

# Baker County Library District

Board of Directors

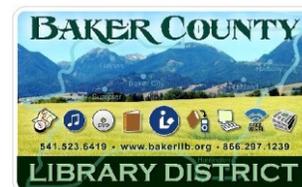
## Regular Meeting Agenda

Tuesday, Sep 12, 2023, 12:00 – 1:00 pm

Meeting simulcast via [Zoom](#)

Phone: +1 253 215 8782 US Meeting ID: 860 7254 8647 Passcode: 119399

Kyra Rohner, President



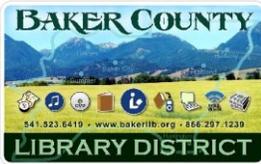
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|-------|---|-----------------|
| I.    | <b>CALL TO ORDER</b>  | Rohner          |
| II.   | <b>Consent agenda (ACTION)</b>  | Rohner          |
|       | a. Additions/deletions from the agenda  |                 |
|       | b. Minutes of previous regular and Budget Committee meetings  |                 |
| III.  | <b>Conflicts or potential conflicts of interest</b>   | Rohner          |
| IV.   | <b>Open forum for general public, comments &amp; communications</b>   | Rohner          |
|       | 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. |                 |
| V.    | <b>OLD BUSINESS</b>   |                 |
|       | a. <b>Guest Presentation – NDNW Needle Disposal Proposal</b>  | NDNW staff      |
| VI.   | <b>NEW BUSINESS</b>   |                 |
|       | a. <b>Policy revision – Meeting &amp; Study Rooms (ACTION)</b>  | Stokes          |
|       | b. <b>Revised Wage Scale (ACTION)</b>   | Stokes          |
| VII.  | <b>REPORTS</b>  |                 |
|       | a. Director   | Stokes          |
|       | b. Finance  | Hawes           |
| VIII. | <b>Agenda items for next regular meeting: Sep 12, 2023</b>  | President-elect |
| IX.   | <b>ADJOURNMENT</b>  | President-elect |

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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 (2) (d) Labor Negotiations  
ORS 192.660 (2) (h) Legal Rights

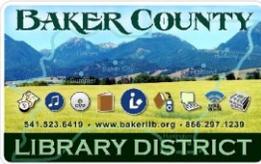
ORS 192.660 (2) (e, j) Property  
ORS 192.660 (2) (a, b, i) Personnel



**Baker County Library District  
Library Board  
Regular Meeting Minutes**

Aug 15, 2023

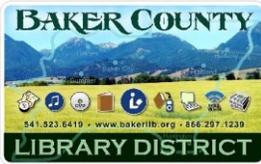
<p><b>Call to Order</b></p>	<p>The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Betty <b>Palmer</b>, Beth <b>Bigelow</b>, and Ashley <b>McClay</b>. Attending online via Zoom is Joan <b>Spriggs</b>. Also attending in person are Perry <b>Stokes</b>, Director and Christine <b>Hawes</b>, Business Manager. A quorum is present.</p> <p>Meeting called to order at 12:07pm by Betty Palmer, vice-chair.</p>
<p><b>Consent Agenda</b></p>	<p>Palmer asked if there were any additions or deletions to the consent agenda or minutes from the previous meeting. There were no changes given. <b>McClay made a motion to approve the Consent Agenda; Bigelow seconded; no discussion; motion passed unanimously (4 yea)</b> by those present.</p>
<p><b>Conflicts of Interest</b></p>	<p>Palmer asked if there were any conflicts or potential conflicts of interest to be declared. There were none stated.</p>
<p><b>Public Comment</b></p>	<p>Palmer moved to public comments. No public present. Stokes had none.</p>
<p><b>OLD BUSINESS: None</b></p>	<p>None</p>
<p><b>NEW BUSINESS: Policy Revision</b></p>	<p>Stokes reminded the directors that the Library Board acts as the District's local contract review board and is authorized under state law to adopt public contracting rules and procedures. These procedures were last updated in 2009. With several updates to the state contracting code, we need to update the District's policy. Perry reviewed the amendments. Proposed updates bring policy in line with the current statutes, but the district may set different procurement definition ranges if desired. Palmer asked for any discussion about changing this public contracting rules. After some discussion, McClay voiced a preference to match the state. Bigelow agreed.</p> <p><b>Bigelow made a motion to adopt Resolution 2023-24.R4 Resolution Amending and Restating Public Contracting Rules and Procedures as presented; McClay seconded the motion; with no discussion; motion passed unanimously (4 yea).</b></p>



