014, 6:00 – 8:00 pm
 Riverside Meeting Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President

6:00	I. CALL TO ORDER	Dielman
	II. Additions/deletions from the agenda (ACTION) <i>Related documents (1):</i> Agenda.	Dielman
	III. Conflicts or potential conflicts of interest	Dielman
	IV. Approval of minutes from previous Board Meeting (ACTION) <i>Related documents (1):</i> Board Meeting Minutes 3/10/14.	Dielman
	VI. Open forum for general public, comments & communications In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization.	
7:00	VI. PREVIOUS BUSINESS	
	i. Sage fiscal agency proposal (ACTION)	Stokes
	VII. ANNUAL / RECURRING BUSINESS	
	i. Budget committee update	Stokes
7:10	VIII. NEW BUSINESS	
	i. FY13-14 Budget Projection (ACTION) <i>Related documents:</i> To be distributed at meeting.	Stokes
	ii. Policy Revision (ACTION) <ul style="list-style-type: none"> • Meeting Room Policy <i>Related documents (3):</i> Current policy; Draft 1 (nonprofit only); Draft 2 (allowing commercial use with rental fee)	Stokes
7:20	IX. ADMINISTRATIVE REPORTS	
	i. Director's Report <i>Related documents:</i> To be distributed at meeting.	Stokes
	ii. Business and Financial Report <i>Related documents:</i> To be distributed at meeting.	Hawes
	X. Agenda items for next regular meeting: May 12, 2014 6:00pm	Dielman
8:00	XI. ADJOURNMENT	Dielman

The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's executive session.

ORS 192.660 (1) (d) Labor Negotiations
 ORS 192.660 (1) (h) Legal Rights

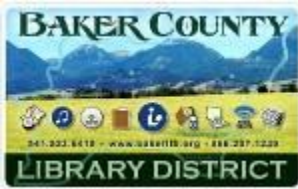
ORS 192.660 (1) (e) Property
 ORS 192.660 (1) (i) Personnel



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ATTACHMENT IV.a

Call To Order	<p>Gary Dielman, President called the meeting to order at 6:03pm. The meeting was held in the Large Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Gary Dielman, Nellie Forrester, Della Steele, and Betty Palmer, Directors. Also present were Perry Stokes, Library Director; and Christine Hawes, Business Manager. Guests present were Buzzy Nielson (Hood River County Library Director and Sage User Council Chair), Beth Longwell (Sage Library System, System Administrator) and Karen Clay (EOU Pierce Library).</p> <p>Dielman welcomed the guests and thanked them for traveling to Baker City to make the presentation.</p>
Agenda Approved	<p>Dielman asked for additions or changes to the agenda. None were given.</p>
Conflicts of Interest	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none.</p>
Minutes Approved	<p>Dielman asked for corrections to minutes. No changes were given. Forrester made a motion to approve both the Agenda and the February 10, 2014 Regular Meeting Minutes as presented; Dielman seconded; motion passed (3 yea, Dielman, Forrester, Stokes; 1 abstain, Steele stated she was not at the meeting).</p> <p>The meeting started without Palmer who arrived at 6:12pm.</p>
Public Comment	<p>Dielman stated for the record that there were no other members of the public present for comments with the exception of the three guests who were present for the Sage presentation.</p> <p>Stokes reported that comments challenging the e-smoking ban were posted on the Baker City Herald (BCH) website in response to an article about the policy change. He posted a reply for which one person thanked him for providing the additional insight into the decision. Signage was placed around the building and grounds that the no-smoking ban was to begin March 1. Stokes included a copy of the Smoking ban notice in the board packets. He had three people approach him in person to say they liked the new policy; there were 7 likes on the website; with only 2 negatives on the BCH site.</p>
Presentation: Sage Fiscal Agency	<p>Dielman turned the meeting over to Beth Longwell for the Sage Fiscal Agency presentation. She began with an overview and background information on the consortium. The Sage Library System is a consortium of 73 libraries currently across 15 counties in Oregon. A slide of geographic locations illustrated that Sage serves more than half of the State. The consortium's shared services include an integrated library system, policies, catalog (Evergreen), technical staff (2 employees), and the courier services.</p>



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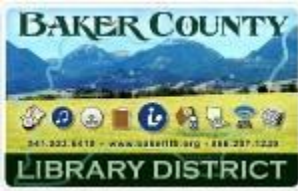
Longwell also covered governance structure, Sage User Council members, the courier system, Sage membership (fluctuating between 65-75 in recent years) and Sage budget (annual budget of \$374,000 for next fiscal year, with a carryover of \$69,000). She also presented statistics covering membership fees and material circulations.

