

Baker County Library District

Board of Directors

Regular Meeting Agenda

Monday, July 13, 2015, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

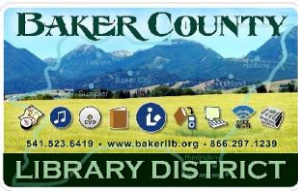
Gary Dielman, President

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| 6:00 | I. CALL TO ORDER | Dielman |
| | II. Additions/deletions from the agenda (ACTION) | Dielman |
| | III. Conflicts or potential conflicts of interest | Dielman |
| | IV. Board officer elections (ACTION) | Dielman |
| | V. Approval of minutes from previous Board Meeting (ACTION) <i>Related documents: Board Meeting Minutes 6/15/15</i> | President |
| | VI. Open forum for general public, comments & communications In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | |
| 6:15 | VII. PREVIOUS BUSINESS | |
| | i. None | |
| 6:30 | VIII. ANNUAL / RECURRING BUSINESS | |
| | i. Swearing in of elected Board members (ACTION) | President |
| | ii. Resolution setting regular meeting time for 2015-16 (ACTION) <i>Related documents: Resolution 2015-16.001</i> | Stokes |
| 6:35 | IX. NEW BUSINESS | |
| | i. Loss Prevention Plan (ACTION) <i>Related documents: BCLD Loss Prevention Plan, 7/13/15</i> | Stokes |
| | ii. Review/Discussion of Measure 91 FAQ Staff Guide <i>Related documents: Staff FAQ Measure 91, Marijuana & library operations</i> | Stokes |
| 7:20 | X. ADMINISTRATIVE REPORTS | |
| | i. Director's Report <i>Related documents: To be distributed at meeting.</i> | Stokes |
| | ii. Business and Financial Report <i>Related documents: To be distributed at meeting.</i> | Stokes |
| | XI. Agenda items for next regular meeting: Aug 10, 2015 6:00pm | President |
| 8:00 | XII. ADJOURNMENT | President |

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

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

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



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| V. | Approval of minutes from previous Board Meeting (ACTION) | President |

Attachments:

- V.a. Board Meeting Minutes 6/15/15

VI. Open forum for general public, comments & communications

VII. PREVIOUS BUSINESS

- i. **None**

VIII. ANNUAL / RECURRING BUSINESS

- i. **Swearing in of elected Board members (ACTION)**

There seems to be no established “official oath” for library district board members but ORS 357.236(2) on “Election of board members; vacancy,” does state that “Each district board member elected **shall take an oath of office** and shall hold office from July 1, next following election.”

The following suggested oath is modeled after a sample oath for school board members provided by their professional association ([OSBA](#)). The board may revise it as they wish (*affirm* is a suggested alternate to *swear*). I recommend that it be added to the Board Governance Policy at a future meeting under the Membership section. Amendments to the Governance Policy may be made by resolution.

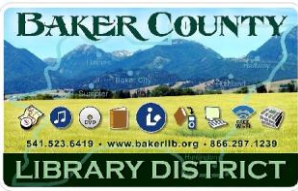
“I, (board member), do solemnly swear, that I will support the Constitution of the United States, the Constitution of the State of Oregon, the laws thereof, and the policies of the Baker County Library District, and that during my term I will faithfully and impartially discharge the duties of Director according to the best of my ability.”

- ii. **Resolution setting regular meeting time for 2015-16 (ACTION)**

Attachments:

- VIII.ii. Resolution No. 2015-16.001 Establishing a regular day, time & location for 2015-16

The regular meeting time of the Board needs to be established annually by resolution. At the June regular meeting, Board members agreed that the second Monday from 6.00-8.00p was a good time for regular monthly Board meetings with the one exception of September which may not be held due to the Director being out on vacation.



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IX. NEW BUSINESS

i. Loss Prevention Plan (ACTION)

Stokes

Attachments:

- IX.i. BCLD Loss Prevention Plan, 7/13/15

One of the primary recommendations from a site safety inspection by the Special District Association of Oregon (SDAO) was that BCLD adopt a Loss Prevention Plan. The proposed plan is based on a model policy provided by SDAO and will satisfy that requirement.

ii. Review/Discussion of Measure 91 FAQ Staff Guide

Stokes

Attachments:

- IX.ii. Staff FAQ Measure 91, Marijuana & library operations

With the implementation of Measure 91, I have created a FAQ guide for staff in anticipation of various scenarios and questions the library may be presented with. Baker County D.A. Matt Shirtcliff has reviewed the document and confirmed the assessments. Before making this available to staff, I am presenting it to the Board for discussion and invite suggestions for revision, if necessary.

