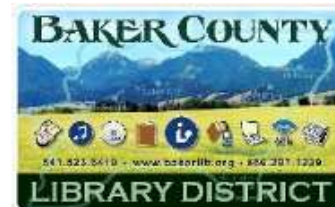


Regular Meeting Agenda

Baker County Library District

Board of Directors

Kyra Rohner, President



Thursday, Mar 10, 2026, 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. Patron Code of Conduct Policy Revision - Second Reading & Approval (**ACTION**)
- VII. New Business
 - a. FY2026-27 Budget Officer, Calendar, & Committee Membership (**ACTION**)
 - b. Circulation Policy Approval (**ACTION**)
 - c. Fee Schedule Approval (**ACTION**)
- VIII. Reports
 - a. Library Director
 - b. Financial
- IX. Next Meeting: **Apr 14, 5:00 pm**
- 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 regularly meets on the **2nd Monday each month from 5.00 to 6.00p** 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, Mar 10, 2026, 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.

VI. Old Business

- a. Patron Code of Conduct Policy Revision – 2nd Reading & Approval (**ACTION**)

Attachments:

- VII.b.i. Code of Conduct Policy – last approved 9/16/2016
- VII.b.ii Patron Code of Conduct Policy – draft revised version 2
- VII.b.iii. Resolution 2025-26.06 Adopting the BCLD Patron Code of Conduct as revised

At the February meeting, staff presented a revised draft Patron Code of Conduct for a **first reading**. Consistent with a two-reading approach used for ordinance-style actions, which allows a greater opportunity for public notice and comment, staff will present a **second reading** for public review and board consideration for adoption.

Based on staff input, I have made a few additional edits to the draft proposal which are indicated in red font. Details of changes are included in this annotated report below.

Following a public comment period, Board discussion and any other requested edits, I request the board approve **Resolution No. 2025-26.06** to adopt the Patron Code of Conduct with an effective date of April 1 2026.

To reiterate what was presented at the February meeting, this policy for managing patron conduct on library premises was last updated September 2016 and is considered one of the district’s essential policy documents. The updated policy modernizes the 2016 Code by expanding scope to include District grounds and programs/events, organizing expectations into clear “Please/Not allowed/If there is a problem” sections, and strengthening objective,

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Tuesday, Mar 10, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

viewpoint-neutral rules focused on access, safety, sanitation, and operational continuity. It adds explicit prohibitions addressing common modern library issues—unreasonable space/resource occupation, disruptive recording/filming, charging vaping devices with District outlets, weapons (ORS 166.370), and providing false identifying information—while narrowing historically subjective rules (e.g., “appears to be sleeping”) to more defensible standards tied to disruption and wellbeing checks.

Highlight of Significant Changes

1) Structure and scope

Scope expanded and clarified

- **2016:** Applies “while on library property” but is primarily written as an in-building rule set, without explicitly naming programs/events.
- **Updated:** Explicitly applies to **all District facilities, grounds, and programs/events.**

Justification: Aligns the rule’s applicability with how the District actually operates today (grounds and off-site/on-site events), reduces ambiguity, and supports consistent enforcement across locations and activities.

Format modernized for public comprehension + staff administration

- **2016:** “Please do / you may not” with many location-specific items and operational reminders (e.g., bike rack; check out materials).
- **Updated:** A clearer “**Please / Not allowed / If there is a problem**” structure, and it notes staff will use **Administrative Procedures** for implementation.

Justification: Best practice in public libraries is shorter, behavior-focused rules for patrons, paired with internal procedures for consistency and due process.

2) “Please” section (requested conduct)

“Mission and fair sharing” added as a guiding principle

- **Updated:** Adds explicit framing that patrons share public space and resources fairly.

Justification: Helps set expectations in a neutral, non-punitive way; supports later rules about access, space, and resource use.

Personal belongings language strengthened to match real-world issues

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- **2016:** Addresses obstacles and taking up seating with belongings as a prohibition.
- **Updated:** Adds a “Please” expectation to keep belongings **secure and confined to an immediate area**, and separately prohibits unreasonable occupation.

Justification: Encourages compliance before problems escalate; improves accessibility and reduces trip hazards and conflicts over seating/space.

Clothing/shoes language refined to match BCLD practice and reduce vagueness

- **2016:** Requires “sufficient clothing... to minimize direct skin contact with furniture” and includes a liability disclaimer about opting out of “customary protective attire such as shoes.”
- **Updated:** Uses a clearer hygiene standard: clothing must provide a **safe, hygienic barrier between bare skin and shared seating**, while expressly allowing bare feet.