Following Longwell was Karen Clay from Eastern Oregon University (EOU), the current fiscal agent for Sage. Clay explained that the reason fiscal agency needs to change is that EOU is being forced to move away from the Evergreen cataloging software fundamental to Sage. As a university, EOU's Pierce Library is also part of the academic group Orbis Cascade Alliance and Orbis is migrating to a new software, ExLibris. EOU is required to move to the new system so will no longer utilize Evergreen. Strategic planning to move to another fiscal agent has been underway for over one year.

As fiscal agent, EOU has been providing accounting, contracting, courier support, human resources, information technology, and office space. With the need to transition to a new fiscal agent, some of these functions will be decentralized. The question now is who can take on the accounting, contracting and human resources duties. At this point, EOU will continue to support Sage by providing office space for Longwell and IT infrastructure. The second employee, a technical assistant to Longwell, is based at the Hood River County Library.

The next speaker, Buzzy Nielsen, is the current Sage Council Chair. He told the board that Sage has evaluated pros and cons of three fiscal agency options. First, it could become an independent 501c3 nonprofit; the pro being that Sage would be completely independent; cons include that it would be time consuming and duplicative where members of Sage already have the structure and policy in place. Another con is that a small non-profit is less stable, and it would also be a private entity. Second, to merge with an existing non-profit with the most likely being Libraries of Eastern Oregon (LEO); the pro is that it would be simpler; the main con is a question of how closely the Sage mission aligns with LEO, the entity would again be private and unstable. And third, is to incorporate into a Special District library; the pros being stable, non-repetitive, share similar goals and have a level of accountability; cons are this could be more restrictive and less independent being subject to the entity board and policies.

Nielsen said during its strategic planning work meeting the Sage membership preferred the third option. He reviewed the current governance structure of the Sage User Council. The council has 14 members and has a structure for the representatives who are elected to two year positions. The structure is set up to include representation from various size and types of libraries (schools, community colleges as well as multiple public library sizes). The potential fiscal agents identified were the 7 Special District libraries in the membership. Interestingly, each one is set up differently making some of them less likely candidates. Letters of inquiry were sent to all Special District Libraries asking them to consider being the fiscal agent. They were asked to respond if they were interested in exploring the idea; only 2 have replied, Baker County Library



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and Hood River County Library.

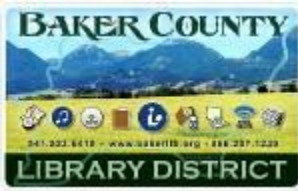
Nielsen talked about the future governance structure: the Special District accepting the fiscal agency would be at the top followed by the District Director with the Sage User Council answering directly to the District Director and essentially keeping its same structure following that. The potential changes would be new agreements and bylaws and possible fees increases to cover administrative costs, payroll taxes, technology costs and potentially office space.

EOU will continue to provide office space for the primary Sage employee (Longwell). EOU has also offered to continue to house the servers and provide bandwidth. EOU will provide some courier services to smaller Districts. He estimated additional accounting costs of \$2,950 and Director time at \$2,370 totaling \$5,320. Additionally, Sage writes 155 checks annually on average with 5 current contracts. He reviewed the proposed budget for the upcoming fiscal year 2014-15; taking the numbers from the Sage budget and putting them into the form the District would use. The potential benefits to Sage in this scenario are flexibility, stability, accountability and scrutiny by the oversight organization. The potential benefits to the District are a reduction in the membership fee (recommended at 50%) for the District accepting the fiscal agent and a permanent seat on the Council. It is also in the best interest for all members for Sage to remain stable.

Nielsen went on to say that the board did not need to make a decision tonight and thanked the Board for listening to the presentation. He opened it up for questions. The first question was who would do the fee invoicing, to which Longwell replied that she could do the invoicing. Nielsen added that they anticipate a 3% membership fee increase next year to help build the contingency fund. The District would invoice Sage monthly for cost reimbursements.

