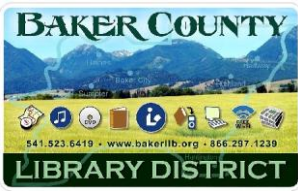


Baker County Library District
Board of Directors
Regular Meeting Agenda
Monday, Aug 10, 2015, 6:00 – 8:00 pm
Riverside Meeting Room, Baker County Public Library
2400 Resort St, Baker City
Gary Dielman, President

- | | | |
|-------|--|---------|
| I. | CALL TO ORDER | Dielman |
| II. | Additions/deletions from the agenda (ACTION) | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Approval of minutes (ACTION) | Dielman |
| V. | Open forum for general public, comments & communications | Dielman |
| VI. | PREVIOUS BUSINESS | |
| i. | Confirmation of September board meeting cancellation | Dielman |
| VII. | ANNUAL / RECURRING BUSINESS | |
| i. | Appointing of agents of record (ACTION) | Stokes |
| VIII. | NEW BUSINESS | |
| i. | Revised fines and fees schedule (ACTION) | Stokes |
| ii. | New Public Records Policy review & approval (ACTION) | Stokes |
| X. | ADMINISTRATIVE REPORTS | |
| i. | Director's Report | Stokes |
| ii. | Business and Financial Report | Hawes |
| XI. | Agenda items for next regular meeting: Sep 14, 2015 Oct 12 2015 | Dielman |
| | • Personnel Policy revisions | |
| | • Proposal to provide Sick Leave benefits to part-time staff | |
| | • Code of Conduct revision | |
| | See PPLD http://ppld.org/code-conduct-policy | |
| XII. | ADJOURNMENT | Dielman |



Baker County Library District

Board of Directors

Regular Meeting Agenda – Supplemental Info

Monday, Aug 10, 2015, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

- | | | |
|------------|--|---------|
| I. | CALL TO ORDER | Dielman |
| II. | Additions/deletions from the agenda (ACTION) | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Approval of minutes (ACTION) | Dielman |

Attachments:

- IV.a. Board Meeting Minutes, 7/13/15

- | | | |
|----|--|---------|
| V. | Open forum for general public, comments & communications | Dielman |
|----|--|---------|

VI. PREVIOUS BUSINESS

- | | | |
|----|---|---------|
| i. | Confirmation of September board meeting cancellation | Dielman |
|----|---|---------|

As you'll recall from previous meeting discussion, 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. Nellie has been registered.

That date is also the same day as the regular board meeting but I will not be able to attend due to family needs. We have tentatively planned to cancel the September meeting but discussion is still open on that question. If you would like to hold a board meeting that same evening, I can send out the public notice prior to leaving for my trip.

VII. ANNUAL / RECURRING BUSINESS

- | | | |
|----|--|--------|
| i. | Appointing of agents of record (ACTION) | Stokes |
|----|--|--------|

Attachments:

- VII.i. Resolution 2015-16.02 establishing agents of record

The District must appoint its insurance agents of record. We have one agent, Clarke & Clarke Insurance, which assists the district with general liability, property, and employee benefit health insurance we currently get through Special Districts Association of Oregon. Clarke & Clarke agents have consistently been very helpful. The attached resolution affirms the company as our agent of record for the coming year.

VIII. NEW BUSINESS

- | | | |
|----|---|--------|
| i. | Revised fines and fees schedule (ACTION) | Stokes |
|----|---|--------|

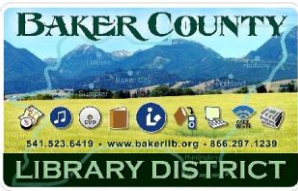
Attachments:

- VIII.i. Resolution 2015-16.03, amending fines & fees schedule

Staff feel that many of the District's charges for items and services need to be updated, as indicated in the attached document. Some descriptions also needed to be clarified. Here are the reasons for the major suggested revisions:

- Item replacement by patron: Patrons regularly inquire about submitting items themselves in lieu of payment for lost or damaged items. We do make allowances for

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon.



