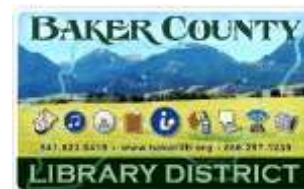


Baker County Library District
 Board of Directors
Regular Meeting Agenda
 Monday, Mar 9, 2020, 6:00 – 8:00 pm
 Riverside Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President



- | | | |
|--------------|--|------------------|
| I. | CALL TO ORDER | Dielman |
| II. | Consent agenda (ACTION)
a. Additions/deletions from the agenda
b. Minutes of previous meeting | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | 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. | Dielman |
| V. | OLD BUSINESS
a. Policy Revision: Photography, Recording, Filming (ACTION) | Stokes |
| VI. | NEW BUSINESS
a. Infectious Outbreak Planning
b. FY20-21 Budget Committee & calendar (ACTION) | Stokes
Stokes |
| VII. | REPORTS
a. Director
b. Finance | Stokes
Hawes |
| VIII. | Next meeting: Apr 13, 2020 | Dielman |
| IX. | ADJOURNMENT | Dielman |

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) (h) Legal Rights

ORS 192.660 (2) (e, j) Property
 ORS 192.660 (2) (a, b, i) Personnel

Library Board Meeting – Annotated Agenda

Monday, Mar 9, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- | | |
|---|---------|
| I. CALL TO ORDER | Dielman |
| II. Consent agenda (ACTION) | Dielman |
| a. Additions/deletions from the agenda | |
| b. Minutes of previous meeting | |
| <i>Attachments:</i> | |
| • II.b.i. Board meeting minutes, Feb 10 2020 | |
| III. Conflicts or potential conflicts of interest | Dielman |
| IV. Open forum for general public, comments & communications | Dielman |
| V. OLD BUSINESS | |
| a. Policy Revision: Photography, Recording, Filming (ACTION) | Stokes |

Attachments:

- V.a.i. Revised final policy (clean)

As discussed at the February meeting, I'm proposing an update to the Photography, Recording, and Filming Policy.

The primary proposed revisions to the policy include

- Re-organization of the elements into a structure that is more logical for quick reference
- Adding a firm statement in support of First Amendment rights
- Providing a brief description of the legal basis the library has to limit First Amendment conduct as a "limited public forum"
- Expanding "specialized equipment" list to include extension pole (AKA selfie stick, and drones)
- Adding a reference to ORS 165.540 requiring persons to be notified if audio recording is capturing their conversation.
- Adding an element restricting nuisance drone operation on library premises. This is modeled after [OR HB 3407](#), Section 4(1) which protects private residents from drone harassment.
- Consolidation of Commercial Photography and Entertainment Filming segments

The policy has been reviewed by SDAO counsel, who had no recommended edits. The district was advised to have its general counsel review the policy as well. I have sent a copy to D.A. Greg Baxter, but have had no response as of the time of this writing.

I do have one additional element to add since the February discussion:

- "Filming, photographing, or recording an individual on library premises repeatedly or at length without consent may be considered harassment and result in library use restriction."

Library Board Meeting – Annotated Agenda

Monday, Mar 9, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

VI. NEW BUSINESS

a. Infectious Outbreak Planning

Stokes

Attachments:

- VI.a.i. Infection Response Plan 1 (3/5/20)
- VI.a.i. Purchasing List of Infection Control Supplies
- VI.a.ii. Infectious Disease Outbreak (Epidemic) Emergency Response Plan - DRAFT

Like most this week, we've been alert to the outbreak of novel Coronavirus in the northwest, and in preparation to help combat the epidemic began stocking up on disinfection resources. I feel we have an extra duty of concern and care as public library staff, given that a significant proportion of our library users are elderly people who are apparently in a high-risk category for severe respiratory disease induced by COVID-19.

At the meeting, I will review the measures now underway, acquisition of resources, and draft emergency response plan.

b. FY20-21 Budget Committee & calendar (**ACTION**)

Stokes

Attachments:

- VI.a.i. 2020-20201 Budget Calendar

At this meeting the board will review and approve the budget calendar, which specifies when the budget committee will meet, when notices are published in a newspaper, and when the budget is approved. Our budget is reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members.

Budget committee members are appointed to 3-year terms. The term of one budget committee member expired last year, Bob Savage.

