

**Baker County Library District**  
**Library Board of Directors**  
**Regular Meeting Minutes**  
**July 8, 2025**

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### **Call to Order**

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.

Directors attending in person: Kyra **Rohner**, Beth **Bigelow**, Joan **Spriggs**, and Ashley **McClay**. No one attended via Zoom. Also present in person: Perry **Stokes**, Director, and Christine **Hawes**, Business Manager. Newly elected board member Jacque Cobb was unable to attend.

No guests attended in person or online.

The meeting was called to order at 12:05 p.m. by President Kyra Rohner. With four directors present, a quorum was established.

**Roll Call:** *Kyra Rohner, Beth Bigelow, Joan Spriggs, Ashley McClay, Perry Stokes, and Christine Hawes.*

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### **Oath of Office**

Stokes distributed formal Board Member Oath of Office packets for recently elected board members: Kyra Rohner, Beth Bigelow, and Jacque Cobb (absent). Stokes, serving as Board Clerk, will also sign. Cobb will complete her oath at a future meeting.

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### **Consent Agenda**

Rohner asked if there were any changes to the agenda or minutes. None were proposed.

**Motion:** *Spriggs moved to approve the consent agenda as presented. Bigelow seconded. Motion passed unanimously (4-0).*

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### **Conflicts of Interest**

Rohner asked if any conflicts or potential conflicts of interest needed to be declared. None were stated.

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## Public Comment

No public comments were received. Stokes had no communications to report.

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## Old Business

No items.

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## New Business

### 1. Election of Board Officers

Stokes noted that officers for the year must be elected. Rohner has served as President for several years; Palmer has been Vice President.

Bigelow nominated Rohner for President. Rohner accepted.

McClay nominated Bigelow for Vice President. Bigelow accepted.

***Motion: Spriggs moved to appoint Kyra Rohner as President and Beth Bigelow as Vice President. McClay seconded. Motion passed unanimously (4-0).***

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### 2. Establishing Regular Meeting Time

Rohner discussed challenges for Jacque Cobb attending daytime meetings due to her work schedule. Options included evening meetings or a different day. Spriggs noted she would attend via Zoom if meetings moved to evenings.

Stokes suggested adopting the proposed schedule for now, with the option to amend later, or tabling until next month. Rohner preferred to table until she could consult with Cobb. All agreed.

***Motion: Bigelow moved to approve the calendar dates and time portion of Resolution No. 2025-26.01. McClay seconded. Motion passed unanimously (4-0).***

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### 3. Appointing Agents of Record

Stokes reported that Clarke & Clarke Insurance is now part of Acrisure, which will handle medical coverage through its Meridian, Idaho office, while the Baker City office continues to handle liability/property coverage.

Rohner read the resolution. Stokes confirmed endorsement from Kevin Bell and reviewed competitive options, concluding Special Districts remains the best choice.

**Motion:** McClay moved to adopt Resolution No. 2025-26.02. Spriggs seconded. **Motion passed unanimously (4-0).**

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#### **4. Authorizing Auto-Pay for Select Vendors (2025-26)**

Stokes reviewed vendor list changes, noting items in red were removed or newly added.

**Motion:** Bigelow moved to adopt Resolution No. 2025-26.06. Spriggs seconded. **Motion passed unanimously (4-0).**

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## **Reports**

### **Director**

#### **Administrative**

- The taxing resolution for the FY 2025-26 budget will be filed with the Assessor's Office before the July 15 statutory deadline. A copy of the full budget packet will be submitted to the County Clerk by September 30.

#### **Facilities**

- **Interior Painting:** Painting was completed over Memorial Day weekend, with additional touch-ups in the following weeks to address scuffs and wear from high traffic.
- **Office Furniture Upgrade:** The Business Manager's desk was replaced with a more functional, ergonomic unit. Smaller adjustable tables will be ordered for public catalog stations and the ADA workstation to improve accessibility and flexibility.
- **Solar Project:** Ed is collaborating with a contractor to install a solar array on the maintenance shed roof to power landscaping equipment and the electric mower, reducing operating costs and supporting sustainability goals.
- **VoIP Phone System:** New phone system is operational and performing well, with reduced monthly costs. Setup costs were higher than first estimated, unfortunately, which will delay net cost recovery.
- **Plumbing:** The original 50-year-old galvanized water pipes under the concrete slab are showing signs of deterioration, causing maintenance issues and blockages (most recently in the children's area restroom). Long-term replacement options are under review.
- **Signage:** New decal designs for entry doors and directional signage around the building are being finalized to improve wayfinding, branding, and accessibility compliance.

