

Baker County Library District

Board of Directors

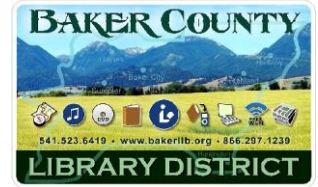
Regular Meeting Agenda

Monday, Dec 14, 2015, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President



- | | | |
|-------|-------------------------------------------------------------------------------|---------|
| I. | Call to order | Dielman |
| II. | Additions/deletions from the agenda (ACTION) | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Approval of minutes (ACTION) | Dielman |
| V. | Open forum for general public, comments & communications | Dielman |
| VI. | Previous business | |
| | i. None | |
| VII. | Annual / Recurring business | |
| | i. None | |
| VIII. | New business | |
| | i. Personnel Policy revision, Non-discrimination (ACTION) | Stokes |
| | ii. Board Governance Policy (Last rev.: 12/10/12) (ACTION) | Stokes |
| | iii. Gift Materials & Donations Policy (Last rev.: 4/14/10) (ACTION) | Stokes |
| | iv. Cardholder Responsibility Statement (Last rev.: 3/31/10) | Stokes |
| X. | Administrative reports | |
| | i. Director's Reports | Stokes |
| | ii. Business and Financial Report | Hawes |
| XI. | Agenda items for next regular meeting: Jan 11 2016 | Dielman |
| XII. | Adjournment | Dielman |

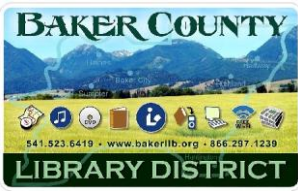
The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's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



Baker County Library District
Board of Directors
Regular Meeting Agenda – Supplemental Info
Monday, Oct 12, 2015, 6:00 – 8:00 pm

- | | |
|------------------------------------------------------------------------|---------|
| I. Call to order | Dielman |
| II. Additions/deletions from the agenda (ACTION) | Dielman |
| III. Conflicts or potential conflicts of interest | Dielman |
| IV. Approval of minutes (ACTION) | Dielman |
| V. Open forum for general public, comments & communications | Dielman |

No communications to share.

VI. Previous business

- i. None

VII. Annual / Recurring business

- i. None

VIII. New business

- i. **Personnel Policy revisions, Non-discrimination (ACTION)** Stokes

Attachments:

- VII.i. Proposed revisions to Personnel Policy section 2

The Board tries to reviews its policies annually to ensure that they're consistent and current.

Attached are some proposed revisions

2.1 The heading is changed from Generally to Equal Employment Opportunity. Body of the section adopts current Federal and state protected classes, and clarifies that a discrimination complaint regarding the Director can be made to any one member of the Board rather than the whole body.

2.2 This section was redundant. The text is wholly deleted replaced with a statement of commitment to ADA compliance, which was not previously addressed.

2.3 No changes proposed.

- ii. **Board Governance Policy revision (ACTION)** Stokes

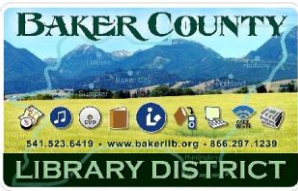
Attachments:

- VIII.ii.a. Proposed revisions to Board Governance Policy
- VIII.ii.b. Resolution 2015-16.07, amending Board Governance Policy

These revisions mostly simplify wording and make corrections/updates to the statute references.

Here are a few noteworthy proposed changes:

- p.2, II.B.I: Clarifying that officer elections occur at the start of the July meeting.
- p.3,III.A.III: Clarifying management authority and constraints of Library Director.



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- p.3, III.A.IV: Removing that the Board oversees District operations to be consistent with III.A.III.
- p.3, III.A.VIII.b: Noting that the Budget Officer typically is the Library Director.
- p.3, III.A.X: Clarifying that the Board approves contracts that exceed the Library District's spending authority.
- p.4, IV.A.II: Clarifying that public comment does not have to be allowed at every meeting but still providing for it at every regular meeting. This section also clarifies that the President may cut off people making ad hominem attacks.
- p.5, IV.K.I: Making the anti-discrimination section to be consistent with [classes protected by Oregon and Federal Law](#).
- p.6, IV.N: Clarifying that electronic meetings have the same notice requirements as in-person ones.
- p.6, VII.A: Clarifying that a majority of the Board must vote in favor of amendments to this policy.

