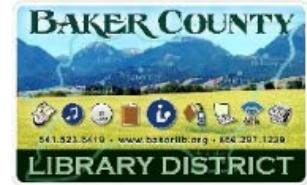


Regular Meeting Agenda

Baker County Library District Board of Directors



Tuesday, March 11, 2025, 12:00 – 1:00 pm
Riverside Meeting Room, Baker County Public Library
2400 Resort St, Baker City, Oregon

Remote access [provided via Zoom](#)

Phone: +1 669 900 9128

Meeting ID: 893 6905 7211

Passcode: 914748

Kyra Rohner, President

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- I. Call to Order
 - II. Roll Call
 - III. Consent Agenda (ACTION)
 - a. Additions/deletions from the agenda
 - b. Minutes of previous meeting
 - o **Attachments:** Board meeting minutes, Feb 11, 2025
 - IV. Conflicts or Potential Conflicts of Interest
 - V. Open Forum for General Public, Comments & Communications

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- VI. Old Business
 - a. *Policy Revision – Animals in the Library (ACTION)*
 - **Attachments:** Animals in the Library Policy – draft revision
 - **Attachments:** U.S. Dept of Justice FAQ about Service Animals and the ADA

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

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

Organizational Improvements:

1. **Clarified Policy Scope in Introduction:**

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

Content Revisions:

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

- Definition expanded to include “companionship, therapy, comfort, or emotional support” animals. Specification that these do not enjoy ADA protection is retained.
- Added “fully enclosed in a carrier or carried by the handler at all times and are not placed directly on library furniture, floors, **or equipment.**”
- 6. **Specified Authorization for Library-Sponsored Animal Programs and Emergencies:**
 - If the library allows animals for educational programs (e.g., baby goats or rabbits for story times, reading therapy dogs, special live animal exhibits), the policy acknowledges this and clarifies that such programs must be pre-approved by the library.
 - **In emergency circumstances, such as for the health and well-being of the dog or handler (shelter from inclement weather), library administrative staff may authorize a non-service animal in the library in a designated area (tiled floor) for a limited time.**
- 7. **Specified application of Library Use Restrictions policy**
 - Allows for exclusion penalties for **recurrent violations**
- 8. **Clarified Handling of Causes for Removal:**
 - The new policy provides **clearer guidelines** on what constitutes a cause for removal and the steps staff should take if a service animal is causing a disturbance. Including
 1. **Direct threats to the health and safety of other people or animals** in the library, **or district property** (e.g., excessive barking, aggressive behavior, property damage)
 1. **Signs of poor health** such as *retching, vomiting, excessive scratching, drooling, fluid discharge* are included here to be considered a threat to the health of other persons and animals.
 2. **Not housebroken**
 3. **Lack of effective control**
- b. *Policy Revision – Personnel Policy work schedule sections 8.9 & 12.14 (ACTION)*
 - **Attachments:** Personnel Policy section 8.9 markup of changes
 - **Attachments:** Personnel Policy section 12.14 markup of changes

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

VII. New Business

- a. **Budget Officer and Budget Calendar Approval**
 - **Attachments:** Proposed FY2025-26 budget calendar

It is time again to start of the next fiscal year's budget cycle. It begins with approving the budget calendar, which delineates when the budget committee will meet, when notices are published in the paper, and when the budget is approved by the Board. Our budget is reviewed by the budget

committee, a group consisting of the Board of Directors and an equivalent number of community members.

I have emailed all previously serving members about their interest and availability to continue to serve on the committee this year. Responses will be reported at the meeting and options discussed, as necessary.

	Name	City	Term start (3 years)	Term expiration	Confirmed
1	Aletha Bonebrake	Baker City	5/2022	6/30/2024	
2	Linda Collier	Halfway	5/2022	6/30/2024	YES
3	Jacque Cobb	Haines	5/2023	6/30/2025	
4	Joy Leamaster	Baker City	5/2021	6/30/2026	
5	Gary Dielman	Baker City	5/2023	6/30/2025	

The action item for this meeting is to approve the proposed budget calendar and budget officer which is the Library Director.

VIII. Reports

a. Library Director Report

- **Administration**
 - Three positions are open for election on the Baker County Library District Board. The elected members will serve four-year terms from July 1, 2025 to June 30, 2029. These positions are currently occupied by Betty Palmer, Beth Bigelow, and Kyra Rohner. Candidates interested in running for these positions can file with the Baker County Clerk's Office between Feb 10 and March 20, 2025.
- **Friends/Foundation Activity**
 - The Friends Winter Book Sale generated about \$1,200, which will be available to support library events and special projects. Over a dozen boxes of surplus books were sent to Better World Books for resale, which generates small returns and avoids potential recycling of the items. The balance of surplus items are stored for stocking the Miners' Jubilee Sale.
 - The Foundation held its annual meeting on Feb 25, discussing the foundation's financial position, appointing annual officer positions, and reviewing proposed changes to the bylaws and an Agreement contract for a "Joint Venture" with artist Tom Novak.
- **Personnel**
 - IT Services Manager Hiring Update – interviews are being scheduled for viable candidates.
- **Programs & Services**
 - Readers Advisory - Staff Picks
- **Policy & Incident Management**
 - Volunteer Handbook – in development. Modeled on Hood River Library document.
- **Operational Updates**

- Fish tank care – new volunteer
- Baker branch gutter repair – at corner outside of staff door
- **Special Projects, Advocacy & Marketing**
 - Security gate enhancement for Haines basement
 - Voices for Libraries – Washington, D.C.

b. Finance Report

- Report documents to be distributed at the meeting

IX. Next Meeting

Date/Time: April 15, 2025, 12:00 pm

Planned Topics: FY2025-26 budget preview, additional policy revisions and facility maintenance updates.

X. Adjournment