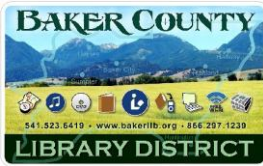


Baker County Library District
Library Board
Regular Meeting Minutes

Oct 10, 2023

<p>Call to Order</p>	<p>The meeting was held in the Riverside Meeting Room at 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 Beth Bigelow, and Ashley McClay. Also attending in person were Perry Stokes, Director and Christine Hawes, Business Manager. Guest from New Directions, Bob Forsythe, attended. The meeting was broadcast online via Zoom; no one attended on that platform.</p> <p>Meeting called to order at 12:11 pm by Bigelow.</p> <p>Stokes acknowledged that with only two board members present, there was no quorum so action items would be tabled. The meeting proceeded in order to hear the guest speaker and other reports.</p>
<p>Consent Agenda</p>	<p>Bigelow asked if there were any additions or deletions to the consent agenda or minutes from the previous meeting. No changes were given.</p> <p>The consent agenda was verbally approved but a vote could not be taken.</p>
<p>Conflicts of Interest</p>	<p>Bigelow asked if there were any conflicts or potential conflicts of interest to be declared. There were none stated.</p>
<p>Public Comment</p>	<p>Bigelow moved to public comments. No public present. Stokes shared an email from a patron on the topic of banned books week. The tone was somewhat vague and may have been sarcasm. He will reply on behalf of the board.</p>
<p>OLD BUSINESS: New Directions Northwest Needle Disposal Proposal</p>	<p>Bigelow invited guest Bob Forsythe from New Directions Northwest (NDNW) to present his proposal. Forsythe thanked the group for the opportunity and began a slide presentation. He is involved with a NDNW initiative of installing Needle Disposal containers at select sites in the community, and the library was identified as a potential location. The initiative is also known as a Safe Syringe Programs (SSP). He described reports of needles and sharps found unsafely disposed of in town and</p>



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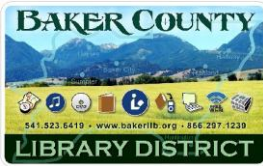
the risk this presents to the community. NDNW is able to use grants focused around harm reduction and mental health programs through Peer Support Specialists to assist and build a relationship with folks in town who need help with addition counseling. He said counties that have implemented these programs have cut the spread of HIV, bloodborne and infectious disease by half.

In 2013, Baker City was rated as a mid-range risk for vulnerability to overdose. Dispatch reports that needles and syringes are most frequently found in the public parks, gas stations, and along the freeway. He said that even folks who are dependent on diabetes medication don't know where to dispose of the needles. He gets calls about this often. McClay said the Sheriff's department gets a lot of calls asking about this same thing.

Forsythe continued, these items are usually disposed of in the trash which goes to the landfill which is the wrong place for needles. Benefits of the drop sites is that it supports public safety and gives all people a place to properly dispose of needles. In Malheur County, drop boxes placed in Ontario, Nyssa and Vale in 2021 collected about 15,000 needles and syringes; 2022 was about 25,000; syringe litter decreased by an estimated 87% in locations where these are available.

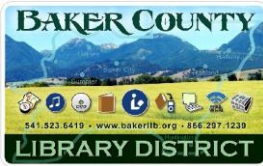
Forsythe reviewed a list of Frequently Asked Questions. He has also presented this information to the City Council. One suggestion was to place one at the Churchill School building to cover that side of town; the owners agreed and that installation is in place. There was apprehension to place these drop boxes at the two city parks. Another entity suggested the library.

Bigelow asked if there was a difference from the numbers of calls for needles found at the park versus around the library. Forsythe said he didn't know, as those statistics aren't tracked. McClay talked about the difficulty in tracking these types of calls. There was continued discussion on locations and safety issues. Forsythe said New Directions intends to advertise the locations once they get them installed. Bigelow asked if other libraries have these drop sites. Stokes said he didn't know for sure, but said he has heard stories from libraries that have to walk the property every morning to pick up needles and other illicit drug use items. Stokes said behind the Dollar Store is another area for unlawful



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	<p>activity; Forsythe agreed they are aware of that. Forsythe said they are attempting to get about 4 or 5 drop sites spread around town to cover bases. Stokes asked about consideration of City property across from the park at the continuation of the Leo Adler Pathway on the south side of Madison Street.</p> <p>Discussion on safety and overdose (Narcan) prevention. New Directions provides Narcan to organizations for free; it is safe and easy to use and doesn't have anything that will harm a person if administered in error. There are no drugs in it, it is a blocker. Further discussion on the topic of Narcan. Forsythe said that it is sad that we are here, but it is a reality that we need to address. These drop sites also offer a safety factor for children as well as offering a medical disposal site. Stokes asked about maintenance and emptying of the boxes. Forsythe said NDNW staff will check the boxes weekly. There is no cost to the host organization. They have a contract with a company to take care of the incineration of collections. They have money through the grant to pay for the drop sites. Stokes spoke with the Department of Health. Sharps can be taken to them for incineration.</p> <p>Bigelow thanked Forsythe for coming.</p> <p>Bigelow asked if we should skip the action items since we don't have a quorum. It was agreed.</p>
<p>NEW BUSINESS: Resolution adopting Audit Division Plan of Action</p>	<p>Item tabled.</p>
<p>Revised Wage Scale</p>	<p>Item tabled</p>
<p>REPORTS: Director</p>	<p>Administration</p> <p>BCLD Debt Free - We received confirmation of the final payment on the LID debt with the City of Baker City for the Resort Street Improvement Project. The district is now completely debt free.</p> <p>Collection Diversity Audit - a diversity analysis of the BCLD collection by</p>



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Ingram is underway. The results report is expected in late October.