If you have other suggested changes, please let me know.

iii. Gift Materials & Donations Policy (Last rev.: 4/14/10) **(ACTION)** Stokes

Attachments:

- VIII.iii.a. Proposed revisions to Gift materials & donations policy
- VIII.iii.b. Policy as current
- VIII.iii.c. Policy with revisions adopted

The proposed changes provide additional details about how the library handles gifts of materials and monetary contributions.

iv. Cardholder Responsibility Statement (Last rev.: 3/31/10) Stokes

Attachments:

- VIII.iv.a. Proposed revisions to Cardholder Responsibility Statement
- VIII.iv.b. Statement as current
- VIII.iv.c. Statement with revisions adopted

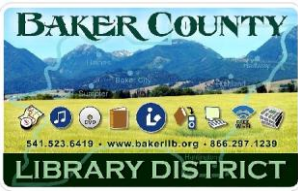
This document is intended to be provided to patrons when first issued their cards. Since it is an operations rather than a policy document, Board action is not required. I am presenting it for information and discussion purposes.

X. Administrative reports

i. Director's Reports

Facilities

- Under leadership of Diana Pearson, staff have made significant progress with organization of the Haines basement storage space. Vinny Russo and Jim White worked



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with a PRCF crew to remove an old partial cement wall and bring metal shelving from the rental storage space. Shelving is being sorted into usable and accessible stacks. Some is being used to expand shelving in branch facilities.

- A maintenance contract bid has been submitted for the HVAC units at the library and branches. This bidder is a company based in the Tricities, WA area. We have not been engaged with a maintenance contract since Cooke & Emele went out of business and instead have been using Scott's Heating for ad hoc service calls. It is important to have regular maintenance on HVAC systems to improve their longevity. I will be inviting a competing bid from Scott's.

Personnel and administration

- I plan to attend the Special Districts Association of Oregon conference in Sunriver (between Bend and La Pine) in early February 4-7. Is there a Board member or two who would also like to attend?
- Due to many staff taking time off, I am considering the libraries will be closed on either December 26 or 27 in addition to closing at 3.00p on the 24th and being closed all day on the 25th.

Programs and services

- Libraries of Eastern Oregon received a large grant from ArtPlace America to bring more art into libraries. We already are seeing the fruits of this, with programming such as the recent writing workshop coming to our library.

Other

- Libraries of Eastern Oregon (LEO) Executive Director Lyn Craig has resigned for personal reasons. LEO is a cooperative of libraries that helps its members get grants, programs, and Page 2 electronic resources such as Library2Go and Ancestry. The LEO board, of which I'm a part, currently is seeking a replacement, likely a contacted position. This resignation comes at a difficult time, given that the ArtPlace America grant project started recently. Nonetheless, the Board is moving forward with the project.
- The Sage User Council met on November 17. They discussed many possible changes/improvements to the consortium including hiding lost and missing items in the catalog to help patrons find available items, increasing the number of renewals on items, and upgrading our software to the latest version in December.

ii. Business and Financial Report

Hawes

Reports will be distributed and discussed at the meeting.

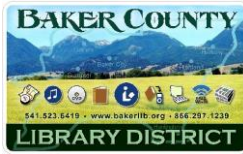
XI. Agenda items for next regular meeting: Jan 11 2016

Dielman

- 2014-15 audit presentation

XII. Adjournment

Dielman



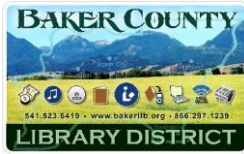
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Nov 9, 2015

Call To Order	Gary Dielman, President called the meeting to order at 6:06pm. The meeting was held in the Riverside meeting room. All five Directors were present including: Gary Dielman , Nellie Forrester , Della Steele and Kyra Rohner-Ingram , and Betty Palmer (arriving at 6:10pm). Others present were Perry Stokes , Library Director; and Christine Hawes , Business Manager.
Agenda Approved	Dielman asked for additions or changes to the agenda. None were proposed.
Minutes Approved	Dielman asked for corrections to the minutes. Forrester asked for clarification on whether or not Nancy Johnson stayed for part of the meeting. She recalled that Johnson had left. Rohner-Ingram agreed stating that reference needs to be taken out of the minutes. There were no additional changes. Forrester made a motion to approve both the Agenda as presented and the October 12, 2015 Regular Meeting Minutes as corrected; Rohner-Ingram seconded; motion passed unanimously by those present. Betty Palmer arrived following this action.
Conflicts or potential conflict of interest	Dielman asked if there were any potential conflicts of interest to be declared. There were none.
Public Comment	Dielman stated for the record that there were no members of the public present for comments. Stokes had no correspondence to share.
Previous Business: Personnel Policy – Sick Leave, and Credit Card Policy	<p>Dielman asked Stokes to introduce the policy changes. The proposed <u>Personnel Policy changes will adopt extension of sick leave benefits</u> to all staff in order to comply with new Oregon State Law. Section 12.3 adds the new eligibility and Section 12.7 states that part-time employees will receive the sick leave benefit at the same rate as other staff, on a prorated basis. With the exception of this one section, all other policy applies.</p> <p>Stokes said that revisions are also needed on Section 12.11 addressing Leave Without Pay. He is just beginning work on this but invited board input on the matter. Stokes feels the policy is vague and needs to be expanded to address potential issues and consequences. In discussion, Palmer recommended adding definition in Section 12.7, stating that a sick leave evaluation and meeting with the Director may be warranted in the event an employee uses an excessive amount of sick leave time, adding that 10% is considered chronic absenteeism. She suggested talking to legal counsel. This topic should also be discussed in annual</p>



