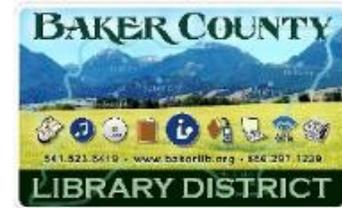


Regular Meeting Agenda

Baker County Library District

Board of Directors

Kyra Rohner, President



Tuesday, Sep 9, 2025, 5:00 – 6:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City, Oregon

Remote access [provided via Zoom](#)

Phone: +1 669 900 9128

Meeting ID: 861 4429 3530

Passcode: 190067

- I. Call to Order
- II. Roll Call
- III. Consent Agenda (**ACTION**)
 - a. Additions/deletions from agenda
 - b. Minutes of previous agenda
- IV. Conflicts or Potential Conflicts of Interest
- V. Citizen Comment (5-minute limit per speaker)
- VI. Old Business
 - a. Reschedule of November meeting (**ACTION**)
 - b. Volunteer Policy and Volunteer Handbook (**ACTION**)
- VII. New Business
 - a. 3D Printing Policy (**ACTION**)
- VIII. Reports
 - a. Library Director
 - b. Financial
- IX. Next Meeting: **Oct 14**
- X. Adjournment

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) (e, j) Property

ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (a, b, i) Personnel

The Board of Directors meets on the **2nd Monday each month from 12.00 to 1.00p** in the **Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon**. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Library Board Meeting – Annotated Agenda

Tuesday, Sep 9, 2025, 5:00 pm

Notes prepared by Library Director Perry Stokes

I. Call to Order

II. Roll Call

III. Consent Agenda (**ACTION**)

- a. Additions/deletions from agenda
- b. Minutes of previous agenda

IV. Conflicts or Potential Conflicts of Interest

V. Citizen Comment (5-minute limit per speaker)

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.

a. Message from Scott Ungerecht

An email from Scott Ungerecht, former volunteer event photographer for BCLD (2012–2014), was sent to Stokes and Board President Rohner on Sep 3 to mark an anniversary of Ungerecht donating a photo book *Precious Moments* and video slideshow documenting library youth events. While he moved away several years ago, he expressed gratitude for the opportunity to witness and document BCLD family programs during that period, and lamented not being able to do find employment as photographer for public libraries in his current location. He thanked the staff and board for their work and lasting impact on the community and himself.

VI. Old Business

a. Reschedule of November meeting (**ACTION**)

The Board's regular meeting schedule is set for the second Tuesday of each month. In November, this falls on Veterans Day (Tuesday, November 11), creating a scheduling conflict. Alternative dates are Monday, November 10; Wednesday, November 12; and Thursday, November 13. As of this packet's distribution, the Riverside Meeting Room is available on all three dates.

I recommend selecting either Wednesday, November 12, or Thursday, November 13, to avoid conflicts with participants who may use the Monday holiday for extended travel or personal plans. Discussion and a determination by the Board on this matter is needed.

b. Volunteer Policy and Volunteer Handbook (**ACTION**)

- **Attachments:** Volunteer Policy & Handbook – draft revision

I am presenting the Volunteer Policy with no new changes from the draft proposed at the August meeting. Numerous updates are proposed for the **Volunteer Handbook**, incorporating staff feedback. Primary changes from the prior version include:

Library Board Meeting – Annotated Agenda

Tuesday, Sep 9, 2025, 5:00 pm

Notes prepared by Library Director Perry Stokes

- **Age eligibility updated** – minimum volunteer age changed from 13 to 12.
- **Email error corrected** – Volunteer coordinator’s email listed consistently as mags[at]...
- **Supervisor terminology clarified** – consistent use of “staff contact supervisor” or “volunteer task coordinator.”
- **Volunteer appreciation wording refined** – annual event described as an *expression of gratitude* rather than *gifts available*.
- **Expectations streamlined** – “Be respectful and responsible” section rewritten for clarity (shorter, more professional phrasing).
- **Policy references updated** – clarified that volunteers follow provisions of the *Personnel Policy Manual* (previously referred to Employee Handbook – terminology not used by BCLD).
- **Breaks guidance revised** – clarified breaks must be taken in designated areas (e.g., staff lounge) and not in staff workspaces.
- **Holiday closure section updated** – added annual All-Staff Training Day
- **Safety section updated** – awkward phrasing corrected for clarity on staff training and volunteer support responsibility.
- **Accident/illness reporting clarified** – volunteers instructed to report *any incident involving themselves, staff, volunteers, or patrons*; incident form may be required.
- **Insurance coverage section moved, expanded** – relocated to follow orientation and statement on reporting incidents; clarified eligibility requires accurate time logging and prompt reporting of incidents, even minor ones.
- **Departure/dismissal section refined** –
Immediate dismissal: reasons rewritten in clearer, more consistent language (e.g., “repeated no-shows,” “misusing substances,” “providing false information”).
Combined “harassment, discrimination, abuse, or mistreatment” into a single item.
Clarified expectation to report prohibited conduct or concerns to staff or leadership in rank relevancy order.

VII. New Business

- a. **3D Printing Policy (ACTION)**
 - **Attachments:** 3D Printer Use Policy, Public Rules version, & sample form – draft

I am presenting this newly created 3D Printer Use Policy to provide official guidance for both staff and the public. The policy sets clear expectations, defines restrictions (including weapons and weapon components, copyrighted material, obscene or lewd objects), and balances open access with safety and responsibility.