Baker County Library District
Board of Directors
Regular Meeting Agenda – Supplemental Info
Monday, Aug 10, 2015, 6:00 – 8:00 pm

this practice with the requirement that the replacement item is submitted within 6 months of the item being overdue and in “like new” condition and identical to the format & edition of the lost item.

- Damaged media cover art: Sometimes patrons may irreparably damage the cover art from a DVD or audiobook, for instance by spilling water on it. Staff must either download new art from the internet and reprint it or purchase it from one of our vendors to replace it. We feel that \$5 is a reasonable charge for the materials and labor.
- Damaged barcode or spine label: Patrons (especially children) sometimes may rip off an item's barcode or spine label accidentally. This charge accounts to replacing these items, which costs relatively little for supplies and money.
- Returned checks: this fee covers bank fees and staff labor involved with bounced checks.
- Printouts: The District has a color laserjet printer at Baker County Library and color inkjet printers at our other locations. Color printers are more expensive to operate than black and white ones. We do not have color copiers at any location. Our color printout charge is high compared to other businesses and institutions, and staff feel that \$0.50 per side more accurately accounts for our costs. I have also added pricing for variant paper sizes.
- Research requests: For out-of-county research requests, the first 15 minutes are free, but after that, we charge. Previously, we charged \$25 per hour. However, the people who primarily fulfill such requests typically are our higher-paid staff members, such as Assistant Management staff, Business or IT Manager, and me. The \$50 amount better reflects our actual costs when considering wages, benefits, and the opportunity cost of the person's time. Such requested typically are for Baker County-specific information, such as obituaries.

As a financial document, the fines and fees schedule requires Board approval.

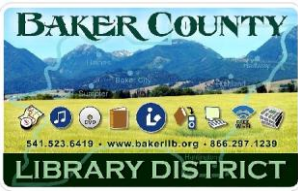
ii. New Public Records Policy review & approval (ACTION)

Stokes

Attachments:

- VIII.ii.a. Proposed Public Records Policy
- VIII.ii.b. Resolution 2015-16.04, adopting the Public Records Policy

We have few official public records requests. The District makes the most commonly-requested items available online such as budgets, audits, board minutes and packets, and policies. However, occasionally the District gets requests for other records. Most recently, we had a request for financial records related to District purchase order history. This year, SDAO also is encouraging districts to make sure that they have up-to-date public records and meetings policies. This policy should put us in good shape. The District's public meetings policies are addressed in the Board Governance Policy.



Baker County Library District
Board of Directors
Regular Meeting Agenda – Supplemental Info
Monday, Aug 10, 2015, 6:00 – 8:00 pm

X. ADMINISTRATIVE REPORTS

i. Director's Report

Stokes

- The job opening for the Bookmobile position has been published in the Baker City Herald, listed with the Employment office and posted for staff and the public. We are also advertising for a Substitute staff position for occasional front desk shifts.
- Summer Reading Program concludes this week on Thursday with the carnival celebration. It will be held in the gym at the North Baker School from 9am – 11am. Board members are welcome to attend and observe or help out.
- Other topics:
 - a. Friends update:
 - b. Sage update:
 - c. Facilities & vehicles update:
 - d. Collections:
 - e. Grants:
 - f. Marketing/Outreach
 - g. Operations:
 - h. Personnel:
 - i. Programs & services:
 - j. Recognitions
 - k. Statistics
 - l. Technology:
 - m. Training

ii. Business and Financial Report

Hawes

Related documents: To be distributed at meeting.