Appointive Members

	Name	City	Term start (3 years)	Term expiration
1	Aletha Bonebrake	Baker City	5/2016	6/2021
2	Linda Collier	Halfway	5/2016	6/2021
3	Bob Savage	Baker City	5/2017	6/2019
4	Joy Leamaster	Baker City	5/2018	6/2020
5	Ann Mehaffy	Baker City	5/2018	6/2020

I need to confirm that Mr. Savage is willing to be re-appointed, and also confirm continuity of service and availability of other members. **Assuming so, I will recommend approval of the Budget Committee roster as presented with appointment of Bob Savage to a new 3-year term and me as Budget Officer.**

The date for the Budget Committee meeting is proposed as Wed, May 20 at 5:30 pm with a secondary meeting tentatively scheduled for the following day Thu, May 21 at 5:30 pm. The

Library Board Meeting – Annotated Agenda

Monday, Mar 9, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

secondary meeting is customarily scheduled as precaution, but has never been necessary. Please let me know if these dates work for you.

REPORTS

a. Director

Stokes

Reports to be delivered at the meeting.

b. Finance

Hawes

Report documents to be distributed at the meeting.

VIII. **Next meeting: Apr 13, 2020**

Dielman

- Future agenda items

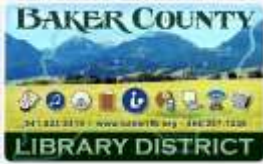
IX. **ADJOURNMENT**

Dielman



Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Feb 10, 2020

Call To Order	<p>The meeting was held in the Riverside Meeting Room. Gary Dielman, President called the meeting to order at 6:03pm. Present at the meeting were Directors Gary Dielman, Betty Palmer, Kyra Rohner, Beth Bigelow and Frances Vaughan. Also present at the meeting was Perry Stokes, Library Director and Christine Hawes, Business Manager.</p>
Consent Agenda	<p>Dielman asked for any changes to the consent agenda. There were to changes to either the agenda or the minutes. Rohner made a motion to approve the consent agenda; Bigelow seconded; motion passed unanimous (5 yea) by those present.</p>
Conflicts or Potential Conflicts of Interest	<p>Dielman asked for any potential conflicts of interest. There were none stated.</p>
Open Forum for general public	<p>Dielman stated for the record that there were no members of the public present. He asked Stokes if he had anything to share. Stokes had received a verbal compliment from a patron but had no correspondence.</p>
OLD BUSINESS:	<p>None</p>
NEW BUSINESS: Policy Revision: Photography, Recording, Filming	<p>Dielman asked Stokes to present the policy change. Stokes said that he is proposing changes to the Photography, Recording, Filming Policy to give clear guidance for staff on how to respond to incidents, as well as easily accessible legal background for public information. There has been a surge in popularity of smartphone videos taken in libraries being posted on social media recently, as well as a growing number of reports of “First Amendment auditor” visits to public libraries. He went through the policy changes as presented in the board packets. The packets include three versions, the original, one with the changes noted and a final should it be adopted.</p> <p>Looking at the revised draft version, he has reorganized the elements into a structure more logical for a quick reference. He has added a statement of the First Amendment rights and a brief description of the legal basis the library has to restrict actions as a “limited public forum”. He has added restrictions for potentially hazardous devices such as drone operations on library premises. Stokes referenced an article from OLA titled “Auditing the First Amendment at Your Library”. He read through highlights of the article.</p> <p>Palmer asked about the goal of the “auditors”. Stokes said the goal appears to primarily be about exercising Freedom of Speech civil liberty, testing government employees’ awareness of constitutional rights, and testing whether the response from civil servants is appropriate and lawful. While there are some reports of financial gains being afforded to “auditors” in cases of a legal judgment award or settlement from a civil liberties lawsuit, this doesn’t seem to</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Feb 10, 2020

be the goal of most. Auditors claim to be acting as freelance journalists, hobbyists, or “Constitutional activists” similar to Second Amendment rights enthusiasts who openly carry firearms.

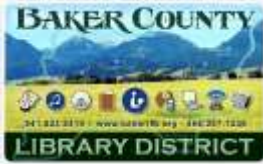
There was discussion on the topic of patron privacy. Stokes said that in general, it is true that there is no legal expectation of privacy for individuals present in a public space. However, case law has established that “Time, Manner, Place” restrictions on First Amendment Rights may be set by public agencies. This allows an agency to prohibit nuisance behavior and ensure that visitors’ access to agency services is not impeded. In the context of public libraries, this means that activity infringe upon or impede others’ free access to information. A self-censorship “chilling effect” may be created on a citizen’s free access to information should a person change their activity due to being recorded and potentially placed under scrutiny. Stokes said that Oregon Law does not address video recording in public spaces. ORS 165.540(1)(c) does state that one must *specifically inform* others when their audio conversation is being recorded, but consent is not required to continue.