A board member asked how much time the Director would be devoting to administration. Nielsen replied he estimated 50-60 hours annually for the Director. Hawes said that it appeared that it would not take a lot of her time to keep up with the bookkeeping. Set up of the special Fund would be the most time consuming; regular time investments would be a few hours a month to write checks, and adding the new fund into the annual financial reports. She felt the project was doable and would welcome the challenge. Further discussion ensued.

Forrester asked what would happen if EOU would not be able to house the equipment at some point. Nielsen said that Sage has a contingency fund for equipment and is growing it. Forrester asked about location requirements for the server equipment. Nielsen replied that the community where it would be moved must be able to accommodate the bandwidth requirement; he believed both Baker City and Hood River had that capacity. Clay added that the new fiscal agent will need to have a new Memorandum of Understanding with EOU to provide the bandwidth next fiscal year.



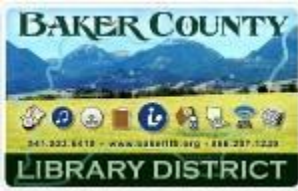
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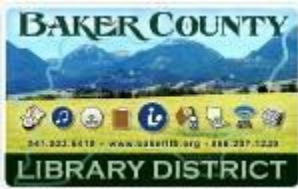
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	<p>Palmer asked that as the umbrella organization would the board see financial reports. Nielsen said yes, that it would be another fund included in the monthly financial reports. The board would be involved in the move from EOU to the new location. He talked about the logistics of the transition to new agreements. There are 5 contracts that will need to be transitioned to the new fiscal agent: Orbis Cascade Alliance (university library consortium), Equinox (Evergreen software), OCLC (cataloging, global library cooperative), LTI (Library Technologies, Inc.; authority control specialists in library automation) and OLA (Oregon Library Association; administers LSTA grant for courier services).</p> <p>Palmer asked about a time line. Nielsen said the Board would need to make a decision in time for Sage to be included in the upcoming budget proposal for the District. Dielman asked what would happen if both Districts wanted to accept the fiscal agent position. Nielsen replied that he, Longwell and Stokes would discuss the pros and cons and that ultimately the Sage User Council would vote on which District to accept.</p> <p>Stokes said that a decision would be needed at the April meeting. Longwell said that they hope to start the new arrangement July 1 for a clean break. Nielsen agreed and added that the government agency will also need to approve the revised MOU agreement. He hoped that would go smoothly.</p> <p>The three guests left the meeting at 7:06pm.</p> <p>Forrester asked the group whether BCLD really should take on the responsibility. Stokes said he that having a permanent seat on the Council may be an asset. Currently, since he does not have a Council position he works closely with Nielsen and is very active on the committees to stay abreast of what is happening. Stokes wants to get information on the insurance liability requirements and the District Auditor, Kent Bailey's input for the April meeting. Sage will also be presenting this to the Hood River County Library. Dielman concluded by affirming that a decision will be made in April.</p>
<p>Budget Calendar and Committee Appointment</p>	<p>Stokes reviewed the 2014-2015 Budget Calendar report included in the board packets. The first Budget Committee meeting is proposed for May 21, 2014 at 6:00pm here at the Baker County Public Library. Included in the annotated agenda, Stokes listed the Budget Committee members noting that 3 have confirmed that they are willing to continue to serve on the committee. He also received a call from Joy LeaMaster who called to confirm her acceptance. He is still waiting to hear from Linda Collier from Halfway. Palmer pointed out that the report shows 2014 as the year two appointee's terms expire; Stokes clarified that the expiration occurs after the May meeting on June 30 2014.</p> <p>Stokes said that he scheduled a Supplemental Budget Meeting on May 28, in the case budget business is extended past the first meeting. Dielman asked for a motion. Palmer made a motion to accept the Budget Calendar and the List of Budget Committee Members as presented; Forrester seconded; motion passed unanimously. The Budget Committee Members approved for the current year are Aletha Bonebrake, Linda Collier, Tom Hudson, Joy LeaMaster, and MaryAlys Urey.</p>