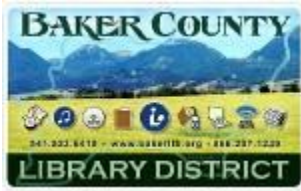
XI. Agenda items for next regular meeting: ~~Sep 14, 2015~~ Oct 12 2015

Dielman

- Personnel Policy revisions
- Proposal to provide Sick Leave benefits to part-time staff
- Code of Conduct revision
See PPLD <http://ppld.org/code-conduct-policy>

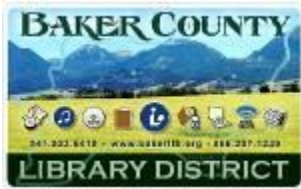
XII. ADJOURNMENT

Dielman



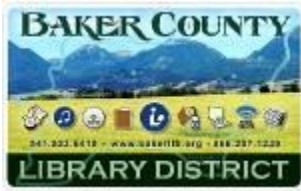
Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, July 13, 2015, 6:00 – 8:00 pm

Call To Order	<p>Gary Dielman, President called the meeting to order at 6:04pm. The meeting was held in the Riverside meeting room at Baker County Public Library in Baker City, OR. Four of five Directors were present, including: Gary Dielman, Nellie Forrester, Kyra Rohner-Ingram and Della Steele. Others present were Perry Stokes, Library Director and Christine Hawes, Business Manager.</p>
Agenda Approved	<p>Dielman asked for additions or changes to the agenda. None were proposed.</p>
Board Officer Election	<p>Dielman reminded the group that annual officer elections are scheduled for tonight’s meeting. Currently, he is President and Betty Palmer is Vice-President. Stokes said that Palmer was unable to attend the meeting. Dielman said that he is willing to continue as President, but would be glad to take a break if someone would like to have the position. Forrester led discussion, stating that Palmer may be extra busy with new duties at the school district and prefer to take a year off. Steele asked Rohner-Ingram if she would be willing to take the Vice-President position. Rohner-Ingram agreed to serve in that capacity.</p> <p>Forrester made a motion to nominate Gary Dielman for board President and Kyra Rohner-Ingram for Vice-President; Steele seconded; motion passed (3 yea; 1 abstain, Rohner-Ingram abstained from voting). Dielman asked for other nominations; there were none. Nominations were closed.</p> <p>Forrester made a motion to elect Gary Dielman as board President and Kyra Rohner-Ingram as Vice President ; Steele seconded; motion passed (3 yea; Rohner-Ingram abstained).</p>
Minutes Approved	<p>Dielman asked for corrections to the minutes. None were suggested. Steele made a motion to approve both the Agenda and the June 15, 2015 Regular Meeting Minutes as presented; Forrester seconded; motion passed unanimous.</p>
Conflicts or potential conflict of interest	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none.</p>
Open Forum	<p>Dielman stated for the record that there were no members of public present. Stokes had no correspondence.</p>
Annual Business: Elected Board Member Installation	<p>Dielman asked Stokes to proceed with the swearing-in of the elected board members. Stokes said that ORS statutes require the swearing-in of elected special district officials. Both Forrester and Dielman were re-elected to serve on the Library Board for another 4-year term. He presented a sample oath that was included in the board packets modeled after one suggested for school board members by their professional association.</p> <p>After considering the oath, Dielman suggested including the word “affirm” along with “swear” to provide an alternative for those whom may be</p>



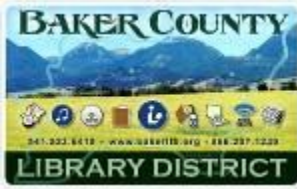
Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, July 13, 2015, 6:00 – 8:00 pm