X. ADMINISTRATIVE REPORTS

i. Director's Report

Stokes

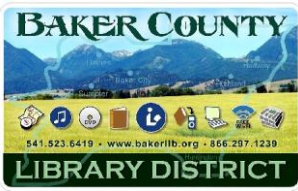
Budget: Tax Certification documents to impose tax on County property for the 2015-2016 budget revenues were submitted to the County Assessor on 7/6/15. Those documents included the resolution to adopt & appropriate the budget and form LB-50; they are required to be filed by July 15 each year.

Facilities:

Baker: Dripping water was discovered on Monday morning 6/29/15, coming from a pipe in the ceiling above ILL shelving in the staff room. We suspected the pipe was part of the HVAC system and had a technician from Scott's investigate. He determined the source was actually an end cap on a domestic water supply line to the restrooms & water fountain near the Archive Room which required a plumber to fix. Action Plumbing was then contacted & their staff replaced that cap.

I am exploring a small remodel of the south wall in the Discovery Zone, replacing the current 1970s artwork with a deep space wall mural. A new location will need to be found for the large art piece on that wall, which was a gift from Richard Heilner. It is titled "The Miracle of Now."

For Miners' Jubilee, arrangements have been made with the custodian for additional cleanings on the Friday and Saturday evenings that weekend. The library will also provide portable toilets in the north parking lot in partnership with the Baker City Herald. Last



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year was the first time to provide those outdoor facilities and they helped mitigate lines & depletion of the library's indoor restrooms.

Haines: Maintenance staff repaired the broken basement window at the Haines branch. The parent of the juveniles responsible was given a bill for approximately \$75.00.

Huntington: The water fountain is out of order due a possible valve malfunction causing water to spray onto the wall. The unit is approximately 10 years old & may need replacement. Jim White is looking at sources for a replacement.

Richland: I have received approval from Dale Inslee, Director of the North East Oregon Housing Authority (NOEHA) to proceed with installation of an HVAC system for the Richland branch. Two HVAC project bids were received from local companies last year. The selected contractor plans to begin installation on July 15. The final project cost will be above the original bid amount due to price increases on the units, but there are sufficient funds in the Building line budget to accommodate the increase.

Grants:

I submitted an extension request to the Leo Adler Community Foundation on their grant for the Richland HVAC project. Project delays were due to project revision by the contractor and scheduling needs and my time being focused on budget & staffing needs through the spring.

Operations:

A public records request was received on 6/22/15 from the SmartProcure company for Purchase Order information on P.O.'s dated 1/1/2010 to current. Christine was able to extract the requested information from our financial management software and supplied the file on 6/26/15.

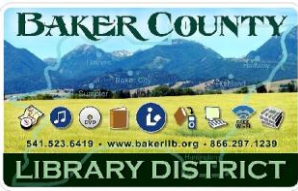
Personnel:

I am pleased to announce the promotion of Sylvia Bowers from the position of Library Technician to Library Associate. The title recognizes her achievement of a Library Support Staff certification and provides additional authority among staff. It will also enable immediate termination of the insurance benefit in-lieu payment with a lesser impact on her compensation.

Technology:

Jim is planning to implement an upgrade of the SAM public computer management system. SAM version 10.0 is advertised to have improvements in reporting, user interface and resolves printing issues with pdf files.

Website host migration was accomplished relatively smoothly. The site color scheme is significantly different but the layout is mostly the same. I have begun testing and correcting



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various broken links to files and resolving of layout issues. The new vendor's servers are much more responsive than the previous host.

ii. Business and Financial Report

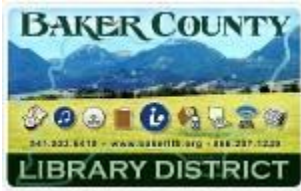
Stokes

Related documents: To be distributed at meeting.