Justification: Narrows enforcement to an objective hygiene/access standard (barrier on shared seating) while preserving the District’s longstanding allowance for bare feet.

Supervision broadened and made consistent with related District policies

- **2016:** Specifies “children under the age of 10” must be supervised by an accompanying adult.
- **Updated:** Requires supervision of **children, dependents, and animals** “as required by District policy.”

Justification: Avoids conflicting age thresholds across policies, covers dependents (not only children), and relies on the separate Unattended Children/Animals policy for operational detail.

3) “Not Allowed” section (prohibited behavior)

Clear “interference with operations” prohibition added and strengthened

- **2016:** Includes “neglect a reasonable staff request to cease behavior that interferes with library operations.”
- **Updated:** Prohibits **interfering with District operations/services** and specifies examples like blocking entrances/exits, aisles, service points, and accessible routes.

Justification: This is a cornerstone “limited public forum” library standard—objective, safety/access-based, and easier to apply consistently than broader “disruptive” language.

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“Unreasonable occupation” separated as its own rule (common modern library issue)

- **2016:** Mentions creating obstacles/taking up seating with belongings.
- **Updated:** Adds a standalone prohibition on **unreasonably occupying furniture/space/resources** so others cannot use them.

Justification: Addresses common modern misconduct (spreading out across furniture, monopolizing resources) with a neutral “access to others” standard.

Recording/filming clarified to focus on harassment/disruption (not general speech)

- **2016:** No specific recording/filming line.
- **Updated:** Prohibits recording/filming/photography **when harassing or disruptive** to others’ library use.

Justification: Avoids an overbroad “no recording” rule while giving staff authority to address privacy-invasive conduct that disrupts library use.

Solicitation rules reconciled: narrowed to “prohibited areas” and unauthorized distribution

- **2016:** Prohibits surveys/posting/distribution without approval and prohibits panhandling/soliciting for sales/charity/religious/political purposes.
- **Updated:** Prohibits solicitation and unauthorized distribution **in prohibited areas**.

Justification: Moves toward a more time/place/manner approach (location- and disruption-based) rather than categorizing types of solicitation (which can raise viewpoint concerns).

Safety/sanitation expanded and modernized (hazards, pests, shelters)

- **2016:** Addresses nuisance/hazards, spitting, bodily fluids, strong odors; prohibits restroom bathing/shaving/laundry; and prohibits running and wheeled devices.
- **Updated:** Consolidates into a clearer “hazardous/unsafe/unsanitary” standard with specific examples including running, climbing, wheeled recreational devices indoors, spitting, unauthorized camping/shelters, and items that spread pests/odors/unsanitary conditions, plus strong odors that substantially interfere.

Justification: Reflects current public library realities (biohazards, pests, shelter/camping behavior) while maintaining a behavior-based, objective standard.

Weapons clause added with Oregon law reference

- **2016:** No weapons clause.

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Notes prepared by Library Director Perry Stokes

- **Updated:** Prohibits unauthorized possession of firearms/dangerous weapons in library buildings, citing **ORS 166.370**.

Justification: Aligns with legal guidance that ORS 166.370 applies to libraries as public buildings; provides a clear, law-tethered standard.

Tobacco/vape language refined and enforcement made practical (charging outlets)

- **2016:** Prohibits use or display of tobacco/marijuana and smoking including e-cigarettes.
- **Updated:** Prohibits smoking/vaping on District property and **charging vaping devices using District electrical outlets**.

Justification: Keeps the smoke/vape prohibition and adds an operationally enforceable rule responding to common library misconduct (charging controlled-substance delivery devices using public outlets).

Impairment and substances updated to include cannabis products and paraphernalia

- **2016:** “Under the influence of or consume alcohol or illegal substances.”
- **Updated:** Specifies alcohol, cannabis products, drug paraphernalia; and being impaired **in a way that disrupts services or creates a safety risk**.

Justification: Adds clarity and ties enforcement to observable impact (disruption/safety), which reduces arbitrary enforcement risk.

Sleeping rule narrowed from “appearance” to “wellbeing check trigger”

- **2016:** Prohibits “sleep, appear to be sleeping, lie down or loiter.”
- **Updated:** Prohibits sleeping/unresponsiveness **when it requires a staff wellbeing/safety check**.

Justification: Removes “appearance”-based enforcement and replaces it with a safety-operations trigger that is clearer and more defensible.