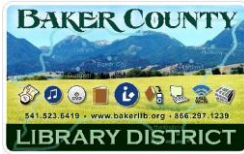
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	<p>staff evaluations. Rohner-Ingram suggested addressing this in the conditions of employment as well. Stokes said that he will continue to work on this section with care to craft policy compliant the Oregon Family Medical Leave. He will propose revision for 12.11 at a future meeting.</p> <p>Rohner-Ingram made a motion to approve the changes to the Personnel Policy Article 12 adding part-time sick leave benefits; Steele seconded; motion passed unanimous.</p> <p>Stokes said that this next <u>policy is intended for those employees authorized to use a District credit card.</u> The employee will have to agree to the policy in order to have a District credit card. Dielman said the policy was straight-forward and easy to understand. Stokes added that for staff that carry their card, we have added a protective RFID sleeve for both security and as an extra step to bring attention to using the card correctly. With no further discussion, Palmer moved to approve the Corporate Credit Card Policy as drafted 8/19/2015; Forrester seconded; motion passed unanimous.</p>
<p>Annual/Recurring Business: 2015-16 Revenue Projection</p>	<p>Stokes presented a spreadsheet titled Tax Revenue Projection. In looking at the current year, the projected revenue has increased slightly. The compression rate has slightly decreased. The local option compression rate is also decreasing slightly. He is projecting about a \$2,700 cushion on these 2 rates. The Priors are tough to estimate, last year we budgeted \$40,000 and received \$30,000. The Assessor did the 6-year cycle assessments last year. The revenues are projected to be on target to fund to the adopted budget for the current year.</p>
<p>2014-15 OSL Statistic Report Highlights</p>	<p>Stokes recently filed the Oregon State Library (OSL) report. He directed the board to a series of graphs in their packets highlighting particular data compared to previous years.</p> <p>Looking at Revenue & Expenditures, the District saved money last year by delaying the hiring of a cataloger; those funds helped fill expenditures in other budget lines. The Collection Investment vs Use graph shows a correlation between District investment in materials and checkouts. Basically, it indicates the more the library buys, the more the community uses the library.</p> <p>The Budget Expenses By Format graph shows the number of print items checked out has decreased slightly compared to last year; digital item checkouts slightly increased and the other formats are holding steady.</p> <p>It was one of the District's goals to balance the input and output of</p>



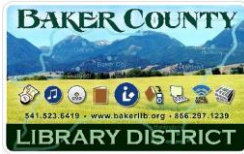
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	<p>Interlibrary Loans. Stokes has wanted to see the Library lending more than it borrows within Sage. When this is achieved, it shows collection development efforts have provided enough materials available to meet local demand. That goal was realized this past year.</p> <p>Another goal was to increase Children’s materials checkouts in the children’s area, which did happen. Staff continue to work on promoting these materials with displays and programs. The Adult materials continue to have the highest checkout numbers. The Youth materials have only been tracked a few years.</p> <p>Public Computer Usage has dropped significantly. More and more users are bringing their own Wi-Fi enabled devices and using the wireless Internet. We do now have software that tracks the number of WiFi users and the amount of data being used. A better picture of WiFi usage and trends will develop as data accumulates.</p> <p>Palmer commented that the graphs are helpful to show the dynamic changes the District has experienced over the years. Stokes noted that while the number of visitors is down, the checkouts are about the same. The number of active patron accounts remains relatively high in comparison to the County population. We have also seen an increase in the number of volunteers and related hours.</p>
<p>New Business: SDAO Public Meetings and Best Practices Checklist</p>	<p>Stokes said that to qualify for the maximum discount available on our liability insurance, board input is needed. He read through the 2-page Public Meetings and Records Best Practices Checklist; each question was discussed as needed to come to agreement upon the answer. Stokes made note of things to address.</p> <ul style="list-style-type: none"> • Copies of the OGEC's Guide for Public Officials needs to be distributed • The District will acquire a reference copy of the Attorney General’s Public Records and Meeting Manual • There needs to be a statement on the agenda that interpreters for the hearing impaired are available upon request. • The District may need a form for public records requests. <p>Stokes will follow up on all of these requests.</p> <p>The Checklist was signed by Rohner-Ingram for filing. The deadline is this week.</p>
<p>Administrative Reports</p>	<p>Stokes began with the Buildings category, reporting that carpets at the Baker branch have all been professionally cleaned and Haines is</p>