XI. Agenda items for next regular meeting: August 10, 2015 6:00pm President

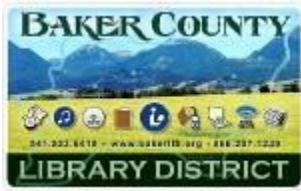
- Revised Organization Chart
- Revised Personnel Policy- dress code

XII. ADJOURNMENT



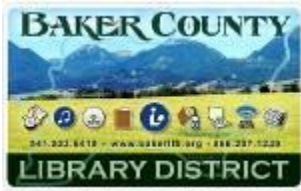
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| <p>Call To Order</p> | <p>Gary Dielman, President called the meeting to order at 6:06pm. The meeting was held in the Riverside meeting room. Four of five Directors were present, including: Gary Dielman, Della Steele, Nellie Forrester, and Kyra Rohner-Ingram. Others present were Perry Stokes, Library Director. Stokes reported that Betty Palmer had notified him she would be unavailable for the June and July meetings.</p> |
| <p>Agenda Approved</p> | <p>Dielman asked for additions or changes to the agenda. None were proposed.</p> |
| <p>Minutes Approved</p> | <p>Dielman asked for corrections to the minutes. There were no changes suggested. Steele made a motion to approve both the Agenda and June 15, 2015 Regular Meeting Minutes as presented; Forrester seconded; motion passed unanimously.</p> |
| <p>Conflicts or potential conflict of interest</p> | <p>Dielman asked if there were any potential conflicts of interest to be declared. There were none.</p> |
| <p>Open Forum</p> | <p>Dielman stated for the record that there were no members of public present. Stokes stated he had received a Thank You card from the library's Perma-Bound Books representative in gratitude for a year-end Summer Reading Program order. The rep said it was one of the largest orders by An Oregon public library they had received. That vendor's primary clients are school libraries.</p> <p>Stokes added he had also received some negative public feedback about a book display up for the month of June and would share that later in the meeting as part of the Administrative Reports.</p> |
| <p>BCLD/Sage-Hood River Intergovernmental Agreement</p> | <p>Stokes presented the Intergovernmental Agreement between Baker County Library District as fiscal agent for Sage and Hood River County Library District. The IGA was first adopted last year and is up for renewal. It sets the terms and conditions for HRCLD to continue hosting an employee who works on behalf of all Sage libraries. That full-time Sage Systems Librarian works out of Hood River Library one day a week and remotely from his home the other days.</p> <p>Kyra asked if there were any significant changes from last year. Stokes said there were no major changes, though the budget has been expanded to include various indirect charges such as travel. Sage will need to adjust its budget by about \$3,000 to accommodate that increase. Kyra asked if there had been any Sage payment or reimbursement issues from the past year that would need to be addressed in a new IGA. Stokes said there were none.</p> <p>Dielman asked for a motion to approve the IGA. Forrester moved to</p> |



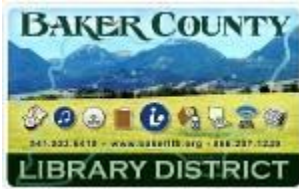
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| | <p>approve the BCLD/Sage-HRCLD IGA; Rohner-Ingram seconded. Passed unanimously.</p> |
| <p>2015-16 budget approval</p> | <p>Stokes directed the Board to the FY15-16 budget documents in their packets for the coming fiscal year and resolution to adopt and appropriate funds. The proposed 2015-2016 budget was approved by the Budget Committee at their May 27 meeting. There are no additional proposed changes from what the Budget Committee approved. Dielman stated that the Board has authority to make a change of up to 10%. None proposed changes.</p> <p>Rohner-Ingram moved to approve Resolution 2014-15.007; Steele seconded; passed unanimously.</p> |
| <p>Discussion of 2015-16 board officers & regular meeting day/time</p> | <p>Stokes said that at the July meeting, the Board will need to elect a new President and Vice President. For this agenda item, the Board will discuss who is willing to do those positions.</p> <p>Also, the Board must annually adopt a resolution setting its regular meeting time. The Board's current regular meeting time is the second Monday of the month at 6.00p. He noted that there are 3 months where the 2nd Monday falls around the 8th or 9th of the month rather than closer to mid-month. Stokes also reminded the Board that in September, he will be on vacation and will not be available to attend.</p> <p>Dielman asked for recommendations for changes. Forrester stated she liked the current day and time. The consensus was to keep the schedule as is.</p> |
| <p>Election report</p> | <p>Stokes presented documents provided by the Baker County Clerk that certify the election of Gary Dielman to Position 4 and Nellie Forrester to Position 5. The election reports show the voting detail by precinct. He has submitted certification to the Clerk in return confirming that both are qualified to serve in their positions.</p> <p>Rohner-Ingram asked about the election cost. Stokes said a bill had been received at around \$2,600, which is less than anticipated.</p> <p>Stokes said that he will have an Oath of Office prepared for the re-elected Directors to be sworn in with at the July meeting per ORS 357.236.</p> <p>357.236 Election of board members; vacancy. (2) Each district board member elected shall take an oath of office and shall hold</p> |