There was discussion on what a typical confrontation looks like. Stokes ran a couple of video clips posted by self-described “First Amendment Auditors” going to a public library. He pointed out things to be learned, such as front-line staff being well-trained and having easy access to official policy. He felt these videos can be good training tool. Library staff need to be prepared to correctly handle such visits. He aims to have a policy that the staff can easily find it and know how to address similar actions.

Stokes went on to say that the revised policy is organized into what is permissible and activities that require approval. For example, on request he recently authorized someone wanting to use the library for senior school photos. Dielman said the most important part of the new policy is it explains the difference of limited public space verses public space like a sidewalk.

Stokes said library policy needs to be clear and lawful. Public libraries and “auditors” have a common goal of strongly supporting the First Amendment. One area of divergence is that while auditors are focused on Freedom of the Press, they tend to be dismissive of libraries’ emphasis on privacy and intellectual freedom. He wants to put together a handout on the history of government infringement on First Amendment rights in libraries such as FBI surveillance and Patriot Act searches and seizures of library records.

Discussion ensued about use of drones. Rohner said that while the Library owns the grounds and structures, there may be legal issues for who owns the air above it. She said that Time, Place & Manner restrictions must be very specific requirements. She suggested having the revised policy reviewed by an attorney. Dielman agreed with Rohner, the district must make sure that the policy is lawful



Baker County Library District

Board of Directors

Regular Meeting Minutes

Feb 10, 2020

	<p>and enforceable. Rohner said that the district needs an attorney to clarify factors and make sure that they are acceptable. Stokes made notes of suggested changes.</p> <p>Stokes said that he wants to be proactive instead of reactive and have the staff prepared for a situation. He will have SDAO counsel review the policy and report at the next meeting.</p>
<p>REPORTS: Director Report</p>	<p>Stokes gave the Director's report:</p> <p>Personnel – In recent weeks, procedures in the newly revised Workplace Harassment Policy have been tested. There were two grievances submitted by staff. Stokes appreciated Board Chair Gary Dielman's assistance with the investigation process and said that Hawes has been doing an outstanding job of utilizing the tools and working to resolved the issues. Dielman added that while it was an uncomfortable experience, he also felt that the new procedures are useful, and administrative staff is handling the grievances well and professionally.</p> <p>Programs & Services – The Sage Library System catalog upgrade occurred on January 15. Systems were offline during the upgrade. A catalog app called SageCat is now in beta testing mode. He described the major changes included in the upgrade.</p> <p>The Winter Book Sale had strong attendance. Sales were estimated at \$1,200 which is around the typical amount for the winter sale. Diana reports that there was strong volunteer support with the help of Sylvia who was willing to contact volunteers.</p> <p>The district will be partnering with the La Grande Library in switching genealogy databases.</p> <p>Safety & Security – There were 3 patrons given lengthy exclusions in January due to serious misconduct. Stokes described the incidents.</p> <p>Technology – Jim found opportunities to upgrade computer hardware and has ordered new monitors and PC units which will primarily go to branches. He hopes to have most of the units uniform making it easier to work on them. He is working on expanding the camera capacity of the new security system. Jim will be enabling a WiFi guest user authorization screen. He has tested it at the Haines branch with no issues reported.</p> <p>Administration – In late January Stokes received a subpoena for check out</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Feb 10, 2020

	<p>history on two specified accounts for a determined time frame. He contacted the Baker County District Attorney for a legal opinion and was told fulfillment of the request was recommended. He explained that the checkout history information the district is able to provide in such cases is limited to only materials returned late or damaged or otherwise having accrued a billing charge.</p> <p>Facilities & Vehicles – The Boardwalk Remodel Project will be under way in a few weeks. The project will replace the weather worn boards with synthetic Trex planking. The boardwalk is a short section along the river outside the south end of the building that the library owns.</p> <p>The Bookmobile continues to have chronic engine overheating issues. Ed has taken on the project and is consulting with different mechanics to find the problem.</p> <p>The Bookmobile also had a damaged tail light discovered the morning of February 10 due to either a “hit and run” or Criminal Mischief incident. The tail light must be replaced. Unfortunately, the incident was not captured by the security system. Stokes plans to have an additional exterior camera installed to cover activity in that area.</p> <p>Ed is building shelves in the Haines Branch basement storage area to more efficiently utilize the storage space there.</p> <p>The Drive-Up window decals were recently replaced as part of the ongoing signage improvement project.</p> <p>Other – A bill in Missouri raises fear of book banning in public libraries. The bill proposes policies and procedures that can threaten a library users’ freedom to read as expressed in the ALA’s Library Bill of Rights. Librarians are wary of the spread of copycat legislation. Stokes is skeptical that the bill would survive a legal challenge.</p>
<p>Finance Report</p>	<p>Hawes handed out the financial reports. Check packets were passed out for review and to be signed.</p> <p>The General Fund received tax turnovers of \$6,713.70 on 02/03/2020. E-Rate refunds totaling \$3,044.80 were received on February 7 with another \$297.36 that is in review. A check was issued to the Friends to payout the PayPal bookshop sales. Personnel Services is under budget and therefore, on target. All liabilities are paid through February. In Materials & Services, there are checks to Ingram \$2,756.93 for monthly book orders, Multicultural Books \$2,048.92 for books for the Spanish collection, EBSCO \$1,305 for MyHeritage</p>



Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Feb 10, 2020

	<p>Genealogy subscription. In Buildings & Grounds, a check was written to Scott's Heating \$3,115.70 for annual maintenance contracts for the Baker Library and four branches. In Computers, checks were written to White Rock Security \$302.78 for Kapersky security filter subscription, Port53 Technology \$1,064.80 for Cicsco security porn filter, and SenSource \$2,056.28 for annual hosting of the people counter. A large check was written to SDAO for Liability Insurance for \$20,435. Of this, \$1,853 was for flood insurance. There will also be a longevity credit coming for \$1,425.50 to be applied to this expense line which will bring it in line with the budget. In Publications, a check to the Baker City Herald for advertising \$160 for ads plus another \$380 for the special run of the BC Map. In Youth Programs, a check to the Traveling Lantern of \$395.00 for a youth play here at the Baker Library on February 28. These are always well attended. In Telecommunications, a check to a new vendor LinkOregon for \$477. This was formerly University of Oregon NERO Network, they have merged into this consortium to better manage the Internet service. The current cash balances are noted.</p> <p>The Other Funds received \$166.45 in Amazon book sales. Funds were deposited for the Winter Book Sale \$1,161 and a recent check from Better World Books \$253.58 for commissions on books. Diana sent another 12 boxes of books to them recently. Expenses included a check to Visa for postage \$41.65 and book sale supplies \$12. Checks were also written to two local groups for helping with the book sale. A budgeted transfer of \$10,000 was moved to the new Capital Investment pool account. The current cash balances are noted.</p> <p>The Sage Fund had no income this time but did post a credit of \$395 for a small library that pulled out of Sage. There were 5 checks to small couriers totaling \$1,135.86. A check to Kenneth Cox \$975 was for the Sage app development. The Sage Visa included Evergreen Conference registration of \$340 for training, and courier supplies \$286.32 for labels and totes. Again the cash balance is noted.</p> <p>There were no questions.</p> <p>Checks were signed and returned. Approved Bills Lists for all three funds were initialed as reviewed by those present.</p>
<p>Next Meeting Date</p>	<p>The next regular Board of Director's meeting will be March 9, 2020 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:27 pm.</p> <p>Respectfully submitted,</p>



Baker County Library District
Board of Directors
Regular Meeting Minutes
Feb 10, 2020

	<p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>
--	--

DRAFT

PHOTOGRAPHY, RECORDING AND FILMING POLICY

Last approved: 2/10/2020

Policy Statement

Baker County Library District (BCLD) supports the First Amendment rights of freedom of speech and press as they pertain to libraries, librarians, and library patrons. Photography and filming, as described in this policy, are allowed to the extent that the activity is consistent with the library's Code of Conduct and other policies, and does not infringe upon any user's right to "quiet enjoyment" of the library, free from harassment or fear that their reading, viewing, or research activity will be recorded and disclosed without their consent.

Library facilities are considered "designated" or "limited public forums" in contrast to "traditional public forum" spaces such as parks, sidewalks, and streets in which any person can exercise their First Amendment rights. The US Supreme Court has established that in a Limited Public Forum, conduct may be subject to time, place, and manner regulations as long as the restraints are content-neutral and in the legitimate interest of the managing agency operations.

Designated staff-only areas in the library are considered "non-public forums" and may be restricted from public access or expressive activities such as filming and photography.

Definitions

The terms "photograph" or "photography", "recording" or "filming" are used generally and refer to any method including photography, filming, video or any other process of still or moving image or audiovisual capturing in any method used now or in the future.

- Baker County Library District shall include the following:
- Main Library (Baker City) and property
- Buildings and property designated as Branch libraries
- Buildings and locations designated as interim libraries or program locations
- Bookmobiles and kiosks
- All other property and facilities assigned to or owned by the library

General Policy Regarding Permission

Permission is not required for photographing/filming/recording in public areas if no tripods, lights, drones, or other specialized equipment is used and such activity does not intrude upon the experience of others using the library. There may be designated nonpublic areas in library locations and/or exhibition areas or other areas or events where photographing is prohibited.