Library Board Meeting – Annotated Agenda

Tuesday, Sep 9, 2025, 5:00 pm

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The formal policy only will need formal Board approval. The project request form and public version of rules document are provided for Board information only, and will be edited according to any changes to the official policy.

VIII. Reports

a. Library Director

Administration & Finance

- I have updated the district organizational chart to reflect current staffing assignments and reporting lines. The chart is available on the [Who We Are page](#) of the district website.
- The Ready2Read grant application was submitted last month by Youth Services staff on schedule as required by the State Library of Oregon. This grant is appropriated by the Oregon legislature for libraries statewide. For BCLD, it provides about \$8,800 to support early literacy activities, the summer reading program, and materials.
- The district secured a reduced monthly rate from T-Mobile for library hotspots, lowering costs from \$319 to \$151 and saving \$168 per month going forward.
- I have approved an upgrade to our website hosting subscription to add-on *DocAccess*, a support service which ensures accessibility for patrons using screen readers with PDF documents. While the subscription effectively doubles the monthly cost of operating our website, the savings of labor required to ensure PDFs are accessible and legally compliant makes it cost-effective.

Facilities & Vehicles

- At Baker
 - A project is being scoped to insulate a west-facing glass wall in the study and storage rooms at the northwest corner of the building. The project is needed to stabilize climate control in those spaces, increasing patron and staff comfort.
 - New exterior signage for main entry points and features of Baker Library was installed on Aug 28-29. Public feedback is enthusiastically positive.
 - Alpine Alarm has proposed an upgrade of the alarm system, for an estimated cost of over \$12,000. Facilities staff have requested more information on the necessity of the upgrade to justify the investment.
 - A revised contract is being prepared for janitorial services.
 - The Bookmobile's backup camera requires replacement for safe operation.
- At Branches
 - Haines repairs and improvements
 - A significant roof drainage issue has been identified at the Haines Library for a space shared with the Haines Rural Fire Department. Facilities staff is developing a project to resolve the issue in coordination with the Haines Fire Dept Chief.
 - Improper roof drainage has caused cosmetic damage to the wood front façade. Facilities staff is working with a contractor to repair the damage and re-engineer the water runoff to avoid future damage.

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Tuesday, Sep 9, 2025, 5:00 pm

Notes prepared by Library Director Perry Stokes

- Windows in the Haines branch meeting room are deteriorating due to age. For energy-efficiency, replacement of the single-pane windows and exterior doors are required. Facilities staff plan to develop a cost estimate for the project.
- BCLD is contributing half the cost of repairing a broken window at the front of the Sumpter Museum/Library.

Marketing & Outreach

- At a recent LEO meeting, board members were given a preview of three promotional videos in development by the Roundhouse Foundation. The videos highlight the significance of rural libraries to their communities. Members were impressed by the highly professional and polished quality of the productions. They will be an excellent resource for advocacy.
- On Aug 26, our library was visited by staff from the American Library Project team who are touring the nation to explore rural library models and services. An account of the visit was reported by the Baker City Herald in their segment of the East Oregonian, Sep 3 edition.

Personnel & Training

- The district held an all-staff training day on August 21. The event was successful, with strong participation and positive feedback.
- Christine and I will attend Local Budget Law training in Pendleton on September 24 to ensure awareness and compliance with any new changes.

Programs and Services

- The Kanopy streaming video service officially launched for BCLD patrons September 1, offering patrons on demand access to films, documentaries, television series, children's programs, and educational content.
- September is Library Card Sign-Up Month, with outreach encouraging new memberships. During this promotional period, the district offers forgiveness of late fees by request (does not include charges for lost or damaged materials, or collections action).
- Upcoming programs include a set of food preservation workshops in October provided by OSU Extension and a giveaway of 100 copies of Orwell's classic dystopian novel 1984 tied to Let Freedom Read Week in October. The Friends of Baker County Library has agreed to provide funding for the free books and I am planning to host a community book discussion event to conclude it.
- To ensure viewpoint diversity, several new magazine subscriptions representing the political right are being added, including Chronicles, The New American, Newsmax, and The Washington Examiner.
- A technical issue with the public's automatic 5-page daily free print allotment has been identified and is under investigation.
- About 30 archival image files are being shared with Bonneville Power Administration for inclusion in their video project which will document the history of the Oregon Lumber Company Railroad in the Middle Fork John Day drainage near Prairie City.

Safety & Security

Library Board Meeting – Annotated Agenda

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Notes prepared by Library Director Perry Stokes

- With updates of network equipment, our IT Systems Manager has discovered that many existing security cameras are no longer compatible and replacement of most cameras will be required. Total cost is projected to be around \$15,000.

Technology & Systems

- Huntington Branch Internet reliability issues continue to be an issue. Our IT Systems Manager has determined that moving to Star Link service may be a solution.
- To strengthen IT infrastructure, we will be replacing an 18-year-old network server at a cost of about \$2,000.

b. Financial

Report documents to be distributed at the meeting

IX. Next Meeting:

Date/Time: Oct 14, 2025, 5:00 pm

Planned Topics: To be determined

X. Adjournment