Unattended items/children/animals reconciled and tied to District policies

- **2016:** Prohibits leaving animals/belongings unattended and requires animals to be carried/contained (with service animal exception).
- **Updated:** Prohibits leaving belongings/children/dependents/animals unattended or uncontrolled “in a manner inconsistent with District policy.”

Justification: Improves internal consistency across district policies and avoids conflicting specifics in the one-page policy.

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Notes prepared by Library Director Perry Stokes

Required additions included: false identifying information

- **Updated:** Adds a clear prohibition on providing **false information or reports** to a District official including name/address/DOB.

Justification: Supports safety, incident documentation, and use restriction processes; reduces fraud/misidentification during account management, incident investigations, restriction enforcement, or law enforcement involvement.

4) Enforcement and due process alignment

Enforcement section clarified; references **Library Use Restrictions policy**

- **2016:** Reserves right to eject/suspend; appeals to Library Director.
- **Updated:** Provides a clear escalation: warning when appropriate; immediate removal for serious/unsafe conduct; possible law enforcement contact; and restrictions/exclusion under the **Library Use Restrictions policy**.

Justification: Establishes predictable, defensible steps while routing longer exclusions through the dedicated restrictions policy (better procedural consistency).

“Administrative Procedures” explicitly introduced for implementation

- **Updated:** “Staff will refer to Administrative Procedures for implementation and enforcement guidance.”

Justification: Separates Board-adopted patron standards from Director-managed procedures (training, documentation, forms, timelines), improving consistency and reducing the need to continually amend the Board policy for operational updates.

5) Items removed or de-emphasized (intentional reconciliations)

Removed operational reminders not essential to a conduct policy

Examples: “store bicycles outside in bicycle rack,” “check out materials before leaving,” and “tell us if we don’t have the item/service you want.”

Justification: These are better addressed as signage, customer service messaging, or other policies. Removing them keeps the Code focused on conduct and reduces clutter.

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Notes prepared by Library Director Perry Stokes

Removed “display sexually explicit materials” specificity (now covered more generally)

- **2016:** Explicitly prohibits simulating sexually explicit conduct or visibly displaying sexually explicit materials.
- **Updated:** Covers “illegal activity” and “indecency,” but does not separately list “display sexually explicit materials.”

Justification: If the Board wants a clearer line for staff/patrons on this issue, this is a candidate addition (brief “sexual conduct/indecent exposure/lewd behavior” bullet). If not added, it can be handled in Administrative Procedures and/or other content-neutral policies.

Summary of significant changes after first reading (v3 → v4)

1) Housekeeping edits and tone

- **“Welcoming, & productive”:** v4 adds an ampersand and slightly tweaks punctuation in the opening sentence.
Why it matters: minor readability/formatting, no substantive change.

PLEASE section changes

2) Supervision strengthened (“at all times”)

- v3: “Supervise children age 9 and under... responsibly...”
- v4: adds **“at all times”**.
Why it matters: clarifies expectation; reduces disputes about “I was nearby.”

3) Furniture/property language clarified (rearrange/remove/borrowing)

- v3: “do not misuse, move, or rearrange... without staff approval (except as permitted for room use).”
- v4: replaces “move” with **“rearrange, or remove”** and adds **“borrowing procedures”** exception.
Why it matters:
 - better matches actual practice (meeting rooms can be rearranged; circulating materials can be removed via checkout),
 - prevents the rule from being read as “no one may take books off the premises.”

4) Help/request wording expanded (service-forward)

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Notes prepared by Library Director Perry Stokes

- v3: “Ask for help when you need it.”
 - v4: adds **“including requesting materials.”**
Why it matters: supports patron service pathways (purchase suggestions/ILL) without adding a new policy.
-

NOT ALLOWED section changes

5) Hazard/unsanitary examples expanded to cover “feet/shoes on furniture” with footstool exception

- v4 adds: **“feet/shoes on furniture except designated footstools”** inside the hazard/unsanitary bullet.
(v3 did not include this example.)
Why it matters: clarifies a frequent conduct issue while preserving permitted use of footstools.

6) Hazard language tightened to “create hazards or spread...” (less vague than “risk”)

- v3 used “items that risk pests/odors/unsanitary conditions.”
- v4 uses “actions or items that **create hazards or spread** pests/odors/unsanitary conditions” and reorders examples (camping moved within the list).
Why it matters: “create/spread” is more objective and easier to enforce than “risk.”