Activity must not capture identifiable likenesses of individuals or their activity in the library without their consent. Individuals who photograph or film must honor requests from library users and staff who do not want to be included in photos or film. Oregon law ([ORS 165.540](#)) requires that all participants in a conversation be specifically informed that their conversation is being recorded.

PHOTOGRAPHY, RECORDING AND FILMING POLICY

Last approved: 2/10/2020

The library's DIRECTOR and/or designee may terminate any session that appears to be disruptive to library operations, compromising to public safety or security of people, buildings, or collections, or damaging to the library public image.

Permissible activities

Amateur and Non-commercial Photography or Filming

Casual amateur photography is permitted in library facilities so long as activity is unobtrusive, does not disrupt the library experience of others, and supplementary or specialized equipment such as lighting, tripod, extension pole, boom mic, or unmanned aircraft system (drone) is not used.

Exterior Photography

Photographing the exteriors of library buildings does not require permission; photography may not impede the ingress or egress of visitors or staff to or from any library building, or capture a library visitor's personal activities from an external vantage point. No person may operate a drone on or over the boundaries of library-owned premises in a manner so as to intentionally, knowingly or recklessly harass or annoy any staff or visitor of the library.

Library Events and Promotions

Occasionally Baker County Library District staff may elect to photograph or film Library programs and/or events. The Library reserves the right to include these images in brochures, flyers, web pages, news releases or other promotional materials, as well as make them available to media outlets and event participants. When names or images are used by the Library for publicity or other Library-related uses, the Library obtains patron permission or allows patrons to "opt out" of having their image taken.

Meeting Facilities

Groups arranging meetings in library meeting facilities may arrange for photographers and news media during their event. Photography for such events is restricted to the space reserved by the group and may not take place in other areas of the library.

Activities Requiring Authorization

For all other photographing/filming/recording, requests for permission must generally be made at least 24 hours prior. Permission should be requested on weekdays between 9 a.m. and 5 p.m. when the Library DIRECTOR or designate Person In Charge is normally available. Insurance documentation and fees will be negotiated based on project scope (See Legal Issues).

PHOTOGRAPHY, RECORDING AND FILMING POLICY

Last approved: 2/10/2020

Commercial and Entertainment Industry Use

With prior approval from the DIRECTOR, or her/his designee, the Library may allow its facilities to be used as setting for a creative film or video, portraits, advertisements, fashion shoots or for any other photography or film projects which will be used for commercial purposes provided the project does not interfere with the mission of Baker County Library District, and is in accordance with the rest of this policy. The production company shall compensate the library for staffing expenses necessary to open, secure, and monitor library premises during a shoot.

Documentary-Type Photography for publication or broadcast

With prior approval from the DIRECTOR, or her/his designee, the Library may permit photography of its premises and activities when the use of the photographs involves the library directly, i.e. books, articles, or videos about the library itself, the library's position in the region as a tourist or learning destination, or as part of a piece used to describe our city's environs.

Political Campaigns

With prior approval from the DIRECTOR, or her/his designee, filming and photography related to political campaigns or partisan issues may be permitted with the following provisions. The production company shall provide a written agreement that it will not use identifying library logos, staff, agents, or unique features since Baker County Library District wishes to avoid any appearance, no matter how slight, of impropriety or impression of political preference. The production company shall compensate the library for staffing expenses necessary to open, secure, and monitor library premises during a shoot. Insurance documentation and fees will be negotiated based on project scope.

Media Requests

While Baker County Library District has an open-door policy for news media photographers and reporters whose stories directly involve the library's programs, resources, collections, and services, obtaining advance permission is extremely important to:

- Protect the safety and privacy of those using library facilities and resources
- Ensure library business is conducted without disruption
- Ensure that the library's users are not disturbed

Using library facilities as interview venues for unrelated stories as well as photographing library users for opinion polls or "person on the street" interviews is prohibited without prior approval from the DIRECTOR or her/his designee. Media representatives must be accompanied by a member of BCLD staff during project activity.

PHOTOGRAPHY, RECORDING AND FILMING POLICY

Last approved: 2/10/2020

Nonprofit, Academic or Research Projects

With prior approval from the DIRECTOR, or her/his designee, filming and photography related to nonprofit, academic, or research projects involving the library's materials and resources may be permitted within certain limitations.

Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library. Additional permissions must be obtained from Baker County Library District to photograph materials or items in special collections because of complex copyright issues in these areas. Discussing what advanced authorizations are required with the Library Director can expedite this process.

Request Approvals

The DIRECTOR, or her/his designee is authorized to grant permission to photograph/film/record the interior of library buildings, setting the conditions under which the photographing may take place, or to deny permission.