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| | <p style="text-align: center;">office from July 1, next following election.</p> <p>Forrester said she was wondering how many years she had been on the Library Board & would like staff to research the question. She thought it was about 24 years but couldn't recall if her involvement began with an appointment or with election. Dielman recalled that his involvement began with being elected but he had a hiatus while he was on City Council and was then appointed to fill a vacancy. Stokes said he or Christine would find the answer for Nellie.</p> |
| <p>Board Training: Discussion of ALA State of America's Libraries 2015 report</p> | <p>Stokes directed the Board to the 2015 State of America's Libraries report by the American Library Association in their packet. He encouraged each Board member to read the full report if they had not already, with the idea that staying familiar with national issues and trends in libraries will help with strategic planning discussions, policy development, and opportunities they may have to advocate for libraries in the community. He intends to provide this report to the Board each year.</p> <p>The report this year emphasizes libraries as "community anchors" enabling public participation in culture through technology, materials & programs & the importance of libraries to the democratic process. Growing attendance to library programs is reported, and new forms of programming such as makerspaces and increased teen programs. Libraries have a vital role in supporting diversity & helping children make cross-cultural connections, according to the report, and pushback to that diversity is seen in the Top Ten Banned & Challenged Books list. A large percentage of challenged books involve diverse content.</p> <p>Forrester asked whether the library will be getting a 3D printer. Stokes said that it is a goal he is working on with IT staff. She said that cleanup and maintenance of the device could be an issue. Stokes said the Baker Technical Institute is getting several 3D printers and he hopes to learn from their & other libraries' experiences with making the devices available to students and the public.</p> <p>Dielman asked about the purpose of having 3D printers at the library. Stokes said that providing the technology would be part of enabling digital literacy and building job skills for persons of all ages in our community.</p> |
| <p>Administrative Reports: Director's Report</p> | <p>SDAO will be holding a District Board training event in Baker City on September 14, which would be the same day as the regular board meeting. This is an all-day event 8:30am-5:00pm and the district would provide the \$75 registration fee for any attending board member. Topics include powers & protections, board roles & responsibilities, public contracting, finances, ethics, public meetings law, public records, liability & exposure. This is the only such training to be offered in Eastern</p> |



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Oregon. He asked members to check their calendars and register if they are available. He would like to see as many members participate as possible. Unfortunately, he would not be able to attend himself due to being out on vacation.

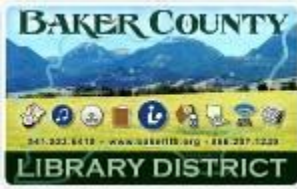
Reports of computer issues are now all being submitted through the SysAid program. This replaces paper forms and is intended to improve the reporting process for both staff and Jim. Staff will have the ability to check on the status of reported issues and communicate with Jim. Jim has improved ability to collect information about computer issues, track a workstation's issue history, and compile comprehensive asset data including workstation hardware and software details.

The District's website is being migrated to a different vendor host provided by the Oregon State Library for the coming year. State-library support for Plinkit, which was designed specifically for libraries to help get them online, is being discontinued. Due to budget constraints & services restructuring by the Oregon State Library in July 2016 OSL will stop funding and management of website hosting and the District will need to assume payment. Some libraries plan to continue with the Plinkit platform, others are exploring alternatives such as WordPress, a popular open source website management system. Exploring options will be a priority project for the coming year. Stokes is also exploring a cloud-based platform option for a Staff Intranet called [lgloo](#) which uses blogs, calendars, file sharing, forums, task management and wikis, to allow teams to work better together.