#### **Marketing & Outreach**

- **Film Project:** A professional film crew visited to document library services for a public awareness project. The director was interviewed on library impact, programs, and community partnerships.

- **Community Engagement:** Stokes spoke at a Baker City Indivisible event on June 28 about library operations, governance, funding sources, and the importance of sustaining State Library and IMLS funding for programs such as the statewide courier system.

## Programs & Services

- **Rotary Table Tennis Kits:** Portable kits now available for checkout for use at Geiser Pollman Park, funded by Rotary partnership.
- **Archive Room Upgrade:** A new high-speed document scanner was installed, providing library users an efficient digitization tool for large archival bundles and avoiding the obstruction of access to the very busy main copier behind the staff service desk.
- **Public Computers:** Slight reduction in total public workstations to match actual demand and avoid paying for unused software licenses.
- **Tablets for Checkout:** With their own data plans, circulating computer tablets supplement high-demand hotspots, allowing more patrons internet access when hotspots are fully reserved.
- **Public Fax Service:** Now operates via VoIP, eliminating long-distance fees. Service fees remain in place to cover equipment and staff time and not undermine local business services.

## Safety & Policy

- **Unattended Children Policy:** Reviewed with staff following an incident involving a 7-year-old left unattended. Staff were reminded of procedures for contacting guardians and ensuring child safety.
- **Incident Reports:** Notable issues in recent weeks included vaping in restrooms, verbal harassment incidents, ongoing issues with dogs on the premises, and one repeat violator of the Code of Conduct who has been trespassed.

## Technical Services

- **Catalog Security:** Automated “bot” traffic is overloading the library’s online catalog. Temporary bot-blockers are in place, but AI-driven systems are bypassing protections. Staff are exploring more advanced security measures.
- **Collection Size:** Approximately 141,700 physical items. Large print materials are being integrated into the main fiction collection for improved browsing.

## Volunteers & Programs

- **Haines Branch:** New Dungeons & Dragons gaming program has launched.
- **Halfway branch:** Reading with Rachel Storytime program is being revived in response to community interest.

## Staff Development & Events

- **Annual Staff Event:** A Board Game Party for all staff will be held August 1, replacing traditional December gatherings. Board members are invited to attend.

- **Materials Care:** Staff reminded to clean juvenile materials upon check-in due to increased return of soiled items.
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## Finance Report

Hawes presented two sets of financial reports: Preliminary Fiscal Year End (June 30, 2025) and July 2025.

### 1. Preliminary Fiscal Year-End Reports – June 30, 2025

#### General Fund:

- **Tax Revenue:** The General Fund received a total of \$66,506.30 in tax turnovers during June, including three deposits—June 5, June 26, and June 30.
- **Interest Income:** June pool interest income was \$3,217.02.
- **Rebates & Transfers:** Received notification of an additional \$1,000 SEM Energy Rebate for FY 2024–25 activities, to be deposited July 8. A check for \$178.67 was written to the Friends of the Library on June 26 to transfer Bookshop sales revenue. On June 16, the Sage Fund transferred \$2,226.00 to the General Fund for the annual administrative fee.

#### Personnel Services:

- Year-end expenditures are at 98% of budget, showing 12 months of payroll and related costs on a cash basis. An accrual adjustment will be posted to bring totals to a full accrual basis without exceeding budget.

#### Materials & Services:

- **Books & Periodicals:** Paid Ingram \$4,400.85 for the monthly book order. Paid Midwest Tape LLC (Hoopla) \$771.73 for monthly digital use. The original \$10,000 Hoopla deposit (May 2023) was fully used by March 2025; Hoopla is now billed monthly.
- **Digital Media (Visa):** VUDU digital movies—\$4,309.34 (June 13) and \$2,954.92 (June 3).
- **Video/DVD (Visa):** Purchases from Amazon and Movies Unlimited totaling \$2,147.39.
- **Facilities:** Paid Valley Metal \$740.00 for HVAC servicing at Richland and Halfway branches. On Visa, \$802.00 at Architectural Supply for a new staff entrance door lock.
- **Computer Maintenance:** Paid T-Mobile \$534.90 for monthly patron hotspot and tablet data service. On Visa (June 30), paid PC Liquidations \$2,169.13 for 10 computers to upgrade staff workroom units.