	<p>uncomfortable with the word “swear”; it was agreed. Forrester and Dielman read the oath aloud to the group in unison, stating their own name in the blank swearing to support the US Constitution, the laws of Oregon and the policies of the Library District to the best of their ability. Stokes took a photo of them and concluded with congratulations.</p>
<p>Resolution setting regular meeting time</p>	<p>Stokes said the regular meeting time of the board needs to be established annually by resolution. At the June meeting, the board members agreed to keep the meeting on the second Monday from 6:00-8:00pm. The one exception is the month of September when he will be gone on vacation. He has listed the September meeting as cancelled on the resolution. Although he suggested the board may want to meet to sign checks. Dielman said the board will aim to finalize how to handle this at the August meeting.</p> <p>Dielman asked about the October meeting date. It usually conflicts with staff training day and needs to be moved back a week. Stokes said that the date does not need to be moved. He will work around it this year. Steele told the group that she will be gone in October. With no further discussion, Dielman called for a motion.</p> <p>Rohner-Ingram made a motion to adopt Resolution No. 2015-16.001 titled “Establishing a regular meeting date, time, and location for 2015-16”; Steele seconded; motion passed unanimous.</p>
<p>New Business: Loss Prevention Plan</p>	<p>Stokes said that one of the recommendations from a recent site visit by a Special District Association of Oregon representative was that the Library District adopts a Loss Prevention Plan. The proposed Loss Prevention Plan in the board packet is a slightly edited version of a model provided by SDAO.</p> <p>Another recommendation was to hold monthly safety meetings. Rohner-Ingram asked if that can be done with the staff meetings. Stokes affirmed that the safety meetings are bundled with a regular staff meeting; they actually had been, but weren’t always well-documented. Dielman asked if meetings were held weekly. Stokes replied that staff meetings are held one or two times a month. Stokes said that he didn’t get direction from SDAO on whether board approval was required for this plan, but he thought it was wise to at least share for awareness and discussion purposes. There was no further discussion.</p> <p>Rohner-Ingram made a motion to approve the Loss Prevention Plan presented; Forrester seconded; motion passed unanimous.</p>
<p>Staff FAQ Guide on Measure 91</p>	<p>Stokes said that with the implementation of Measure 91 legalizing recreational marijuana use, he has created a FAQ Guide for staff in anticipation of situations and questions the staff may encounter. The document has been reviewed and approved by Baker County District Attorney Matt Shirtcliff.</p>



Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, July 13, 2015, 6:00 – 8:00 pm

	<p>Rohner-Ingram commented that at this time there is much ambiguity in the law and no case law for an attorney to follow. How the law will be interpreted will become clearer as test cases come up and judges make rulings.</p> <p>Stokes said that the district already has a “No Smoking/No Vaping” policy that prohibits smoking anything including marijuana. It would not, however, address edible use or delivery of marijuana products on the property. Stokes invited discussion and revision suggestions.</p> <p>Rohner-Ingram said that the Guidelines appear consistent with what she knows about this issue and agrees with statements prohibiting marijuana products openly in a public place. Dielman said that the second statement covers the issue. As a public institution, the building and all of the grounds are covered; this would include the bathrooms and areas that are partially restricted such as study rooms.</p> <p>Rohner-Ingram looked up the definition of public place (from the measure 91 website) on her smart phone and read it to the group. Forrester asked about the staff workroom under the definition. Dielman noted that the definition excludes places where the public are not invited, which could be interpreted to mean that staff-only areas, would not be covered by law and therefore would need governance by Library policy.</p> <p>Dielman said the real concern for the district is that staff not be impaired at work. Stokes concurred. Rohner-Ingram suggesting removing paragraph 6 covering surplus garden items left in the staff room due to legal uncertainty. Forrester suggested removing paragraph 7 covering baked goods; she felt this was already covered as prohibited in a public place. Dielman felt all of these could be summarized in one statement.</p> <p>Rohner-Ingram read Measure 91 language using her smart phone and said the law talks about “use” of marijuana in public places; the district isn’t regulating possession. Stokes agreed. The district’s interest is in regulating use and distribution on the premises. Stokes volunteered to explore adding language in the Code of Conduct to do that.</p> <p>After some further discussion, Stokes said that he is asking the Board for guidelines on how to address this issue should it come up; no official policy is proposed at this time. Stokes made note of the final changes to the Staff FAQ Guide.</p>
<p>Administrative Reports: Director’s Report</p>	<p>Dielman moved the meeting on to the next agenda item – the Director’s report.</p> <p>Stokes said there will be a SDAO Board Training in Baker City on Monday</p>



Baker County Library District
Board of Directors
Regular Meeting Minutes
Monday, July 13, 2015, 6:00 – 8:00 pm

September 14 2015; he invited the board to attend. It is an all-day event. He will need to register those interested and it will help achieve a credit on the district's insurance. Forrester volunteered to attend.