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<p>Volunteer Policy Revision</p>	<p>Stokes reviewed the newly revised Volunteer Application included in the board packets. In addition to listing opportunities for Library volunteers, the new form also includes reference to automatic membership in the Friends of the Library if over 10 service hours are contributed. On the back of the form are consent forms which have been reviewed by legal counsel from SDAO. One is for ages 18 and over, another for ages 12-17 which requires a parent/guardian's signature. The 12-17 release allows the volunteer age to be lowered from 14 to 12. Dielman said the revised form looks very practical.</p> <p>Stokes said the Volunteer Policy needs to be edited to match the lower volunteer age of 12; another edit is just a housekeeping correction of the form name. Palmer made a motion to approve both the revised Volunteer Application and Volunteer Policy as corrected; Forrester seconded; motion passed unanimously.</p>
<p>Administrative Reports: Director's Report</p>	<p>Stokes gave the administrative report starting with the Sage Library System user fee that is expected to <u>increase by 3% next fiscal year</u>. This would increase the District's cost from \$10,200 to \$10,500. The fee increase is intended to increase the contingency reserve to provide adequate financial security for the fiscal agent. Stokes wants to find out when the Sage largest annual bills are due to access cash flow needs. If BCLD becomes the fiscal agent, then one-half of the membership fee would be waived to cover administrative costs. Stokes has been informed by EOU Library Director Karen Clay that the Non-Sage ILL fee (Inter-library loan from outside Sage system) may <u>increase significantly from \$3 to \$10 an item next fiscal year</u>. Currently, the district pays the \$3 an item fee. There is no fee for an Interlibrary Loan borrowed within the Sage System. If the cost increases, then the fee will need to be passed on in whole or part to the requester. The patron would be informed of the cost to borrow a non-Sage item and need to pre-pay for the service.</p> <p>Staff has installed metal wall shelving on the east wall of the Teen Room. The shelving was needed to increase the shelving space for YA materials. Wooden YA shelves on the north wall also need to be replaced or altered. That shelving was built and installed by the prison crew. The fixed shelves are a little too narrowly spaced to accommodate hardcover size books, so hardbacks must be shelved on their sides. A relocation of New Books is planned in order to accommodate an adequate display time period. Current limited space has forced staff to reduce the time an item is displayed on the "New Shelf" to 2 months; Stokes would like it to be 3-4 months. The relocation area will be a more central area of the library -- on the other side of the print release station where the Spanish collection is now. The children's Spanish books are moving to the children's area. The adult Spanish collection is moving to the wall space where the new books are now. The Literacy collection will be weeded with remaining items integrated into the regular non-fiction.</p> <p>Stokes said that he and Children's Specialist Melissa Shafer have been participating in an Early Learning Hub grant application of up to \$50,000 for</p>



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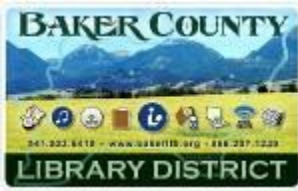
early literacy programs in Baker County. There are several agencies partnering on the grant. The Literacy Coalition will serve as the coordinator. The School District will serve as the fiscal agent. The library's proposal is to build approximately two dozen mobile Storytime Kits, training volunteers and parents to use them, and expand Storytime to day cares through volunteers. The stationary **puppet theater has been removed** from the children's Storytime room. It was replaced with a folding puppet theater frame that can be requested or gotten out when Shafer or a caregiver can supervise its use. The change has greatly improved staff line-of-sight in the room and decreased disruptive behavior during Shafer's storytime programs.

The **adult computer lab** has recently had increased disruptions by parents with vocal infants. Signage has been placed in that area promoting use of designated "family friendly" areas for parents with small children: the Discovery Zone in the Children's area or secluded Tutor Rooms. There have been a couple of instances when disciplinary action was necessary to achieve compliance with multiple staff requests to re-locate.

Occasionally **North Powder residents request a library card in Baker**. Because they reside in Union County the standard procedure is to refer them to the La Grande library which receives some Union County tax funds for county-wide library services. Stokes has recently been granted permission from the La Grande Library director Terri Washburn to issue La Grande patron cards in cases when travel to La Grande is a hardship. A small supply of cards and application forms are now on hand for use in special circumstances. Completed applications will be forwarded to La Grande staff. Stokes is the only one that can issue the cards; he estimates there may just be 3 or 4 occasions annually.