#### Other Lines:

- **Elections:** Zero activity in General Fund; the recent \$7,121.93 Baker County Clerk election invoice was paid from the Other Funds – Memorial account's Election Reserve.
- **Postage:** Slightly overspent; Visa charges—\$187.30 (June 13) and \$164.45 (June 30)—offset by a (\$78.60) Sage Fund reimbursement for postage use.

- **Utilities – Electric (Sumpter):** Originally over budget at 120%, but \$607.70 was moved to Heating Fuel – Sumpter, correcting both lines.
- **Internet:** Under budget in all lines except Huntington, due to vendor change in July 2024, creating overlap—CenturyLink (\$979.21) plus US Cellular wireless (\$1,251.46).
- **Capital Outlay:** At 99.7% of budget. Major expenses—Ablaze Painting \$9,680 (June 10), plus Visa purchases of \$1,449.99 for the Business Office workstation and desk, and \$795.00 for an adjustable-height Director’s desk.

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**Cash Position – June 30, 2025:**

- General Fund ending cash up 18% (\$131,255) from prior year. Accounts payable accruals will continue into August, slightly adjusting this figure.

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**Other Funds:**

- Amazon book sales revenue totaled \$3,990.04 for FY 2024–25. Combined with prior carryover, \$4,000 was transferred to the General Fund on June 16.
- Interest Income—Memorial Fund \$4,273.27; Severance Fund \$5,745.28.
- Paid \$7,121.93 to Baker County Clerk for election costs from Election Reserve (balance before payment was \$7,780).

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**Cash Position – June 30, 2025:**

- Memorial Fund decreased by \$1,059.
- Technology Fund increased by \$5,612.
- Severance Fund increased by \$15,745 (includes \$10,000 transfer plus interest).

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**Capital Investment Fund:**

- Interest income totaled \$4,678.50 for the year. No other activity reported.

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**Sage Fund:**

- All anticipated grant and membership revenue received except one outstanding membership invoice for \$1,902.00 (follow-up contact made by Beth).
- Interest income totaled \$11,853.89.
- Personnel Services already reported on an accrual basis—June payroll and related expenses paid June 30, with same-day reimbursement transfer to General Fund.
- Materials & Services included the \$2,226.00 annual administrative fee paid to the General Fund (June 16). Paid three small courier checks totaling \$1,191.54, plus one

additional courier payment of \$800 (June 26). Several June courier invoices remain outstanding and will be included in FY 2024–25 totals.

- Training and Travel lines are at zero; an email was sent to Beth to confirm whether any reimbursements are pending.

#### **Cash Position – June 30, 2025:**

- Sage Fund ending cash increased by \$28,771, largely due to the unused Group Health Insurance budget line.
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## **2. July 2025 Reports**

### **General Fund:**

- FY 2025–26 budget recorded. July 1 payroll will be accrued back to FY 2024–25.
- **Books & Periodicals – Digital Materials:** Three large checks—Newsbank \$5,989.00 (annual subscription); LEO Libraries of Eastern Oregon \$6,040.00 (includes \$3,160.00 for Lib2Go subscription, \$1,106.00 for magazine subscriptions, balance in membership); OCLC \$1,603.35 (includes \$391.11 for WebDewey subscription and \$1,212.24 for WorldShare ILL subscription).
- **Computer Software:** Paid Streamline \$270.00 for website subscription fee.
- **Association Dues:** LEO \$1,774.00 annual membership.

### **Other Funds:**

- No activity; budget recorded.

### **Capital Investment Fund:**

- No activity; budget recorded.

### **Sage Fund:**

- No activity; budget recorded.

### **Approved Bills Reports:**

- Reports for each fund were provided with the check packets for board members to initial while reviewing and signing checks.

### **Visa Statement:**

- July Visa statement is in progress. June 30 statement total was \$12,825.00; transactions have been posted to FY 2024–25 reports above. Payment will be completed by week's end.

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## Next Meeting

The next regular board meeting will be held **August 12 at noon.**

*Motion: McClay moved to adjourn; Spriggs seconded. **Motion passed unanimously.***

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## Adjournment

The meeting was adjourned at 1:09 PM.

**Respectfully submitted,**

Perry Stokes  
Secretary to the Board  
PS/ch