Stokes reported that he has filed the **Tax Certification documents** to impose tax on County property for the 2015-2016 budget revenues with the County Assessor on July 6, 2015. To complete the filing requirements, the full budget needs to be submitted to the County Clerk by September 30.

Under Facilities, the Baker Library had a **leaking pipe** that was discovered on Monday, June 29, 2015. The leak was coming from a pipe in the ceiling above the ILL shelving in the staff room. Stokes had a technician from Scott's Heating & Air Conditioning investigate the problem. The leak source was found to be an end cap on a domestic water supply line to the restrooms and water fountain near the Archive room which required a plumber to fix. Action Plumbing was contacted and their staff has replaced the faulty cap.

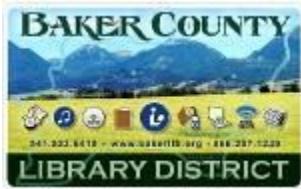
Stokes is exploring the idea of updating **wall art in the Discovery Zone**. One idea is to replace the 1970's artwork on the south wall with a deep space wall mural. Should that be pursued, a new location will need to be found for the large art piece on the wall, which was a gift from Richard Heilner, titled "The Miracle of Now". The artwork is a large bulls-eye style circle with some construction in the canvas to create relief. Dielman recalled when the artwork was donated. After some discussion on the value of local artwork, the board supported relocation of the piece into the reading room.

For **Miner's Jubilee** weekend, the custodian has been contracted to do **additional cleanings** on Friday and Saturday. The library will also host portable toilets in the north parking lot in partnership with the Baker City Herald. Last year, the addition of these outdoor facilities helped lessen the demand on the use of the library's indoor restrooms.

The **Haines Branch had a broken basement window**. Maintenance staff has repaired the window. The parent of the juveniles responsible was given a bill for \$75 which they have pledged to pay by June 30.

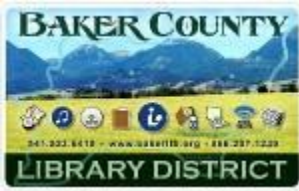
At the **Huntington Branch, the water fountain** is out of order due to a possible valve malfunction causing water to spray onto the wall. The unit is over 10 years old and may need to be replaced. Jim White is looking at replacement options.

At the **Richland Branch**, approval to proceed with the **HVAC project** has been received from Dale Inslee, Director for NEOHA. The budget includes \$14,000 set aside to purchase and install the unit. Two HVAC project bids were received from local companies last year. The selected contractor plans to begin



Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, July 13, 2015, 6:00 – 8:00 pm