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<p><b>New Directions Northwest (NDNW) - Needle Disposal Proposal</b></p>	<p>Palmer moved to the next item on the agenda. Stokes said the district recently launched a partnership program with New Directions Northwest (NDNW). They provided computer tablets for branch locations that their clients can use in the library to access online therapy services. Recently, NDNW approached him about another potential partnership involving the hosting of syringe disposal containers on library grounds. Used needles have periodically been found unsafely discarded on the library grounds such as under the bushes, in trash cans, and other areas, and at the city park. Subsequently, Stokes had facilities staff reduce concealment areas on library grounds by pruning back landscaping bushes and that seems to have been effective. On a recent thorough cleaning of the grounds, no sharps were found.</p> <p>Stokes said that according to his research and observations, it is fairly common for public libraries and other government agencies with public restrooms to have these containers. McClay said she is familiar with a local coalition that promotes disposal sites in key easy access locations. The coalition was modeling this idea after Malheur County. Needles have been found along the Leo Adler pathway. She feels that it would be good to have these disposal sites located in areas where disposal would be convenient. She feels it would be worth it to have someone come talk to the board about this program. Spriggs said she would be more comfortable with containers located outside the building rather than inside. She agreed with inviting New Directions to a future board meeting to present more information about the project. Everyone agreed.</p> <p>Stokes will make arrangements for the next board meeting.</p>
<p><b>REPORTS: Director</b></p>	<p>Stokes reviewed highlights of his report included in the board agenda packets.</p> <p><b>Administration</b>          After the board approved personnel wage changes in June, a formula error was discovered in the budgeting spreadsheet for salaries and wages. There will be an increase of about \$4,500 in the Personnel budget. A budget correction will be made with a future supplemental budget proposal.</p> <p><b>Facilities</b>          Huntington pest issues- wasps have been getting inside the library through ceiling light fixtures. For continuation of service, Stokes verified that staff are not known to be severely allergic to stings. If so, the branch would need to be closed the library until the problem was resolved. Ed visited the branch to investigate and found that woodpeckers had made holes in the roof soffit that allowed wasps an entryway to the library interior. That has been corrected. Additional repairs to aging trim and repainting of the building are needed at this</p>



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location. Ed is seeking bids.

Baker Library water intrusion through windows. With the last big rainstorm, there was water leaking through windows on the north wall in the Baker library. In the past, that had happened when sprinklers would hit that side of the building. That was corrected by redirecting the sprinklers. However, the windows are aging and the seals are breaking down. Ed is contacting an engineer to get ideas as to how to correct the problems we are seeing in different areas.

### **Programs & Services**

Summer Reading is wrapping up this week and will award prizes. The program had nearly 400 participants.

Hoopla Digital has been launched. Stokes demonstrate to the board how it works on the monitor. The district only pays for items that actually get used. So far, there have been 185 borrows. A borrowing limit of 4 per month for each patron is set for budget management. Stokes reminded the board that a deposit of \$10,000 was paid in advance to launch this service. Monthly usage fees are drawn from that balance. It is projected to fund the first two years of use. He presented usage statistics to-date. According to reports, the most popular items for our users are audio books, movies and TV. Comics and music are also available. Fiction is the most popular. Stokes appreciates that users have access to the full catalog the vendor offers. He anticipates usage trends will help inform our collection decisions for physical items. Patron feedback has been positive.

### **Technology**

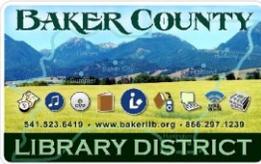
The district now has a new technology for online broadcast and recording of its public meetings. The Meeting Owl is a camera that provides a 360 room view plus a dynamic view of whoever is speaking. Stokes demonstrated the equipment on the table in use. Palmer asked if it plugs into the computer. Stokes responded that it does simply plug in. A free app provided by the manufacturer enables customization of views. Spriggs reported that it works better for Zoom users as well. She can hear each speaker better.

### **Personnel**

The annual staff training is this Thursday, August 17. All available staff will be attending the annual event. One staff person will be recognized for 15 years of service at the library.