7) Food/drink rule refined for sensitive collections areas and posted restrictions

- v3: allows light snacks/covered drinks generally.
- v4: adds **exceptions where/when posted** and for **designated sensitive-collections areas**.
Why it matters: supports preservation needs (archives/rare/local history areas) without requiring a full rewrite.

8) “Illegal activity” bullet broadened to include “bullying” concept

- v3: “physical or verbal abuse (including...)”
- v4: becomes **“physical or verbal abuse/bullying”** and retains the examples list.
Why it matters: gives staff/patrons a plain-language handle (“bullying”) while still anchoring to enforceable examples.

9) Smoking/vaping phrasing clarified (“anywhere on District property”) and vape charging simplified

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Notes prepared by Library Director Perry Stokes

- v3: “Smoking or vaping on District property; ... charge vaping devices.”
- v4: “Smoking or vaping **anywhere** on District property; ... charge **vape devices**.”
Why it matters: removes “outside vs inside” arguments; “vape devices” is shorter but same intent.

10) Substances bullet expanded to include tobacco and drops “on District property” phrase

- v3: “Alcohol or cannabis use **on District property**...”
- v4: “Alcohol, **tobacco**, or cannabis use...” (no “on District property” phrase in that line).
Why it matters:
 - adds smokeless tobacco use as a clear violation (not just smoking/vaping),
 - but note: removing “on District property” here could invite questions—your scope statement still covers it, but the clause is less explicit than v3.

11) False information bullet strengthened (“false/fraudulent” and shortened examples)

- v3: “Providing false information or reports... (including name/address/DOB).”
- v4: “Providing **false/fraudulent** information or reports... (e.g. name, address, date of birth).”
Why it matters: reinforces intent to address misrepresentation; “fraudulent” may sound more accusatory, but it’s still tied to objective identifiers.

Proposed Motion:

I move that the Baker County Library District Board of Directors adopt **Resolution No. 2025-26.06, A Resolution Adopting the Baker County Library District Patron Code of Conduct as revised and Rescinding Prior Versions**, effective April 1, 2026, with the Patron Code of Conduct attached as **Exhibit A**.

VII. New Business

- a. **FY26-27 Budget Officer, Calendar & Committee Membership Approval (ACTION)**
 - **Attachments: Proposed FY2026-27 budget calendar**

It is time again to start of the next fiscal year's budget cycle. It begins with approving the budget calendar, which delineates when the budget committee will meet, when notices are published in the paper, and when the budget is approved by the Board. Our budget is reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members.

*The action item for this meeting is to **approve the proposed budget calendar and budget officer** which is the Library Director.*

The membership of the Budget Committee can be approved at the April or May meeting.

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Tuesday, Mar 10, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

I have NOT YET emailed all previously serving members about their availability to continue to serve on the committee this year. We have two vacant positions for the Budget Committee that need to be filled. If the board would like to recruit or nominate individuals, I'll be happy to contact them.

Alternatively, we could publish an open invitation for prospective members to submit an application. I could craft an application form and the board could review and approve applicants at the April meeting.

FY25-26 Appointive Members

	Name	City	Term start (3 years)	Term expiration
1	Aletha Bonebrake	Baker City	5/2025	6/30/2027
2	Linda Collier	Halfway	5/2025	6/30/2027
3	Jacque Cobb	Haines	5/2023	6/30/2025
4	Joy Leamaster	Baker City	5/2024	6/30/2026
5	Gary Dielman	Baker City	5/2023	6/30/2025

FY26-27 Appointive Members

	Name	City	Term start (3 years)	Term expiration
1	Aletha Bonebrake	Baker City	5/2025	6/30/2027
2	Linda Collier	Halfway	5/2025	6/30/2027
3			5/2026	6/30/2028
4	Joy Leamaster	Baker City	5/2024	6/30/2026
5			5/2026	6/30/2028

b. Circulation Policy Approval (ACTION)

Removed from agenda due to work still in progress. This will be added to an upcoming meeting.

c. Fee Schedule Approval (ACTION)

Removed from agenda due to work still in progress. This will be added to an upcoming meeting.

VIII. Reports

a. Library Director

Report to be delivered at the meeting

b. Financial

Report documents to be distributed at the meeting

IX. Next Meeting:

Date/Time: Apr 14, 5:00 pm

Planned Topics:

Library Board Meeting – Annotated Agenda

Tuesday, Mar 10, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

- Approval of Budget Committee membership (ACTION)
- Adoption of revised Circulation Policy (ACTION)
- Adoption of revised Fee Schedule (ACTION)
-

X. Adjournment