	<p>installation on July 15. The price of the units has increased so the final project cost will be more than the original bid. There are sufficient funds in the budget to accommodate the increase. Stokes has submitted an extension request to the Leo Adler Foundation for the Richland HVAC project grant.</p> <p>In Operations news, the district’s first known public records request was received June 22, 2015 from the SmartProcure company for Purchase Order information on P.O.’s dated 1/1/2000 to current. Hawes was able to extract the requested information from the district’s financial records and sent the file on June 26, 2015. Hawes added that there wasn’t much information to give them since the Library District doesn’t use a purchase order system. A cover letter provided that explanation to the company.</p> <p>In Personnel, Stokes announced the promotion of Sylvia Bowers from the position of Library Technician to Library Associate (one level below the Librarian rank). The promotion recognizes her achievement of obtaining Library Support Staff certification and provides additional authority among staff.</p> <p>In Technology, Jim White is planning to implement an upgrade of the SAM public computer management system later this month. The upgrade advertises improvements in reporting, user interface and resolving printing issues.</p> <p>In other news, Stokes received Facebook complaints on a recent GLBT display in the library. In response to the complaints, he agreed to feature select heterosexual literature which are now on display. News of the display posted to the library Facebook site is garnering support both for the “Great straight love stories” display and ironically more support for the June GLBT display.</p>
<p>Business and Financial Report</p>	<p>Hawes passed out financial reports and check packets for signatures. There are two financial reports included in the packets. For Fiscal Year just ended June 30, 2015, the General Fund received tax turnovers totaling \$32,271.05 in June bringing the collections to 99.6% of the budgeted tax revenues. On page 3, Personnel costs will increase with the accrual of the June PERS payment made July 10, and the final SDAO workers comp invoice of \$1,382.40. Ending fiscal year cash was \$221,790.51.</p> <p>For the current month of July 2015, there are no tax turnovers and minor fines revenues to report. In Personnel, the COBRA insurance covered on the group health plan was cancelled effective July 1 as the retired employee now qualifies for Medicare. In Materials & Services, notable checks include Ingram \$1,175.62, a check to LEO of \$3,696.25 for 3 database subscription renewals and membership, a check to Mike Bork Auto \$439.00 bookmobile maintenance, and a check to OCLC \$278 for a professional subscription renewal for WebDewey.</p>



Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, July 13, 2015, 6:00 – 8:00 pm

	<p>Other Funds – Philip Charette has made his final payment of \$100 on July 6; he has paid back the \$2,500 deposit on the expired artwork contract. Other Funds ended fiscal year 6/30/2015 with cash totaling \$158,476.89.</p> <p>Sage Fund – This fund pays one of its largest bills in July, a check to Orbis Cascade for \$41,594 for 9 invoices for annual courier dropsite fees. The amount is comparable to last year. Sage Fund ended fiscal year 6/30/2015 with cash totaling \$103,609.50.</p> <p>Checks were signed and returned to Hawes along with the Approved Bills Lists that had been initialed by those present.</p>
Next Meeting Date	The next regular meeting will be Aug 10, 2015 at 6:00pm.
Adjourn	<p>The meeting was adjourned at 7:31pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

**Resolution No. 2015-16.002
Adopting Insurance Agent of Record**

August 10 2015

WHEREAS, BCLD purchases insurance products from the Special Districts Association of Oregon (SDAO), and SDAO requires special districts to annually affirm their agents of record;

Now, therefore be it RESOLVED, that the Baker County Library District Board of Directors appoints Clarke & Clarke Insurance of Baker City, Oregon, as the District's Insurance Agent of Record.

ADOPTED by the Board of Directors of Baker County Library District this 10th day of August, 2015 by the following vote:

AYES: _____ NAYS: _____ ABSTAINED: _____

FOR THE BOARD: _____

Signature
BCLD Board President

ATTEST: _____
Signature: Perry Stokes
District Secretary

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2015-16.003

Revising fines & fees schedule

August 10 2015

WHEREAS, Some District fees need to be updated; and

WHEREAS, the District wishes to establish, amend or clarify fees for returned checks, certain types of damaged items, printing, and special research services;

Now, therefore be it RESOLVED, that the Baker County Library District Board of Directors establishes the fines & fees schedule as amended at their August 10th meeting and attached to this resolution.

ADOPTED by the Board of Directors of Baker County Library District this 10th day of August, 2015 by the following vote:

AYES: _____ NAYS: _____ ABSTAINED: _____

FOR THE BOARD: _____

Signature
BCLD Board President

ATTEST: _____

Signature: Perry Stokes
District Secretary

Baker County Library District

Public Records Policy

As it values transparency, Baker County Library District fully complies with the Oregon Public Records Law. Every person has a right, guaranteed by the Oregon Public Records Law, to inspect any non-exempt public record held by the District. The public may request to view District records that are not exempt per the Oregon Public Records Law and other District policies.