### **Safety & Security, Facilities**

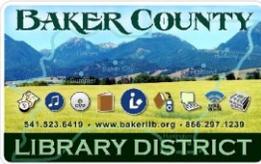
Another rash of theft incidents involving wireless charging pads occurred in recent weeks. Stokes said five units were put out covered with prominent



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	<p>marking and property stickers on the equipment. He described the incidents recorded on the cameras which enabled recovery of the items and consequences for the offenders.</p> <p>Baker branch handrail expansion. Stokes aims to improve safety in a couple locations outside the library. A handrail is needed for the inclined approach at the northwest corner near the public phone. With removal of the large tree nearby, the sidewalk gets some precipitation that may be slippery when icy. Yellow paint on various steps also needs to be re-applied.</p> <p>Halfway library - Staff reported they had found someone sleeping in their landscaping on multiple occasions. That has been reported to law enforcement.</p> <p>Branch security camera upgrades needed. With the exception of Huntington and Haines, branch locations do not have outdoor cameras. This year we will be extending our cameras for exterior views. The need is increasing at all sites.</p> <p>Huntington library will likely need a new main entry door. The frame has been bent over time from being pulled on while locked, and may not be repairable. Ed is exploring options.</p> <p>Branch fire alarm systems. Ed has proposed to upgrade the fire alarm systems at all of the branches to a digital system that will automatically notify the alarm contractor. At this time, the alarms at branches will emit an audible alarm but it doesn't alert the fire department automatically. We will be discussing this at the staff meeting. We will be looking at updating the alarms at the branches. Stokes will be looking at the annual grant through Special Districts.</p>
<b>Finance Report</b>	<p>Hawes provided an overview of the financial reports. The reports were shared in print and digitized formats. The report will be brief tonight.</p> <p>The General Fund received tax turnovers on August 2 totaling \$4,353.33. There were no other revenues outside of the daily fines &amp; fees. The cash carryover has been posted to the P&amp;L. As discussed in July, there is \$45,000 of surplus contingency funds.</p> <p>In Personnel Services, the August 1st payroll is the first payroll on this fiscal year's books; the percentages are on target with the budget. There was one check written for an employee claiming the insurance deductible reimbursement of \$1,500.</p> <p>In Materials &amp; Services, at the end of July, a special check was issued to Goertzen Janitorial of \$1,000 for cleaning windows at the Baker library and a</p>



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check to Ablaze Renovations of \$480.00 for drywall repair in the archive area. A check was issued today to Ingram \$2,609.84 for the monthly book order. In the book budget, the Electronic Subscription line is at 32% spent, the detail for this line is attached to the financial report. It includes the large subscriptions we talked about in July, Brainfuse \$2,103, NewsBank \$4,781 for the annual Baker City Herald, and L.E.O. \$2,498 for the Library2Go subscription. Movies is another large book budget line at 28% spent, this line includes VUDU electronic movie purchases of \$3,006.67 and DVD movies purchased totaling \$1,016.09 both found on this month's VISA. In Building & Grounds, the VISA includes Insite Solutions of \$446.92 for primer for the door signage project. Other items of interest on this month's VISA include Owl Labs \$1,049 an equipment purchase of a unique camera for meetings, REI \$722.85 library supplies of a folding table and two chairs for program events which were used in the park this summer, and Summer Reading Program supplies totaling \$681.79. The VISA is paid online and the detail packet was given to a board member to review.

The Other Funds paid VISA \$77.81 for shipping of books sold on Amazon. It had no other activity this month. The combined cash carryover of \$188,081 has been posted to the P&L by department.

The Capital Investment Fund had no activity other than pool interest. The cash carryover has been posted to the P&L.

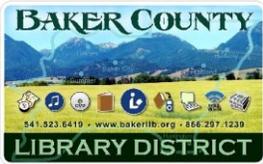
The Sage Fund had no income this month. The cash carryover has been posted to the P&L. A check was written to Orbis Cascade on 7/27/23 for \$47,056.25 to pay for the majority of the annual courier contracts. A second check was written today for \$7,742.50 to pay for another courier contract, that should be the last one. Orbis Cascade is the backbone for the Sage courier services which facilitates the transfer of materials between member libraries. We have historically paid for these contracts in July for the full year. And six checks totaling \$3,090.66 were written to small couriers that are paid monthly.

The Approved Bills Lists (ABL) were passed around for the directors to review and initial along with the check packets split among those present.

Discussions on current district Internet levels and funding.

Bigelow asked how the visit from the State Librarian went. Stokes met Ms. Cornelisen in Haines and then came to the Baker Library. They had a good tour and visit. She was here for about 2 hours.