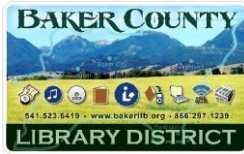
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	<p>scheduled to be cleaned. It has been a couple of years since the buildings were completely done. The District's steam cleaning unit has been used in areas as needed.</p> <p>In Programs, the <i>new Maker's Club</i> has a team of 4-staff putting together projects. The target age is upper elementary and junior high. There were three meetings in September and the numbers nearly doubled at each meeting. The idea is to give kids a space to think creatively and work on problem solving skills. The Library had a <i>Halloween party</i> using an Alice-In-Wonderland theme. Staff had games and a fun program. He received appreciative comments from patrons.</p> <p>Rohner-Ingram reported on the Friends & Foundation having attended a meeting last month. They discussed the purpose of the Foundation. The Friends are active and meet monthly. There was discussion on merging the two boards to use volunteers more efficiently. Aletha Bonebrake, retired Library Director, is on the Foundation board and was able to provide historical perspective. The initial intent was to someday have an endowment to benefit the Library. The money the Foundation currently has is from small donations. Typically a Foundation does fundraising or receives a large bequest with the goal of establishing or growing an endowment. That remains a goal but hasn't happened yet. There was discussion on ideas and concerns.</p>
<p>Business Manager's Report</p>	<p>Christine passed out the financial reports. In the General Fund, the Library has received one tax turnover so far in November of \$92,684.80 with more to come. Last year, 76% of the budget was received in November (3 turnovers totaling \$684,245). Other minor revenues included a check from Better World Books \$84.39 these are books leftover the from summer book sale that are shipped to them. A check was written to the Friends of the Library for \$70.94 to remit the net Visa sales from the bookstore. In expenditures, book budget checks included Ingram \$2,615.13 a small order, University of Oregon \$225 for microfilm processing, EBSCO \$1,463 for Novelist subscription, and Info Group \$1,600 for the Reference USA subscription. A large check for \$11,340 was for the annual Sage System membership. Other checks related to building maintenance included Dewey Jacobs \$180 for cleaning gutters, Heaven's Best \$2,081.20 for carpet cleaning, and Oregon Department of Consumer Services \$235.20 for 2 boiler room annual permits. Bookmobile maintenance paid to Mike Bork Auto \$1,215.02 for a new door latch, lube & oil change, and HVAC unit maintenance. In other Corporate Costs, checks included Rotary Club \$45 for Directors quarterly</p>



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	<p>dues, Government Ethics \$396.10 annual dues, Baker City Herald \$205 for Baker City Living advertising for the library, and SDAO \$758.17 annual membership dues. The current cash balance is \$66,732.71. Operating Inter-fund loans due to Other Funds totals \$109,000.</p> <p>In Other Funds, the library received another \$500 donation to benefit the photo collection (a total of \$1,000 has been received). Amazon revenue totaled \$114.08 in October; book sales are down as Diana works at replacing lost volunteers. There was one notable check to CDW-G \$419.01 for the E-Rate update project. Other Funds has a cash balance of \$31,531.41 with \$109,000 due from the General Fund when it receives its tax turnovers.</p> <p>The Sage Fund has received \$97,861 (49%) of the \$197,097 billed for memberships. Payroll expenses are on track at 41% year-to-date. The Catalog Grant is 47.7% spent while the Courier Grant is at 100% spent at this point. There are two notable checks, one to Hood River Library \$4,448.26 for the monthly tech contract and Beth Longwell \$481.32 for travel to visit member libraries. This fund has a cash balance of \$114,818.89.</p> <p>Checks were signed and returned to Hawes along with three Approved Bills Lists that had been initialed by those present.</p>
<p>Next Meeting Date</p>	<p>The next regular board meeting will be December 14, 2015.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:48 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

ARTICLE 2 – NON-DISCRIMINATION

2.1 Equal Employment Opportunity Generally

It is the policy of the Library District to treat applicants and employees equally with proper regard for an individual's privacy and without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, veteran status, marital status, age, family relationship, political affiliation or physical or mental disability or which, with reasonable accommodation, does not prevent the employee from adequately performing the essential functions of the position, ~~race, religion, creed, color, national origins, sex, age, handicap, marital or veteran status,~~ or any other basis prohibited by local, State or Federal law, except where bona fide occupational qualifications exist.