Retention

The District follows the records retention schedule established for special districts by the Oregon State Archives. The District has records both electronically and in analog. However, the District prefers to retain records in digital formats using open and archival-quality standards.

Custodian

The Library Director is the District's custodian of records and is the only party authorized to receive or comply with public records requests or inquiries from courts or law enforcement agencies.

Requests

To best connect the requester with the records s/he seeks, requests to review records should be made in writing. Ideally, the request should include the records requested with date(s), subject matter, and any other relevant details. The request should also specify in what format the records are desired (e.g. electronic or analog).

Access

The District aims to provide access to records by whatever method is most convenient for the requester, ideally with no or minimal cost to him/her. Whenever possible, the District will supply records electronically. If electronic records are unavailable or infeasible to transmit, analog records may be viewed and copied at any of the District's branch libraries during regular public open hours. Most records are kept at the Baker Library, so individuals wishing to view records at another location should state as such in their requests.

If the requester would like to review analog records, they may be viewed at any library district location. Depending on the nature of the request, the District may require the review to take place with a District representative present. Any research fees (see below) must be paid in advance. Additional fees may be charged if District staff presence is required during the review, which shall equal the rate for research fees. Original records shall not be removed from the District's locations unless authorized by the Library Director or Board of Directors.

If any person attempts to alter, remove, or destroy any District record, the District representative shall immediately terminate such person's review and notify the District's legal counsel.

Public Records Policy

Fees

The District makes every effort to provide records without cost to the requester. However, some requests may require copying or significant amounts of staff time. In order to recover its costs for such requests, the District may charge fees associated with searching for and copying records. The Library Director may waive these fees at his/her discretion. Fees shall be limited to no more than \$50.00 unless the requester is provided with written notification of the estimated amount of the fee and the requester confirms that s/he wants the District to proceed.

Fees are as follows:

- Paper copies or printouts: \$0.10 per side for black and white or \$0.50 per side for color.
- Copies of nonstandard materials (e.g. maps, videos, sounds recordings): Fees shall be the actual costs incurred by the District plus staff time used to them.
- Research fees: If a request requires District personnel to spend more than fifteen minutes searching or reviewing records prior to their review or release for copying, the fee shall be \$50.00 per hour, charged in fifteen minute increments, for any time spent over fifteen minutes. The District shall estimate the total amount of time required to respond to the records request and must be paid in advance before the search will proceed. If the actual time and costs are less than estimated, the excess money shall be refunded to the requester. If the actual time and costs are in excess of the estimated time, the difference shall be paid by the requester when the records are produced.
- Additional charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse for its actual costs of producing the records.

Restrictions

Per the District's Privacy Policy, some District records in addition to those delineated in the Oregon Public Records Law are exempt from disclosure or destroyed once they are no longer necessary for District operations. These records include circulation records, records showing use of the District's computer networks, and other records containing personally-identifiable information about the District's patrons and their library use.

Approved by the Board of Directors, [August 10, 2015]

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2015-16.004

Revising adopting Public Records Policy

August 10 2015

WHEREAS, establishment of a Public Records Policy is recommended as a best practice by the Special Districts Association of Oregon; and

WHEREAS, the District is increasing its research fee;

Now, therefore be it RESOLVED, that the Baker County Library District Board of Directors establishes the Public Records Policy attached to this resolution.

ADOPTED by the Board of Directors of Baker County Library District this 10th day of August, 2015 by the following vote:

AYES: _____ NAYS: _____ ABSTAINED: _____

FOR THE BOARD:

Signature

BCLD Board President

ATTEST:

Signature: Perry Stokes

District Secretary