Factors Considered for Approval

The DIRECTOR, or her/his designee will consider and act upon requests for permission to photograph considering:

- The public interest
- Statutory requirements
- The library's interest
- Issues of confidentiality
- The amount of time each project will require
- The need to maintain impartiality among competing photographers
- Any other purpose that the DIRECTOR, or her/his designee deems to be in the interest of Baker County Library District

Legal Issues

Insurance Documentation

An insurance certificate to the value of \$1 million covering the duration of the film/photography project shoot, naming Baker County Library District as the beneficiary and also include a cross liability/severability of interest clause which is defined as follows:

The Insurance as is afforded by this policy shall apply in respect to any claim or action brought against any one Insured by any other Insured. The coverage shall

PHOTOGRAPHY, RECORDING AND FILMING POLICY

Last approved: 2/10/2020

apply in the same manner and to the same extent as though a separate policy had been issued to each Insured. Any breach of a condition of the policy by any Insured shall not affect the protection given by the policy to any other insured. The inclusion herein of more than one Insured shall not operate to increase the limit of liability under this policy.

Prior to filming, the photographer will provide the Library District with Certificate of Insurance naming the Library District as an additional insured.

Liability for Injuries

Permission to photograph/film/record does not release the persons or groups involved from liability for injuries to persons or property that result from their activities on library property.

Film and photo project representatives will agree to indemnify, defend and hold the Library District harmless in the event there is any claim that occurs during the shoot.

Photographic Releases

Photographers filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any photography. The library undertakes no responsibility for obtaining these releases.

First adopted by the Library Board of Directors: 1/14/2019

Models:

Carnegie Library of Pittsburgh

<https://www.carnegielibrary.org/about/policies/film-and-photography/>

Hartford Public Library

<https://www.HPL ct.org/library-policies/photographypolicy>

Nashville Public Library

<https://library.nashville.org/about/policies/filming-and-photography-policy>

BAKER COUNTY LIBRARY DISTRICT
Infection Outbreak Activities 3/5/2020

- Janitorial crew sanitizer produce upgraded from SimpleGreen to professional quality disinfectant. Instructed to wipe down surface areas as part of standard routine (4 days per week: Sun, Mon, Thu, Sat)
- Provide materials for public Sanitization Stations at each library branch
 - hand sanitizer, facial tissues, disinfectant wipes
- Implement a routine whereby staff clean all commonly used surfaces with approved disinfectant daily.
 - Front desk staff wipe circulation desk at least once per shift
- Implement a sanitation protocol that will occur henceforth twice per week. Staff team to sanitize all common surface areas and tech tools (public and staff) with:
 - approved, safe product (Vital Oxide) that hospitals and schools utilize as a disinfectant.
 - ON ORDER
 - UVC sterilization units
 - ON ORDER
- Communicate a clear message to strongly encourage any patron or staff member that is sick for any cause, to stay home.
 - Signage
 - Auto Public Address messages
- Instruct staff to review personal hygiene strategies that will minimize the risk of spreading any germs with all visitors.
- Purchase forehead thermometer for First Aid Kit to allow staff to quickly determine presence of elevated temperature.
- Institute personal communication with Baker County Health Department to stay abreast of any health updates.
- Develop Pandemic Response Procedure for guidance on when to limit or cancel events, restrict business hours, and library closures.
- Upgrade of soap dispensers to germicidal.