Approximately **2,700 expired patron records were purged from the patron database**. These accounts were been expired for more than one year. That brings patron account statistics down to more accurate levels; reducing the number from approximately 12,500 to around 10,000.

The **Baby Shower and Volunteer Brunch events** were held on successive days February 13 and 14. Both events were very successful. About 8 families attended the Baby Shower (early literacy program); some of those were from Recovery Village. Shafer reported that she was very encouraged by the level of participation. The Volunteer Brunch had more than 30 guests with staff providing some of the food, some branch staff were able to attend, and a very nice program planned by Volunteer Coordinator, Candy Arledge. More than 70 volunteers having donated over 1,000 hours so far this fiscal year (about 1,887 hours last fiscal year); the value to the District is over \$17,000 in equivalent wages. Also under events, 2 teams from South Baker participated in the **Battle of the Books** held at EOU's Badgley Hall. Staff member, Courtney Snyder, organized and coached the teams with assistance from staff member Heather Spry. The program involves kids reading books from a designated book list and being quizzed on the book contents. Palmer provided more details on the competition and commended the kids and Snyder for the success they achieved.



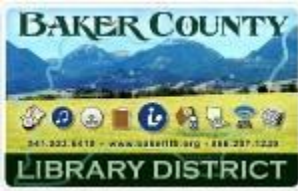
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	<p>In Staff News, two part-time positions will soon be open to fill recent resignations -- one Sunday-only shift and one bookmobile driver position. Both individuals are moving on to full-time work in their degree areas.</p> <p>Under Technology, the older Canon 400 Microfilm Reader unit was discovered to be missing a lens that was presumed stolen. The replacement cost is anticipated at between \$100-\$400. Patrons are still able to view microfilm using the digital ScanPro 2000 unit. BCLD was selected to participate in the pilot Edge Initiative Technology assessment project. Stokes and Technology Manager, Jim White, have been working on the 20+ page Assessment Workbook. Once the assessment is completed, the online Edge Initiative tool may be used to generate reports to assess how BCLD technology resources compare with similar communities.</p>
<p>Business and Financial Report</p>	<p>Hawes passed out the financial report and check packets for signatures. The General Fund received tax turnovers totaling \$31,222.03. As a point of interest, fines collected through the PayPal Visa in January were \$115.90 (less \$3.13 in fees) and in February were \$252.45 (less \$9.43 in fees). E-Rate refunds for the current fiscal year are estimated at \$4,354 with \$1,080 of that to come in July.</p> <p>On page 2 of the financial report, one staff wage budget line is low at 31% due to retirement earlier than budgeted and, on page 3, PERS expense is at 47.9% spent with the March PERS to be posted in time for processing on the 20th. In total, the Personnel budget is at 72.6% which is comparable to anticipated 75% at this point in the fiscal year.</p> <p>Moving on to expenses, the Ingram bill of \$579.51 was turned in late in the day, the payment will be processed on the 20th check run. Notable checks being signed tonight include Sword \$365 for snow removal at the Baker Library. Under Travel and Training, OLA conference registration of \$130 for the Director, Nellie Forrester \$113.40 reimbursement for board travel (motel for past 3 months). A check for \$7,475 was written on March 3 to Guyer & Associate for last fiscal year audit. Under Association Dues, Costco \$110 for annual membership. The Legal Administration budget is at 125% spent, the fee paid in January was more than budgeted; the audit filing fee increased.</p> <p>The Quill check of \$700.59 was higher than usual because this covers two months. For some unknown reason, three of the invoices from January were never received. Upon receiving the statement, invoices were requested and were matched to packing slips approved by the Office Manager, Carmen Wickam.</p> <p>The heating fuel bill for branches was quite high at \$2,034; Ed Staub is the vendor that delivers fuel to heat branch libraries. Haines receives monthly deliveries; this payment of \$542.50 is for February. Halfway typically has two annual deliveries; a large one in December and another small amount in March to carry them through the spring. Last month when preparing the financial report, it was noted that their budget line was practically zero. Upon investigation, it was discovered that the delivery was missed and the tank was</p>