Senior Community Service Employment Program (SCSEP) - Heather and I met with regional representatives of the program which was formerly operated by WorkSource Oregon. We have the opportunity to have the program fund a senior intern employee for up to 25 hours a week. This may be available at the branch libraries as well. This would be a big help in the branches and may allow for a second person to be on site rather than a person working by themselves. He is proceeding with the paperwork to resume this program partnership.

Facilities

Huntington door replacement - A contractor repaired the door frame and replaced the door. The side emergency exit door served as the entrance for a few days while Ed was waiting for the new lock parts to arrive.

Huntington pest issues follow-up - the wasp issues appear to be resolved. After an alert from the local school, training on bed bug inspection and emergency response kit materials were provided to Huntington branch staff. To date there have been no signs of infestation of the facilities or materials.

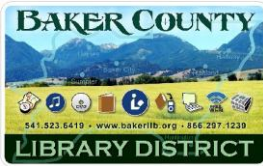
Baker window seal replacement - Contractor Marv's Glass Shop replaced all window wall seals. The old seals were aged, dried and allowed leakage. They may have been the wrong product to begin with, according to the contractor.

Surplus shelving was shared with Baker Literacy organization - Spare shelving that was held in storage, which was previously in the children's collection area, has been shared with the Baker Community Literacy Coalition. Ed is assisting with the installation. Bigelow asked where the shelving went. North Baker School is where the program is located.

Programs & Services

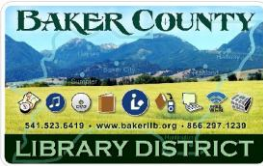
Voter Registration Day - Baker County Clerk, Stefanie Kirby was available for questions and voter registration assistance for about half the day on September 19. She was very pleased with the event.

IRS Community Assistance visit - about seven IRS personnel were on hand for 3 days from Sep 26-28 to assist local residents with tax issues.



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	<p>The group helped an average of 10 persons a day. They reported that attendance was higher than other events. They commended BCLD for our facilities and our help with advertising the event.</p> <p>Let Freedom Read Week - Nationally known as “Banned Books Week”, BCLD has promoted the initiative with social media, displays, and posters in the library. Books on display have been reference books with lists and descriptions of books suppressed in history. Public feedback has been positive.</p> <p>Personnel IT Manager temporary schedule revision - for personal reasons, our IT Manager is working half of his regular hours until further notice. Bigelow asked what the impact has been to the library. Stokes said we are able to work around issues and postpone some projects. At this time, it has been manageable.</p> <p>Safety and Security Wireless Charge Pads replaced with desktop outlets - due to continued theft of the equipment, all wireless pads were removed from the public lounge tables and workstations. They have been replaced with new clamp-on electrical outlet extensions with USB ports. Charging cables can be checked out at the front desk.</p>
<p>Finance Report</p>	<p>Hawes reported on the financial reports. Copies of the reports have been handed out and electronic copies are available.</p> <p>The General Fund received tax turnovers on October 3rd totaling \$1,696.13. We received a reimbursement from the E-Rate program of \$1,886.34 for the first quarter Internet support.</p> <p>As for General fund expenditures, Personnel Services is on target with the budget with the exception of the PERS line being low. The October PERS has been posted to the website and will be paid on the next cycle, October 27. In Materials & Services, a large check was written today to Marv’s Glass Shop of \$10,176.00 to seal the windows at the Baker library (\$7,500) and to replace the door at the Huntington library (\$2,676). Another large check was written on 9/27/23 to Rivistas of \$5,511.04 for the annual renewal of the Baker Library magazine selections. We also wrote a check on 10/01/2023 to Heavens Best of \$2,994.75 for carpet</p>



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	<p>cleaning for the Baker Library. Other current checks written today include Cengage Learning - Gale \$2,733.15 for 3 online subscriptions available on the website (Chilton, Legal Forms, Miss Humblebee); EBSCO \$2,477 for the annual Novelist subscription, ZooBean of \$1,029 for the BeanStack subscription used by the children’s librarian. The General Fund has a current cash balance of \$230,775 with a few weeks to go until the November tax turnovers begin coming in. This is truly awesome news!</p> <p>The Other Funds has received a total of \$1,164.72 in Amazon book sales for the previous 3 months July, August, September. It had one monthly expenditure to VISA of \$83.65 for shipping costs for books sold.</p> <p>The Capital Investment Fund had no activity.</p> <p>The Sage Fund has not received income to date. Sage usually sends out membership invoices in October. This fund wrote 5 checks to small couriers totaling \$2,252.60. It has no VISA expense this month.</p> <p>The Approved Bills Reports were passed around for the directors to review and initial along with the check packets split among those present. The Library District VISA was included with online payments that were passed around for the directors to review.</p>
<p>Next Meeting</p>	<p>The next regular board meeting will be November 14, 2023 at noon. It will include items that were tabled today.</p>
<p>Adjourn</p>	<p>Bigelow adjourned the meeting at 1:06 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>