Palmer asked if the issue we discussed at the last meeting was resolved. It was agreed to make this a general question that did not require details from the



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	<p>previous month's executive session. Stokes said that yes that has been resolved. He had the employee do some de-escalation training. Palmer commented that given the current climate, the whole staff would benefit from that. Stokes agreed that was a good idea said that the State Library offers a series he plans to assign to everyone.</p> <p>No further topics for discussion.</p>
<b>Next Meeting</b>	<p>The next regular board meeting will be August 15, 2023 at noon.</p>
<b>Adjourn</b>	<p>Palmer adjourned the meeting at 12:56 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>

DRAFT

# Meeting Room & Study Room Policy

Approved by Library Board: 08/13/2007

Date(s) of Revision: 04/14/14; 2/12/18; 9/12/23

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

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. Use of Library meeting rooms does not constitute an endorsement by the Library of a program or point of view expressed.

All advertisements, announcements, flyers, social media or other marketing content connected with any individual's or organization's use of the meeting room must contain the disclaimer:

"Sponsored by XYZ Neighborhood Guild" (name of the organization booking the room). Use of the Library's facilities by an individual or group does not constitute Library endorsement of the policies or beliefs of that individual or group."

## 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.
- Reservations or activities that conflict with library policies or operations will be denied or terminated.
- 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.
- The representative for any group wishing to book the room must be a responsible adult over age eighteen (18). 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
- Reservations not fulfilled or rescheduled within 30-20 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.

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Date(s) of Revision: 04/14/14; 2/12/18; 9/12/23

## Responsibility of Patrons Using Library Rooms

- After using a meeting room, groups must ensure the room is returned to its original state, including:
  - Tables, furniture, tools and equipment cleaned and returned to their original locations
  - kitchenette cleaned and faucets turned off (including in restroom)
  - garbage disposed of in library bins
  - floor cleaned of debris with vacuum, if necessary
  - all lights turned off (except for safety lights)
  - doors closed securely and locked.
- The individual who reserves the facilities space will be accountable for any damages or cleaning fees. If he or she is under the age of 18, his or her parent or legal guardian will be liable.
- 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.*
- The patron who schedules the use of facilities space is responsible for returning the key to the Library desk from where it was checked out upon its due time.
- A patron who loses a key will be ~~fined~~billed \$50.00 for the cost of its replacement.

## Special Use

With special permission, BCLD may make its facilities available for nonstandard usage, that is, usage that goes beyond standard meetings, trainings, receptions, and other like events. Examples of nonstandard usage are:

- Use that includes the presence of animals.
- Use that includes the presence of firearms or replica weapons.
- Use involving the provision of health services.
- Use for educational purposes that requires a fee.
- Introduction of oversize materials, large equipment and/or decorations that have the potential to damage the facilities or its furnishings.
- Use of parts of the library or its grounds outside the meeting rooms.

Requestors should be aware that a certificate of liability insurance shall be required for nonstandard usage. Information on how to purchase insurance can be found at <http://www.onebeaconentertainment.com/>. The vendor ID Code is OB11-280.

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.

**FAILURE TO COMPLY WITH THESE GUIDELINES WILL RESULT IN SUSPENSION OF  
ROOM USAGE AND/OR LIBRARY PRIVILEGES.**

# Meeting Room & Study Room Policy

Approved by Library Board: 08/13/2007

Date(s) of Revision: 04/14/14; 2/12/18; 9/12/23

## Study Rooms

At some locations, Library Study Rooms (AKA Tutor Rooms) are available during normal library hours for use by patrons who require a secluded space in which to pursue individual study, as well as to contain the noise of personal or small group discussions.

Study Rooms may not be used for commercial purposes or activities for which a fee is charged (such as privately paid tutoring). Library rooms may not be used to distribute or solicit orders or sell goods and services.

## Reservations and check out

- ~~Rooms~~ Study Rooms are available on a first-come, first-serve basis unless reserved in advance. Patrons with advance reservations take priority.
- ~~Verbal consent from a parent or legal guardian to library staff is required for a minor (under age 18) to reserve a Study Room. For youth ages 13+, this authorization will be noted and may remain in effect for future reservations until revised by the parent/guardian.~~
- To place a reservation and check out a Study Room, a person
  - ~~must be at least 14 years old and either have a valid Sage library card in good standing, or present a valid DMV/state-issued photo ID which lists birthdate.~~
  - ~~must have a parent or legal guardian place the reservation if under age 13.~~
- Study Rooms can be ~~used~~ reserved for up to 3 hours per day. Time extensions may be provided if other rooms are available. Occupants will be allowed to remain in room past their reserved time until the space is reserved by another user. Upon notice, occupants will be allowed 10 minutes to vacate the room upon notice by library staff.