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	<p>at 37%. A delivery was scheduled and the large invoice of \$1,491.60 received. Both branches are currently on a “will call” schedule so we can monitor whether or not they will need additional fuel to get through spring months and, hopefully, stay in the budget.</p> <p>Under Telecommunications, the Huntington telephone bill was \$306.19 this month which is very high. As mentioned earlier, the telephone vendor now offers high speed Internet to this community and service was moved to CenturyLink at a significant cost reduction. The Satellite service of \$119 a month was cancelled; that along with the monthly cost of \$25 to the School District and \$13.80 for the outside connection made the total cost of Internet service to this location \$157.80 a month; the new cost totals \$78.43 a month (\$59.95 Internet, \$10 IP address, plus applicable fees); this is a savings of \$79.37 a month to the District. The Sumpter Branch Internet capacity was increased to resolve Evergreen functionality issues; they had problems when patrons were using Skype, YouTube and any other video streaming; the increased cost was \$15 a month (\$45 to \$60 a month).</p> <p>The Other Funds financial report had book sale revenues of \$460.06 and two \$100 payments from Mr. Charette (remaining balance due of \$1,420). A donation of \$100 was received in Memory of Virginia Thomas, for which there is a corresponding expense of \$96.85 to Ingram for books ordered. Amazon postage expense this month was \$86.20 to ship books sold.</p> <p>Checks were signed and approved by those present.</p> <p>In other business reports, Hawes reported on the E-Rate program. The required open bid period for next fiscal year was closed on February 5. There were bids for both the Halfway Branch and Richland Branch Internet services and the Bookmobile cell phone received on February 5. The evaluation process (using the E-Rate approved matrix) retained the current vendors so there will be no further vendor changes, other than the recent change at the Huntington Branch. Hawes will finalize the evaluations with Stokes. There was some discussion on the bids received. The reimbursements for the 9 months of services completed to date will be filed by the end of March.</p>
<p>Next Meeting</p>	<p>The next regular Board meeting will be April 14, 2014 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:44pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

**BAKER COUNTY LIBRARY DISTRICT
Public Services Policy Manual**

Community Meeting Room Policy

Approved by Library Board: 08/13/2007

Date(s) of Revision:

Baker County Library District provides free meeting rooms for community use. **Meeting rooms may be reserved by any group for non-commercial purposes**, although preference is given to Library-sponsored programs. Access to Library meeting rooms is not denied to any person or organization except as stated in the policy.

Persons or organizations are responsible for maintenance and care of the meeting room during their reservation and are liable for any damage sustained due to negligence.

How to Reserve a Meeting Room:

Meeting room reservations may be made by submitting a completed Reservation Request form in-person or by mail. Reservations are accepted on a first-come, first-served basis for available periods during the current calendar year. Reservations for January are taken in December. Reservations for February through December are taken after the New Year holiday in January.

Please be aware of the following guidelines when reserving a meeting room:

- Meeting room applications are reviewed by Library staff to ensure they adhere to Library policy. Library staff may accept or reject requests for meeting rooms under the established policy.
- Compliance with the Library Rules of Conduct is required in meeting rooms.
- Meeting rooms are held for a maximum of 30 minutes after the scheduled start of the meeting. If none of the reservation party is present after this period, and the Library is not notified of a delay, the reservation is forfeit and the meeting room may be used by another group.
- Canceling a room reservation may be done by contacting your local Library staff. Groups which default on more than two reservations without informing the Library will forfeit standing reservations.
- To ensure that meeting rooms are available to a variety of community groups, Library staff may limit room use for particular organizations.
 - One meeting per week is the maximum for regular groups, depending on availability. In peak demand periods, the Library may limit regular groups to a minimum of one reservation per month.
 - Small groups or individuals may be asked to move to a smaller room if one is available. Where possible, staff may divide rooms to accommodate additional reservation requests.
- The Library reserves the right to preempt room reservations for Library programs.
- Meeting rooms are available outside of normal business hours if the facility enables such use. Otherwise, Library meeting rooms are available only during Library operating hours, with the exception of rooms used for Library programs.
- For meetings outside of Library operating hours, applicants are responsible for checking out a key for the meeting room doors from Library staff the day prior to the meeting. These keys allow access to the meeting room only and not the full Library building. *After-hours access is authorized for the reservation period only. Unauthorized access may be considered trespassing.*

**BAKER COUNTY LIBRARY DISTRICT
Public Services Policy Manual**

Community Meeting Room Policy

Approved by Library Board: 08/13/2007

Date(s) of Revision:

Meeting Room Rules:

- **All meetings must be free and open to the public.**
- **No products or services may be advertised, solicited or sold**, with the exception of books, CDs and other resources sold at Library-sponsored events.