Any alleged act or complaint of discrimination on the part of any District employee should be reported to the Library Director for appropriate investigation and action. If the complaint is against the Director, the alleged act should be reported to any member of the Library Board of Directors ~~for appropriate investigation and action.~~

2.2 Equal Employment Opportunities Disability Accomodation

The District is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. The District will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. It is understood that this policy does not require the District to hire employees to accomplish work which they are not physically or mentally capable of accomplishing in a reasonable manner. It is the policy of the Library district to provide equal opportunity in District employment to all persons and in accordance with the law, and, where applicable, to promote the full utilization of all persons employed by the District. Equal employment opportunities will be extended to all persons in all aspects of the employer-employee relationship.

2.3 Nepotism

Baker County Library District will follow ORS 659A.309 in regards to hiring family members which states in part: “(1) Except as provided in subsection (2) of this section it is unlawful employment practice for an employer solely because another member of an individual's family works or has worked for that employer to: (a) refuse to hire or employ an individual; (b) bar or discharge from employment an individual; or (c) discriminate against an individual in compensation or in terms, conditions or privileges of employment.”

Subsection 2 gives the employer discretion in placing or not placing an individual in a position of exercising supervisory, appointment or grievance adjustment authority over a member of the individual's family or in a position of being subject to such authority which a member of the individual's family exercises.

Board Governance Policy

I. Membership

A. **Composition**

- I. The Directors of the District are a Board of five members elected by the electors of the District. ORS 357.226-357.236
- II. Any elector residing within the District is qualified to serve as a Board member. ORS 357.~~231~~226. Current District employees or officers may not serve as Board members.
- III. Board members are elected at large.

B. **Term of office**

- I. Board members shall serve staggered four-year terms or until election and qualification of a successor (ORS 357.231).
~~—Terms shall be staggered so that not all Board members start four-year terms at the same time.~~

~~III.~~II. Each district board member elected shall take an oath of office and shall hold office from July 1, next following election. ORS 357.236(2).

C. **Vacancies**

Vacancies on the Board due to resignation or incapacity to serve are to be filled by the remaining members of the Board in accordance with ORS 198.320.

D. **Conflict of interest**

No member of the Board may have any financial interest, either directly or indirectly, in any contract to which the District is a party, nor receive a salary or any payment for material or for services rendered to the District. ORS 357.460(1).

- I. In the event of a potential conflict of interest, a Board member shall declare such conflict but may participate in discussions and vote. If any Board member has had any *ex parte* contact in a quasi-judicial matter, the member shall declare such contact prior to discussing the matter.
- II. In the event of an actual conflict of interest, a Board member shall declare such conflict and may not participate in discussions or vote.

E. **Compensation**

Board members may be reimbursed for expenses incurred in the performance of their duties. ORS 357.460(2).

F. **Board Candidates**

District staff shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District.

H. **Orientation of new Board members**

The Board and District staff shall assist new members-elect and appointees to understand the Board's functions, policies, and procedures before they take office.

II. Officers

A. **Officers and duties.**

- I. The officers of the Board shall be a President, Vice-President, and Secretary.
- II. The President shall perform those duties prescribed by this policy, the Oregon

Revised Statutes, and the parliamentary authority. The President's role as presiding officer of the Board does not affect the president's right to vote. The President shall sign official district documents on behalf of the Board when authorized by the Board. The President may delegate signing of orders, warrants, checks for the deposit or withdrawal of District funds to other Directors or to the Library Director.

- III. The Vice-President shall have the powers and duties of the President in his/her absence.
- IV. In the absence of the President and Vice-President, the remaining three members shall elect a temporary Presiding Officer.
- V. The Library Director shall serve as Secretary of the District. ORS 357.226. The Director may delegate any of the secretary's duties to staff. The Secretary shall perform those duties prescribed by this policy, the Oregon Revised Statutes, and the parliamentary authority. The Secretary is an *ex-officio*, non-voting member of the Board.

B. *Nominations and elections*

- I. Nominations for President and Vice-President shall be taken from the floor during at the start of the first regular meeting in July.
- II. Elections shall be held by voice vote. The candidate receiving a majority of votes cast shall be elected.

C. *Term of office*

The President and Vice-President shall serve for one year or until their successors are elected. Their term of office shall begin upon election.

D. *Vacancies*

A vacancy in the President or Vice-President position shall be filled by the Board for the unexpired portion of the term of the vacant office at the next regular or special meeting.

- E. The majority (three members) of the full Board is necessary to adopt a motion, resolution, ordinance, or to take any other action.