## Study Room rules and guidelines:

- The Library's Code of Conduct policy applies to all library property, including Study Rooms.
  - Noise must be kept to a minimum and should not be heard outside the room. Excessive noise and/or disruptive behavior will result in the suspension of room privileges.
  - No alcoholic beverages, smoking, or vaping devices may be used in any room.
- No person under age 14 may be left in a room for more than 15 minutes unaccompanied by a parent or responsible caregiver age 14 or over.
- Overcrowding of a room is not allowed. Study Rooms are designed to seat four to six people, depending on the room.
- ~~When occupied, the door is to remain unlocked~~
- Patrons are not permitted to move furniture in or out of the Study Rooms; if needed, please see a library staff member.
- Items shall not be affixed to the walls (e.g., banners, posters, decorations).
- Windows in rooms may not be covered at any time.
- Only library approved dry-erase markers may be used on the whiteboards.
- The library is not responsible for items left unattended in the Study Rooms.
- Tampering with security camera equipment in Study Rooms will result in immediate eviction from the room and suspension of library privileges for a minimum of 90 days.

## Responsibility of Patrons Using Library Rooms

- The individual who reserves the facilities space will be accountable for any damages or cleaning fees. If ~~he or she is~~ under the age of 18, ~~his or her~~ the individual's parent or legal guardian will be liable.
- The ~~patron individual~~ who reserves ~~schedules~~ the ~~use of~~ facilities space is responsible for returning the key to the Library desk from where it was checked out upon its due time.

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- A patron who loses a key will be ~~fin~~ed-billed \$50.00 for the cost of its replacement. Room use will be suspended pending full payment of the lost key charge.

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## Study Rooms

At some locations, Library Study Rooms (AKA Tutor Rooms) are available during normal library hours for use by patrons who require a secluded space in which to pursue individual study, as well as to contain the noise of personal or small group discussions.

Study Rooms may not be used for commercial purposes or activities for which a fee is charged (such as privately paid tutoring). Library rooms may not be used to distribute or solicit orders or sell goods and services.

## Reservations and check out

- Study Rooms are available on a first-come, first-serve basis unless reserved in advance. Patrons with advance reservations take priority.
- To place a reservation and check out a Study Room, a person
  - must be at least 14 years old and either have a valid Sage library card in good standing, or present a valid state-issued photo ID which lists birthdate.
- Study Rooms can be reserved for up to 3 hours per day. Time extensions may be provided if other rooms are available. Occupants will be allowed to remain in room past their reserved time until the space is reserved by another user. Upon notice, occupants will be allowed 10 minutes to vacate the room upon notice by library staff.

## Study Room rules and guidelines:

- The Library's Code of Conduct policy applies to all library property, including Study Rooms.
  - Noise must be kept to a minimum and should not be heard outside the room. Excessive noise and/or disruptive behavior will result in the suspension of room privileges.
  - No alcoholic beverages, smoking, or vaping devices may be used in any room.
- No person under age 14 may be left in a room for more than 15 minutes unaccompanied by a parent or responsible caregiver age 14 or over.
- Overcrowding of a room is not allowed. Study Rooms are designed to seat four to six people, depending on the room.
- Patrons are not permitted to move furniture in or out of the Study Rooms; if needed, please see a library staff member.
- Items shall not be affixed to the walls (e.g., banners, posters, decorations).
- Windows in rooms may not be covered at any time.
- Only library approved dry-erase markers may be used on the whiteboards.
- The library is not responsible for items left unattended in the Study Rooms.
- Tampering with security camera equipment in Study Rooms will result in immediate eviction from the room and suspension of library privileges for a minimum of 90 days.

## Responsibility of Patrons Using Library Rooms

- The individual who reserves the facilities space will be accountable for any damages or cleaning fees. If under the age of 18, the individual's parent or legal guardian will be liable.
- The individual who reserves the facilities space is responsible for returning the key to the Library desk from where it was checked out upon its due time.
- A patron who loses a key will be billed \$50.00 for the cost of its replacement. Room use will be suspended pending full payment of the lost key charge.

***FAILURE TO COMPLY WITH THESE GUIDELINES WILL RESULT IN SUSPENSION OF ROOM USAGE AND/OR LIBRARY PRIVILEGES.***