Stokes purchased a Smart Signage 48" monitor from Costco for \$600 plus a wall mount for \$90. The monitor was on sale for \$300 off. It will be mounted above the staff desk for public view while they are waiting in line and help promote library programs, services and policies. The kit includes design software for the monitor slides.

The oversize 24" monitor at the digital microfilm reader (ScanPro 2000) has died after approximately 6 years of service. Jim is searching for a replacement which is estimated at \$300.

Evergreen, the catalog & patron database software we use to run the library, was upgraded to a new version three weeks ago. Patrons should see improvements to the search speed and relevance of search results. There were also several back-end improvements that staff will appreciate and security patches. Also, last week a new version of the catalog homepage was launched featuring a scrollbar of book jacket images for "Recently Added Items".



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There is transition of the Branch Lead position for Richland. Paula Geddes is moving out of the area and turning the job over to Reb Wilson, who had been both co-leading Richland with Paula and doing Bookmobile runs. We are now looking at bundling the open Mon/Fri Baker branch shifts with Bookmobile positions. The Bookmobile position will be posted for staff and the public when revision is complete.

Summer Reading Programs begin this week. We are growing the program and therefore starting one week earlier than in the past. Large book orders for items related to the Every Hero Has a Story theme have been placed with Ingram and Perma-bound. Special programs scheduled on the theme include a presentation about Oregon equal suffragist hero Abigail Scott Duniway and a visit from Oregon Museum of Natural & Cultural History staff on “How to be a Hero for the Environment.”

Bestselling author Craig Johnson (Longmire series) visits Baker City on June 23. He is anticipated to draw a large crowd. The event will be at Crossroads Arts Center at 7:00 pm.

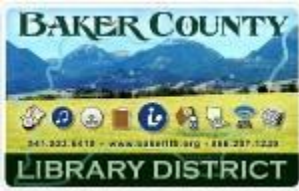
A new database has been added to BCLD services -- Basic ESL for Libraries. It is available to public libraries at no charge. Users can select from 19+ native language courses and either register an account to have progress tracked or use without saving classes.

I am reviewing recommendations from SDAO Loss Control report. Development and adoption of a Loss Control Plan is a high priority recommendation. I will aim to have that to present to the board at the July meeting.

SDAO is bringing a Board & Management Staff Training to Baker City on 9/14/15, 8:30am – 5:00pm. This is an opportunity to have all board members attend. However, that is the same day as the regular board meeting. I recommend discussion of keeping the board meeting that same evening or moving it.

At the Haines branch, a window was broken in the basement below the meeting room space. A local witness notified the library about the break and juvenile suspects. A Deputy Sheriff contacted the suspects’ family and obtained a confession. The juveniles claim it was an accidental breakage from kicking around a rock in the courtyard. The parent has pledged to pay for repair.

At the Huntington branch, staff report recurring incidents of possible criminal mischief such as break and entry into the electrical switch panel which set off a low power alarm with the fire system. There has also



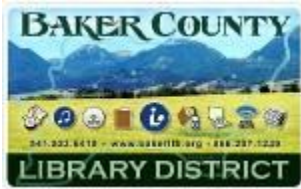
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been some mild harassment such as dirt and garbage in the bookdrop, dumping over the library's garbage can, and possible human waste on the concrete patio. He asked staff to document the incidents in the event that law enforcement is needed.

Three public complaints were received regarding a display of books at the main branch featuring GLBT literature. The theme of GLBT Book Month is an ALA initiative launched for the first time this year. June was selected presumably since it is a traditional month for LGBT pride celebrations. On May 29 2015, the White House issued a Presidential Proclamation declaring June 2015 as "Lesbian, Gay, Bisexual and Transgender Pride Month." The display includes works of adult and YA fiction featuring LGBT characters and classic works by famous LGBT authors such as Oscar Wilde and Truman Capote. It was marketed with a post to the library's Facebook page which resulted in several negative comments to the post and phone calls to the Director's office by those same complainants. Dielman asked about the location of the display. Stokes described the display location as in the open foyer area between the adult and young adult computer labs. Stokes was able to return two of the three complainants' calls to hear their concerns and discuss the library's obligation to provide resources on current event topics and to not only serve those with prevailing worldviews, but diverse & marginalized members of the community, who are taxpayers as well. In contrast to the complaints, some positive feedback has also been received about the display. A staff member described the display at a recent Health Families of Oregon meeting and received a spontaneous round of applause.