III. Responsibilities

A. The Board shall:

- I. Formulate District policies.
- II. Take action as necessary for operation of the District by use of ordinances, resolutions, and motions.
- III. Appoint the Library Director, who is recognized as having full executive and administrative authority to manage daily operations consistent with District policy and procedures~~shall be the executive and administrative officer of the District.~~
- IV. Supervise the Library Director ~~and oversee District operations.~~
- V. Employ all necessary agents and assistants.
- VI. Arrange for legal representation and consultation. Legal counsel shall report to and be responsible to the Board but shall communicate with the Board primarily through the President and Library Director. Individual Board members shall refrain from communicating with legal counsel without the consent of the President or explicit Board direction.
- VII. Arrange for deposit and distribution of tax funds, grant monies, and donations. ORS 357.276.
- VIII. Oversee budget
 - a. Establish a Budget Committee. ORS 294.~~336~~414.

- b. Appoint a Budget officer, generally the Library Director, who shall prepare or supervise the preparation of the budget document under the direction of the Board. ORS 294.331.
- c. Approve the annual budget and assess, levy, and collect property taxes (including setting the tax rate within the limits approved by the electors) as per ORS 357.261(34)
- d. Oversee District finances.

IX. Refer tax measures to the voters. ORS 357.261(9).

X. Approve all contracts exceeding the Library Director's spending authority.

XI. Approve employee salary schedules and benefits.

XII. Appoint committees as needed for the operation of the District. Committees have no powers except those delegated by the Board.

XIII. Take other such action as consistent with Oregon law including ORS 357.261 (District Powers), as the Board deems appropriate.

B. *Limitations on individual Board members*

- I. Board members have no individual powers separate from the powers of the Board and have no authority to act individually without authorization from the Board.
- II. A Board member shall act as a spokesperson for the Board only when so designated. When not representing the agreed position of the Board, members must identify their statements as their personal opinions and not those of the Board.
- III. The Board, by majority vote of the full Board, may suspend all or a portion of these policies and procedures, provided that such suspension is consistent with Oregon law.

IV. Meetings

A. *Public meeting law*

All Board meetings and work sessions shall be conducted in accordance with Oregon Public Meetings Law, which is included as Appendix A.

- I. All meetings of the Board shall be open to the public except as otherwise provided by Oregon Public Meetings Law.
- II. Every regular and special meeting shall include opportunity for public comment. The presiding officer may limit the length of public comment and may revoke permission to speak if a speaker's comments are unduly repetitive ~~or~~ disruptive, or ad hominem.

B. *Regular meetings*

Regular meetings of the Board shall be held monthly on a regularly-scheduled day of the month. The day and time shall be set by resolution annually during the regular meeting in July.

- I. The Board may cancel or reschedule the date or dates of regular meetings as it deems fit, subject to the notice provisions of the Oregon ~~Revised Statutes~~Public Meetings Law.

C. *Work sessions*

Work sessions of the Board may be called by the President or by three Board members.

- I. Subjects discussed at a work session shall be limited to the agenda items ~~for the work session~~.
- II. Final decisions shall not be made at a work session.
- III. A work session may be held in conjunction with a regular meeting or a special meeting. Final action may be taken at a regular or special meeting held in conjunction with a work session or at the next regular or special meeting.

D. *Special meetings*

Special meetings may be held at the request of the President or any three members of the Board. If the President is absent from the District, special board meetings may be held at the request of the Vice-President. No special meeting shall be held upon less than twenty-four hours public notice.

E. *Emergency meetings*

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than twenty-four hours' notice in cases of emergency. An emergency exists where there are objective circumstances that create a real and substantial risk of harm to the District if action is delayed. The caller(s) of the meeting shall state the reasons for calling it and why it could not be delayed. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice. Only business related directly to the emergency shall be conducted at an emergency meeting.

F. *Executive sessions*

- I. Shall be held in accordance with Oregon Public Meetings Law. .
- II. The applicable statute must be stated prior to the meeting.
- III. The Board shall not make any final decisions during executive session.
- IV. Board members, staff, media representatives, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

G. *Location*

All Board meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. Meetings typically shall be held at the Baker County Public Library in the Riverside Meeting Room.

H. *Quorum*

A majority of the Board (3 members) shall constitute a quorum.

I. *Agenda*

The agenda shall be set by the Library Director in consultation with the President. Meetings should generally stay on published agenda topics, although by agreement with a majority of the Board members additional topics may be added to the agenda.

J. *Notice*

Notice of the time, place, and principal subjects shall be given for all meetings as soon as is feasible. Notices shall be sent to Board members, local media, persons who have requested notice in writing, and **any persons who the District knows may have a special interest in a particular action**, unless such notification would be unduly burdensome or expensive. The agenda shall also be posted at all District library branches. Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for other meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session and the statutory basis for calling it.