The following guidelines must be followed in order to retain meeting room privileges. Failure to comply with the policy will result in withdrawal of room reservation privileges.

- Advertisements must not indicate or suggest that meetings are sponsored, co-sponsored or approved by the Library, unless written permission was previously given by the Library. Clear advertisement of location is acceptable.
- Meetings must not interfere with public Library use. Noise and overcrowding are not permitted.
- Refreshments may be served, provided the group cleans the meeting room following the event. Meals may not be cooked and alcoholic beverages may not be consumed on Library property, except as authorized by the Library Director. All BCLD buildings are smoke-free facilities.
- **Groups are responsible for taking care of the meeting room during their reservation period and are liable for any damage incurred.**
- After using a meeting room, groups must ensure the following:
 - chairs are stacked
 - utensils washed
 - faucets turned off (including in restroom)
 - garbage disposed of
 - kitchenette cleaned
 - tables wiped off after meetings with food, beverages, or crafts activity
 - room vacuumed, if necessary
 - all lights turned off
 - doors securely closed and locked.
- The capacity of the meeting room must not be exceeded. Small groups may be asked to move to a smaller room if one is available.
- Storage of materials is not provided.
- Groups must provide reasonable ADA (Americans with Disabilities Act) services such as American Sign Language interpreters, a reader during the meeting, and/or large print copies of the agenda when requested, provided the requestor has a certified disability and the request is made at least 48 hours in advance.
- An adult must be present at youth meetings.
- It is the responsibility of the applicant to provide any necessary equipment for a meeting that is not available at the Library. Each Library facility can provide a list of equipment available to reserve. The Library provides access to wireless Internet, which patrons may use with their own computers. Patrons are responsible for configuring their own computers. Library staff may not be available to assist patrons with connections or troubleshooting.
- A telephone line may be available for use only before and after Library opening hours but is usable only with a Library-supplied telephone. Applicants may request use of the telephone at the time of placing their reservation
- Buildings that are owned jointly by the Library system and another entity may have additional guidelines and/or restrictions.

Note: The BCLD Board delegates to the Library Director or his/her designee the authority to develop and implement procedures and practices which carry out the provisions of this policy. Exceptions to the policy may be granted only by the BCLD Board.

BAKER COUNTY LIBRARY DISTRICT

Meeting Room Policy

Approved by Library Board: 08/13/2007

Date(s) of Revision: 04/14/2014

Baker County Library District provides meeting room space for community use. BCLD supports and endorses the American Library Association's [Library Bill of Rights](#), which states:

"Libraries which maintain meeting spaces, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

Meeting rooms may be reserved by any group whenever a conflict does not exist with District activities, policy or operations. To be eligible for free use of the Meeting Room, events must be for non-commercial purposes and open to the general public.

Public Meeting Room use does not constitute District endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Events or meetings will not be publicized in a manner suggesting library sponsorship or affiliation. The District's name, address, email, or phone number may not be used as the contact information for any meeting except that which is sponsored by the District or affiliate groups.

Rules on Meeting Room use:

- **The event must be free and open to the public.**
- **No products or services may be advertised, solicited or sold**, with the exception of materials authorized at Library-sponsored events.
- Compliance with the Library Code of Conduct is required.
- The capacity of room must not be exceeded.
- Storage of materials on library premises is not permitted.
- Light refreshments may be served, but food may not be prepared or cooked on library property. Group representatives are fully responsible for cleanup.
- Alcoholic beverages are not permitted within the facility unless specifically approved in writing by the Library Director. Approval will be subject to compliance with any laws and regulations of the State of Oregon, and may require proof of insurance.
- After using a meeting room, groups must ensure the room is returned to its original state, including:
 - tables wiped off after activities with food, beverages, or crafts
 - furniture, tools and equipment cleaned and returned to their original locations
 - kitchenette cleaned
 - faucets turned off (including in restroom)
 - garbage disposed of
 - floor cleaned of debris with vacuum if necessary
 - all lights turned off (except for safety lights)
 - doors closed securely and locked.