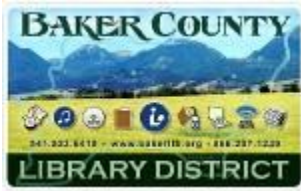
Stokes said that he had not brought the LGBT display plan to the board for discussion at the June meeting since participation in ALA initiatives is part of regular operations, but welcomed input if they felt a different procedure is warranted. Dielman said Stokes had alerted him about the negative feedback being received and voiced support for the display as appropriate for various reasons. Forrester noted the number of complaints was low. Stokes added that the complainants conceded in discussion they had not personally seen the display. He suggested that reading fiction or memoirs of others' life experiences that are difficult or uncomfortable can be a helpful and non-threatening way to deepen or discover understanding regardless of one's viewpoint on the idea or experience.

A couple of operational and safety issues are being addressed by purchasing new equipment at year end. Several new book trucks will fill



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| | <p>demand or replace old & hazardous carts. New courier boxes with closing lids will help prevent damage from stacking and loss of items or injury from inadvertent spillage. Forrester noted payment for electrical work on the light switches. Stokes described that work to provide regular light switches bypassing use of the breaker box for daily switching lights on/off. The breaker box panel switches are aging and getting increasingly costly to replace.</p> |
| <p>Business and Financial Report</p> | <p>Stokes presented financial reports prepared by Hawes since she was unavailable for the meeting.</p> <p>The General Fund is close to receiving nearly all tax revenues projected; it is currently under budget by around \$10,000 but additional payments may still come in. Jim White has made three trips this year to Boardman under contract to serve the Oregon Trail Library District. It is unknown if Tech Contract visits will continue this coming year since the OTLD Director has accepted an offer to be Director for the Umatilla County Special Library District starting in July.</p> <p>Savings of about \$3,000 on health insurance rates will be used for the operations and safety purchasing of book trucks and courier boxes previously described. Total Personnel Services is projected to be about \$10,000 under budget. Books purchasing is on target. Building & Facilities maintenance will likely be under expended by about \$5,000; those funds can be retained for the line for the next year to accomplish maintenance needs. The PRCF work crew assisted Jim White with trimming the large cottonwood tree at the corner of Campbell and Resort. A professional tree pruner will be needed to reach the higher branches. The utilities line is about \$3,000 under budget but an invoice from the City of Sumpter has not yet been received.</p> <p>Other Funds – Phillip Charette continues to regularly reimburse the district for the Fountain Project debt; only \$100 remains outstanding. Approximately \$300 has been received from Amazon book sales for the past 2 months, which Stokes said is great.</p> <p>Sage Fund – appears to be on target with additional revenues still to come in for grant projects.</p> <p>That concludes the financial report.</p> <p>Checks were signed and returned to Stokes along with the Approved Bills Lists that had been initialed by those present.</p> |
| <p>Next Meeting Date</p> | <p>The next regular meeting will be July 13, 2015 at 6:00pm. Stokes reviewed possible agenda topics, including: officer elections, oath of office for re-elected</p> |



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| | directors, approval of a resolution establishing regular meeting times for the coming year, review of the Fines & Fees schedule, presentation of a Loss Control Plan as requested by SDAO and a FAQ document on possible Measure 91 marijuana possession issues in the library for staff guidance. |
| Adjourn | The meeting was adjourned at 7:01pm. Respectfully submitted, Perry Stokes, Secretary to the Board PS |

DRAFT

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2015-16.001

**Establishing a regular meeting
day, time, and location for 2015-16**

July 13 2015

RESOLVED, that the Board of Directors of the Baker County Library District shall meet **monthly on the second Monday of the month from 6.00 to 8.00pm** in the Riverside Community Meeting Room of the Baker County Public Library located at 2400 Resort Street in Baker City during the 2015-16 fiscal year, with the following exception(s) :

Sep 2015 meeting: not held.

ADOPTED by the Board of Directors of Baker County Library District this 13th day of July 2015

FOR THE BOARD:

Signature
BCLD Board President

ATTEST:

Signature: Perry Stokes
District Secretary

Baker County Library District
Loss Prevention Plan
July 13, 2015

The safety and health of all employees is a shared goal of all who work for the District. The District's policy is that all employees share responsibility for taking reasonable steps to engender a safe and healthy workplace.