K. *Accessibility*

- I. No meeting shall be held in any place where discrimination on the basis of race, **religion**, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.
- II. The District shall provide upon request interpreters for the hearing impaired as provided for by Oregon Public Meetings Law.

L. Minutes

Minutes must be kept of all Board meetings and Board-appointed committee meetings. Minutes shall include a list of present Board or committee members, all motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition, results of all votes, including the vote of each member by name, and the substance of any discussion on any matter. Minutes for executive sessions shall be kept and retained separately.

M. Planning session

The Board will undertake a planning session at least bi-annually.

N. Virtual participation

Except for hearings on quasi-judicial matters and executive sessions, Board members may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members. Notice and opportunity for public access shall be provided when meetings are conducted by electronic means.

Notices shall be made using the same requirements as in-person meetings.

V. Committees**A. Budget Committee**

The Budget Committee shall be a standing committee of the Board.

- I. The committee shall consist of the five members of the Board and five appointed electors within the District. Appointed members cannot be officers, agents, or employees of the District.
- II. Committee members shall serve for three years. Their terms shall be staggered so that as near as possible one third of the terms of the appointed members shall end each year.
- III. Appointed members may not receive any compensation for their service on the committee.
- IV. A vacancy on the committee shall be filled by the Board for the unexpired portion of the term of the vacant position at the next regular or special meeting.

B. Special committees

- I. Special committees may be appointed at the discretion of the Board or President as necessary to assist the Board in accomplishing its purposes.
- II. Special committee members need not be members of the Board.

C. Public meeting rules

Meetings of Board committees are subject to the Oregon Public Meetings Law.

VI. Parliamentary Authority

- A. The latest edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with the Oregon Revised Statutes, this policy, and any special rules of order the Board may adopt.

VII. Amendments

- A. This policy may be amended by resolution at any regular or special meeting provided that at least five days' notice is given and a majority of Board members vote in favor.

Last amended, _____

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

**Resolution No. 2015-16.006
Amending Board Governance Policy**

Dec 14 2015

WHEREAS, the Board regularly reviews policies to ensure that they are clear, consistent, and current;
and

WHEREAS, the Board found areas for improvement in the Board Governance Policy;

Now, therefore be it RESOLVED, that the Baker County Library District Board of Directors mends the Board Governance Policy as presented in the attached document and discussed and revised during the Board's meeting of December 14, 2015.

ADOPTED by the Board of Directors of Baker County Library District this 14th day of December, 2015 by the following vote:

AYES: _____ NAYS: _____ ABSTAINED: _____

FOR THE BOARD:

Signature
Presiding Officer, BCLD Board

ATTEST:

Signature: Perry Stokes
District Secretary

BAKER COUNTY LIBRARY DISTRICT

~~Public Services Policy Manual~~

Gift Materials and Donations Policy

Approved by Library Board: 8/13/2007 _____ Last revised: 4/14/2010; **12/15/2015**

POLICY

The Library welcomes donations of books and other materials and accepts monetary contributions toward the purchase of materials provided the following conditions are met:-
~~The Library reserves the right to decide the disposition of all gifts received. Gifts accepted for addition to the Library's collection become the property of the Baker County Library and will be placed where most appropriate.~~

- Materials are accepted with the understanding that there are no restrictions placed upon their use.
- Gifts of materials and/or equipment are evaluated for appropriateness to our collection using the same criteria applied to other acquisitions. Only those materials which prove to be in good physical condition and which conform to our collection goals are actually added to the collection. The District is not obligated to retain any gifts which fail to meet the criteria for selection.
- Material not added to the collection may be sold at the Friends of the Library book sales or discarded.
- Gift material may be assigned to any branch in the Library District.
- The Library is not obligated to retain back issues of gift periodical subscriptions.
- When donations are given, suggestions of specific titles or subjects are welcomed. However, the final decision for donations, based on the collection, rests with the Library. When requested, bookplates will be added to the donated material. The Library has final approval of bookplate content.
- The Library does not set aside a special location for gift materials. Gift materials are integrated into the Library's existing collection.
- The Library does not appraise gifts or provide evaluation of gifts for tax deductions or other purposes. If requested, the Library will acknowledge, in writing, the number of items received from the donor.

Gift Materials and Donations Policy

Approved by Library Board: 8/13/2007

Last revised: 4/14/2010; 12/15/2015

- The Library is not generally not able to inform donors about the acquisition status of their material gift(s).
- Official acknowledgment of monetary gifts of over \$50.00 is made in writing. Monetary contributions under \$50.00 may be sent on request.