	QTY	\$ PER UNIT	TOTAL COST	ORDER DATE	VENDOR	STATUS
Supplies						
Facial tissues /12 pack	2	22.99	\$45.98	3/2/2020	Quill	DELIVERED
Paper towels			\$0.00			TBO (?)
Germicidal soap			\$0.00			IN STOCK
Liquid hand sanitizer (+60% alcohol)						
Quill Brand® Hand Sanitizer; Aloe Formula, 67.6-oz	4	16.99	\$67.96	3/2/2020	Quill	DELIVERED
Purell Advanced Refreshing Gel Hand Sanitizer, Original Scent, 67.6 oz	0	23.99	\$0.00	3/2/2020	Quill	OUT OF STOCK
Disinfectant wipes (hands)						
Sani-Hands® Antimicrobial Alcohol Gel Hand Wipes, 1320/Pack	0	122.99	\$0.00		Quill	TBO
Disinfectant wipes (surfaces)						
Super Sani-Cloth® Germicidal Wipes, 7 1/2" L x 15" W, 6/Pack	3	117.99	\$353.97	3/2/2020	Quill	DELIVERED
Sani-Cloth® HB Germicidal Wipes, 6" x 6 3/4", 160/Pack	2	14.79	\$29.58	3/2/2020	Quill	DELIVERED
Medline Micro-Kill MSC351201H Disinfectant Wipes	2	11.49	\$22.98	3/2/2020	Quill	DELIVERED
Disinfectant spray						
Vital Oxide Gallon Mold Remover & Disinfectant Cleaner (materials/surfaces)	8	37.95	\$303.60	3/7/2020	VitalOxide	BACKORDERED
Vital Oxide 2.5 Gallon Mold Remover & Disinfectant Cleaner (materials/surfaces)	2	87.5	\$175.00	3/8/2020	VitalOxide	BACKORDERED
Clorox Healthcare Fuzion Cleaner Disinfectant, Spray (Surfaces)	2	15.49	\$30.98	3/2/2020	Quill	DELIVERED
Nitrile gloves / boxes	0	9.39	\$0.00		Quill	TBO (7)
Forehead thermometer	1	27	\$27.00	3/4/2020	Albertsons	DELIVERED
			\$1,057.05			
Equipment						
CoralUV Sanitizer and Dryer	6	109	\$654.00	3/2/2020	CoralUV.com	BACKORDERED
GermAwayUV Premier 35 Watt Handheld UVC Surface Sterilizer	7	349.99	\$2,449.93	3/2/2020	CureUV.com	BACKORDERED
GermAwayUV Xtreme 55 Watt Heavy Duty Mountable UVC Surface Sterilizer	1	549.99	\$549.99	3/2/2020	CureUV.com	BACKORDERED
GermAwayUV Xtreme 55 Watt Handheld UVC Surface Sterilizer	1	564.99	\$564.99	3/2/2020	CureUV.com	BACKORDERED
GermAwayUV 18 Watt Handheld UVC Surface Sterilizer w/ Orange UV Glasses	4	109.99	\$439.96	3/3/2020	CureUV.com	BACKORDERED
PPE - UVC safety glasses	8	14.99	\$119.92	3/2/2020	CureUV.com	BACKORDERED
PPE - UVC safety gloves	4	24.95	\$99.80	3/3/2020	CureUV.com	BACKORDERED
			\$4,878.59			
GRAND TOTAL			\$5,935.64			

Infectious Disease Outbreak (Epidemic/Pandemic) Response Plan

If you or someone in your household experiences symptoms consistent with a viral outbreak of infectious disease (i.e. COVID-19 [Coronavirus] symptoms of fever, cough, or shortness of breath), do not come to work. Call your healthcare provider or nearest urgent care facility and they will help you decide if you need an appointment. If they choose to test you and the results are positive, remain off work until cleared. If you test negative, you may return to work when you feel better and are no longer contagious. You should be fever-free for 24 hours before returning. Any time taken off for illness will be paid as Sick Leave. If you do not have Sick Leave accrued, your available Vacation leave will be used. If you do not have any leave time accrued, your time off will be unpaid.

If you know you have been exposed to an outbreak virus, contact your healthcare provider or nearest urgent care facility. If they determine you should be quarantined until the incubation period has passed, obtain documentation that includes the quarantine dates and notify the Director. You will be paid for your normal weekly hours during the quarantine period with regular pay (not sick, vacation, or personal leave).

You may not decline to work in order to avoid exposure. Vacation and other leave requests will be addressed according to policy.

The CDC states only people who are sick should wear disposable face masks, and only healthcare workers should wear N95 respirator masks. They conclude that wearing a mask will likely increase your chances of exposure because you are more likely to touch your face and more likely to be overconfident in your level of protection. The best way to prevent the spread of the any virus is to wash hands and disinfect surfaces frequently. Because of our role in the community, library staff should model evidence-based practices and share accurate information. As such, approval from the Library Director is required for staff or volunteers wearing face masks while working at the library or attending other functions as a representative of the library.

The library will continue to operate as usual until the Director determines we have reached Level 1, 2, or 3 as defined below. Per policy, the Director, in consultation with two Board members, will determine if hours should be limited or the library closed.

General precautions that should be followed during any cold or flu season:

- Disinfectant wipes and hand sanitizer will be made available to patrons, and staff will regularly check that all restroom soap dispensers are full.
- Staff should wash their hands (for 20 seconds) and use hand sanitizer regularly throughout the day, and should not touch their faces.
- Janitorial staff should take extra care to disinfect all common surface areas regularly.
- Patrons with room reservations will be allowed to determine for themselves if they'd like to proceed with their meeting.

BAKER COUNTY LIBRARY DISTRICT

Infectious Disease Outbreak (Epidemic/Pandemic) Response Plan

- If you observe a library visitor demonstrating possible symptoms of respiratory or other potentially highly contagious illness, do not speak to them about it. If you feel it needs to be addressed, notify the Director or present Managing Librarian, who will determine if action needs to be taken.