The District will hold a monthly safety meeting for all employees. The goal is to assist in identifying hazards and unsafe work practices, mitigating obstacles to accident prevention and evaluating the District loss prevention and safety plan. The District expects the Library Director and all employees to focus on the following as applicable:

- Strive to achieve zero accidents and injuries.
- Take reasonable steps to improve safety and health rules.
- Assist safety efforts by helping to identify and mitigate hygiene or safety hazards. Identify reasonable safety and health inspections.
- Train employees as needed in safe work practices and procedures.
- Provide employees with personal protective equipment as appropriate to specific job tasks, and train employees in its appropriate care and use.
- Use appropriate personal protective equipment.
- Report hazards, unsafe work practices, and accidents.
- Assist in the identification of the cause of on the job injuries, and in the identification of reasonable methods to prevent similar.
- Supervise workers in safe work practices.
- Enforce applicable safe work rules.
- Discipline employees that fail to work safely.
- Participate in and support safety meeting proposals.
- Review the District's safety and health program annually, or as needed.

Discipline and/or termination could result from a failure to pay reasonable attention to any of the above.

IF LOSS PREVENTION ASSISTANCE IS NEEDED AT ANY TIME, CONTACT:

Scott Neufeld, Loss Control Manager
SDAO: 1-800-285-5461 sneufeld@sdao.com

BAKER COUNTY LIBRARY DISTRICT

STAFF FAQ

Measure 91, Marijuana & library operations

Reviewed & approved by Baker Co. D.A. Matt Shirtcliff, 7/10/15

The home grow/personal possession provisions of [Measure 91](#) start on July 1, 2015.

- Section 6(1)(2) allows “delivery...for noncommercial purposes.”
- Section 54(1) prohibits the “use of marijuana items in a public place.”
- Section 56(1) prohibits marijuana in public view. “No person may produce, process, keep, or store...”

Can a person smoke or consume marijuana products on library property?

No. The law prohibits use of marijuana in any form in a public place (Section 54(1)).

Can a person use the library as a space to trade or exchange their homemade marijuana products? For example, could they sit down at a library table & have a bandana display of product to trade?

No. The law prohibits sales in a public place. A “sale” is defined as “any transfer, exchange, or barter, in any manner or by any means...includes a gift by a person engaged in the business of selling marijuana, for advertising” (S.32(1)).

Since it is legal to deliver for non-commercial purpose (gift) a permissible amount of marijuana product to another person, can a person do that at the library? In other words, can someone give away their homegrown products while in the library building or on the grounds?

Unclear. If the delivery is just an inconspicuous direct gift by a person 21+ to another person 21+ , that may be legal.

Since it is legal to give homemade marijuana, can someone set up a little giveaway station at a library table?

No. Section 56 prohibits open displays in common areas.

[Meas. 91, Section 56.](#) Homegrown marijuana in public view prohibited. (1) No person may produce, process, keep, or store homegrown marijuana or homemade marijuana products if the homegrown marijuana or homemade marijuana products can be readily seen by normal unaided vision from a public place.

If public view is an issue, can someone use a more secluded space in the library, such as a tutor room (not readily visible), to exhibit their homemade marijuana items and just post their availability hours or a contact number for appointments on the bulletin board?

No. All library property is a “public place” under the law.

Library staff often bring in surplus garden fruits & vegetables to give away to coworkers in the staff room. Can staff do that with homemade marijuana product?

No. Again, Section 56(1) would appear to prohibit such open displays in common areas.

Patrons sometimes thank library staff with a dish of baked goods. Can staff accept a gift of marijuana edibles at the library, such as pot brownies or cookies?

No. Though possibly lawful, this would be a violation of library policy. According to BCLD Personnel Policy, behavior expected of staff includes to “Avoid situations in which personal interests might be served or financial benefits gained at the expense of patrons, colleagues or the Library District.” Such activity would be construed to present a negative & unprofessional image to the public and therefore be subject to disciplinary action.

May library staff use marijuana products on their personal time?

Yes, provided the use and its effects do not create a workplace safety hazard, impair job performance in any way, or result in conviction of a crime which may call into question the employee’s ability to properly carry out the responsibilities of his/her position.