~~Material not utilized or withdrawn from use in the Library's collection will be transferred to the Baker Friends of the Library, a non-profit organization, for use in its annual and/or ongoing book sales. The proceeds from the Baker Friends of the Library book sales are donated to the Library in support of our mission, programs, and to enhance the Library's collections.~~

~~Donations to a library are tax deductible. A receipt for donations can be obtained at any of the Library District's branches for donations (cash or non-cash). However, the Library cannot place a value on non-cash donations. It is the responsibility of the donor to value non-cash items they donate for tax purposes. Donations under \$250 do not require a written acknowledgement and will not be sent unless requested. Donations over \$250 will be acknowledged by letter or email.~~

BAKER COUNTY LIBRARY DISTRICT

Gift Materials and Donations Policy

Approved by Library Board: 8/13/2007

Date(s) of Revision: 5/10/2010

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BAKER COUNTY LIBRARY DISTRICT

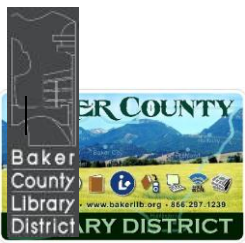
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BAKER COUNTY LIBRARY DISTRICT

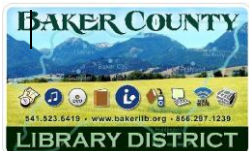
Cardholder Responsibility Statement

Approved by Library Director: 03/31/2010

Revised: 12/14/2015

Cardholder Account Owner (Cardholder) Responsibility

- Account owners are responsible for all materials checked out on their cards and on the accounts they sponsor for minor children.
 - While our collection has thousands of items families want, like and need; it also may have materials that some parents may find inappropriate for their children. Decisions about what materials are suitable for children are left to the children's parents or guardians. It is the right and responsibility of parents to guide their own family's library use while allowing other parents to do the same. Parents should discuss rules regarding library use with their children.
 - Lost or stolen cards should be reported at once to any Baker County Library District branch. Materials checked out on a card prior to the date it is reported lost are the responsibility of the account owner or sponsor.
 - Charges for lost or damaged materials must be paid promptly to avoid loss of library privileges and collections actions.
 - In order to protect patron privacy and minimize unauthorized use, customers must have either their
 - Library card,
 - card number and PIN, or
 - photo ID
- to borrow materials, access information or otherwise use their account. Library cards are preferred since they assure a faster checkout, reduce the possibility of data entry errors and allow patrons to use self-checkout machines where available.
- Customers unable to meet the above requirements must confirm select account information to verify identity for account access. Another form of ID may be accepted at the discretion of staff.
 - ~~Cardholders are responsible for all materials checked out on their cards and on the cards of their minor children.~~
 - Unless notified otherwise notified, the Library District may will assume anyone who has possession of the card has permission to use that card for borrowing. Without consent



Cardholder Responsibility Statement

Approved by Library Director: 03/31/2010

Revised: 12/14/2015

of the account owner, staff will not disclose information concerning a patron's account to anyone other than the account owner.

- ~~Logging onto a computer~~Computer use by means of using another person's card is prohibited in order to protect equal access to these limited resources. Visitor passes are available for temporary guests.

- ~~Parents may use the cards of their minor children for borrowing only in the presence, and with the permission of the minor child.~~
- ~~Lost or stolen cards should be reported at once to any Baker County Library District branch. Materials checked out on a card prior to the date it is reported lost are the responsibility of the patron whose card was lost.~~
- Holds can only be picked up by a person other than the account owner if
 - a note granting permission to the alternate individual is included in the account owner's record. Patrons must have a pickup authorization name listed for someone else to pick up their holds if
 - the other alternate person does not have possession of the patron's account owner's card
 - the alternate person can present the hold account number and PIN or
 - the alternate person can present the hold printed pickup notice in hand sent to the account owner. During patron registrations, staff will try to get this information from the new patron.

- Pickup authorizations may be added by phone if the caller has:
 - Card number and PIN, or
 - Card number, account owner full name, birth date, phone, and address. ~~At the discretion of staff, they may ask for any other form of ID.~~

- All accounts expire after a period of up to 3 years, depending on the account type. Account owners must periodically verify and update account information for their account(s) to remain active. Expired accounts ~~will~~may be deleted after two (2) years of inactivity.



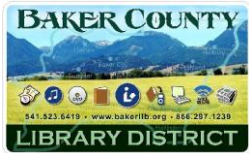
BAKER COUNTY LIBRARY DISTRICT Public Services Policy Manual

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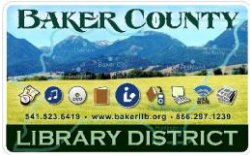
Revised: 12/14/2015

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- Customers unable to meet the above requirements must confirm select account information to verify identity for account access. Another form of ID may be accepted at the discretion of staff.
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