Listed below are the library's levels of pandemic response, with examples for how each level will be managed. The examples given are not exhaustive and other criteria than what is listed may be used to determine the appropriate response level.

Level 1: At least one incident of epidemic viral disease (COVID-19) is reported within our Library District service area.

- Library hours will remain the same.
- Library programs and outreach events will be cancelled as needed at the discretion of the Director in consultation with the Management Team and event organizers.
- Handheld UVC sanitization devices will also be used to sanitize exterior surfaces of all returned materials.
- Staff will wipe down the exterior surfaces of all returned materials with VitalOxide disinfectant solution when material is not vulnerable to damage by solution product.
- Branches with public address capability will regularly broadcast "public service announcements" to alert visitors of issue, protective measures, and behavioral expectations.
- Staff should avoid close contact with patrons and co-workers. Attempt to maintain a distance of 6 feet and wash your hands after contact is made.
- Staff should avoid sharing phones, keyboards, or other work equipment without disinfecting between uses and/or washing hands after use.
- At least once weekly, staff will participate in "deep cleaning" of library by wiping down commonly used surfaces with appropriate disinfectant solution. Handheld UVC sanitization devices will also be used to disinfect commonly used surfaces.

Level 2: Multiple incidents of epidemic viral disease (COVID-19) are reported in our Library District service area and the local or state health department advises limiting public gatherings.

- Library hours for the public will be limited to Monday – Saturday 10am-3pm.
- All library programs and outreach events will be cancelled or rescheduled.
- Staff will wipe down the exterior surfaces of all returned materials with VitalOxide disinfectant solution when material is not vulnerable to damage by solution.
- Patrons with room reservations outside of new limited hours will be notified their reservations have been cancelled, and staff will work with them to reschedule.
- Patrons with room reservations within new limited hours will be allowed to determine for themselves if they'd like to proceed with their meeting or reschedule. If they choose to proceed, they will be required to disinfect tables, doorknobs, light switches, or any other surfaces touched during the meeting.

Infectious Disease Outbreak (Epidemic/Pandemic) Response Plan

- Staff hours may be reduced, but all employees will be required to report to work when assigned. If not assigned to work, they will be paid for their normal weekly hours with regular pay (not sick, vacation, or personal leave).
- Department heads and salaried staff may be expected to work additional hours from home.
- At least three times weekly, staff will participate in “deep cleaning” of library by wiping down commonly used surfaces with appropriate disinfectant solution. Handheld UVC sanitization devices will also be used to disinfect commonly used surfaces.

Level 3: Many incidents of epidemic viral disease (COVID-19) are reported in our Library District service area, the local or state health department recommends no public gatherings, and area School District closes schools.

- The Library will be closed to the public.
- All meeting room reservations will be cancelled.
- Material due dates will be extended and accrued late fines will be forgiven upon return for two weeks from the date of re-opening.
- At least 2 library employees will be scheduled to be at the library Monday – Saturday 10am-3pm in order to assist patrons via the Drive-Up Window, phone, or email, and to work on library projects.
- Exterior surfaces of all returned materials will be sanitized with both UVC devices and disinfectant solution.
- All staff will be required to work some shifts each week but will be paid for their normal weekly hours with regular pay (not sick, vacation, or personal leave)



2020-2021 Budget Calendar

Apr-20						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

A. Thursday, April 30, 2020

Publish 1st Notice of First Budget Committee Meeting
(5 - 30 days before hearing, at least 5 days apart)
**2nd notice not necessary due to online publishing*

B. Monday, May 13, 2020, 6.00 – 8.00pm

at Baker County Public Library

Second draft proposal review at Regular Board Meeting

C. Wednesday, May 20, 2020, 5.30 - 7.30pm

at Baker County Public Library

First Budget Committee Meeting

- Receive budget message
- Presentation of budget document
- Budget Committee deliberations and questions
- Public comment

D. Thursday, May 21, 2020, 5.00 - 7.00pm

at Baker County Public Library

Second Budget Committee Meeting (*if necessary*)

- Budget Committee deliberations and questions

E. Thursday, June 4, 2020

Publish financial summaries and Notice of Budget Hearing
(*one publication, 5 – 30 days before hearing*)

F. Monday, June 15, 2020, 6.00p

at Baker County Public Library

Public Hearing and Annual Fiscal Meeting

- Meeting to adopt budget, appropriate funds, and levy property taxes

G. Before July 15, 2020

Deliver notice of property tax form LB-50 to County Tax Assessor

May-20						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun-20						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				