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Approved by Library Board: 08/13/2007

Date(s) of Revision: 04/14/2014

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"Libraries which maintain meeting spaces, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

Meeting rooms may be reserved by any group for non-commercial purposes without charge whenever a conflict does not exist with District activities. To be eligible for free use of the Meeting Room, events must be open to the general public.

Organizations or individuals may use the Meeting Room for commercial activities - which includes selling or advertising products or services, fundraising, or events where a fee is charged - for \$20 per hour with a 3-hour (\$60) minimum. The maximum daily cost for using the Meeting Room shall be \$160. Commercial organizations may use the Meeting Room without charge for educational and informational purposes at the discretion of the Library Director.

Public Meeting Room use does not constitute District endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Events or meetings will not be publicized in a manner suggesting library sponsorship or affiliation. The District's name, address, email, or phone number may not be used as the contact information for any meeting except that which is sponsored by the District or affiliate groups.

Rules on using the Meeting Room:

- Compliance with the Library Code of Conduct is required on library premises including in meeting rooms.
- The capacity of room must not be exceeded.
- Storage of materials on library premises is not permitted.
- Light refreshments may be served, but food may not be prepared or cooked on library property. Group representatives are fully responsible for cleanup.
- Alcoholic beverages are not permitted within the facility unless specifically approved in writing by the Library Director. Approval will be subject to compliance with any laws and regulations of the State of Oregon, and may require proof of insurance.
- After using a meeting room, groups must ensure the room is returned to its original state, including:
 - tables wiped off after activities with food, beverages, or crafts
 - furniture, tools and equipment cleaned and returned to their original locations
 - kitchenette cleaned
 - faucets turned off (including in restroom)
 - garbage disposed of
 - room vacuumed, if necessary
 - all lights turned off (except for safety lights)
 - doors closed securely and locked.

BAKER COUNTY LIBRARY DISTRICT

Meeting Room Policy

Approved by Library Board: 08/13/2007

Date(s) of Revision: 04/14/2014

Procedures

- All users must complete a Meeting Room Application form and review the meeting room rules and procedures.
- The representative for any group wishing to book the room must be a responsible adult over age seventeen. This person shall assume full responsibility for any injury or damage to District property, building, furnishings, artwork, or equipment that results from the group's use of the facility. When library space is to be used by groups, organizations of students, or others younger than age eighteen, the following number of adults are required for each age group of children:
 - Ages 0-2: 1 adult per 4 children
 - Age 2: 1 adult per 5 children
 - Ages 3-4: 1 adult per 10 children
 - Ages 5-17: 1 adult per 15 children
- Application forms are available at all library locations where meeting rooms are available and on the library website.
- General group reservations may be submitted up to 6 months in advance. Reservations by other government agencies (e.g. city, county, state and federal) may be made up to 12 months in advance.
- In order to allow maximum access to the room, regular weekly bookings are discouraged.
- Reservation Applications are reviewed and approved by Library staff to ensure adherence with Library policy.
- Reservations or activities that conflict with library policies or operations will be denied or terminated.
- Reservations not fulfilled or rescheduled within 30 minutes of the scheduled start time are forfeit.
- Groups with recurring events which default on two reservations without notifying the Library will forfeit standing reservations.
- Reservations may be pre-empted for Library programs in special circumstances. In such cases, a minimum of one-week advance notice will be provided to the contact person on file.
- Small groups or individuals may be relocated to an available smaller room when possible to accommodate additional reservation requests.
- Community library meeting rooms in locations that do not have quiet study rooms may not be reserved as "quiet rooms" but may be used as such on a drop-in basis if not in use.
- Meeting rooms may be available outside of normal business hours if the facility enables such use.
 - For meetings outside of Library operating hours, applicants are responsible for checking out an access key or code from Library staff one day prior to the event. After-hours access is granted for the meeting room space during the reservation period only and not the full Library building. *Unauthorized access may be considered trespassing.*

Buildings that are owned jointly by the Library and another entity may have additional guidelines and/or restrictions.

Exceptions to these policies and rules are at the discretion of the Library Director