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## CALL TO ORDER

The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.

Director Beth **Bigelow** attended the meeting in person. Directors Joan **Spriggs**, Ashley **McClay**, and Jacque **Cobb** attended via Zoom. Also attending in person were Perry **Stokes**, Director, and Christine **Hawes**, Business Manager.

No additional guests attended either in person or via Zoom.

The meeting was **called to order at 5:00 p.m.** by Vice President Beth Bigelow. With four directors present, *a quorum was established.*

To satisfy the roll call, those present were Beth, Ashley, Joan, Jacque, Perry, and Christine.

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## CONSENT AGENDA

Bigelow asked if there were any additions or deletions to the agenda. There were no changes to either the minutes or the agenda. Stokes noted an edit to the prior meeting minutes. Spriggs observed that Rohner had been incorrectly listed as chair in several places instead of Bigelow; those errors were corrected.

*Spriggs made a motion to approve the consent agenda and minutes as presented; McClay seconded. The motion passed unanimously (4 yea).*

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## CONFLICTS OF INTEREST

Bigelow asked if there were any actual or potential conflicts of interest to declare. None were stated.

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## OPEN FORUM / CITIZEN COMMENTS

Bigelow asked for any citizen comments. No members of the public were present, and Stokes had no communications to share.

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## OLD BUSINESS

Bigelow stated for the record that there was no old business.

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## NEW BUSINESS

### DIS General Liability Insurance Renewal

Bigelow introduced the insurance renewal item and asked Hawes to review the requirements.

Hawes reported that the general property and auto schedules were reviewed. A correction was made to the Sumpter Library listing, which had been incorrectly identified as a library building rather than improvements and betterments, as the District is a tenant in the museum building. This correction was made through the SDIS member portal.

The cost of liability coverage will increase significantly this year, approximately 15–17%, estimated at \$5,000. A history of liability coverage costs was included in the board packet.

The Best Practices Program was completed, earning an 8% discount on liability insurance. Membership information was updated, and copies of the budget were included with renewal materials.

Four endorsements require approval for submission with the general liability renewal, effective January 1, 2026.

- The Sexual Misconduct Liability endorsement is new. Previously, this coverage was included under Wrongful Acts coverage, but due to increased claims, the insurer separated it into its own endorsement. Coverage is included in the liability premium but requires completion of an endorsement form. The form addresses employee interaction with minors and compliance with mandatory reporting laws, which the library requires and provides training for.
- The Cyber Coverage endorsement will continue at the same level as the prior year: \$50,000 first party and \$100,000 third party coverage. This coverage was carved out separately beginning in 2024 and remains included in the liability cost, with a required endorsement form focusing on security practices. Coverage includes network interruption, cyber extortion, data restoration, security failure, and related risks.
- The Crime Coverage endorsement requires a Crime Application and offers 13 coverage levels. The District was covered at \$1 million in 2024 at no additional cost; however, coverage will incur a cost this year. Based on guidance from the insurance agent and cash exposure levels, Hawes recommended \$250,000 in coverage with third-party coverage elected. Coverage includes employee theft and external criminal acts such as forged checks, fraudulent transfers, and altered financial documents.
- Social Engineering Fraud Coverage is a rider to the Crime Coverage and requires a separate form. Hawes reported that the insurance agent recommended the \$250,000 coverage level. This coverage addresses phishing and scam-related fraud and requires documentation of vendor and internal funds transfer controls.

The CNA Surety bond is separate and paid independently. It provides \$100,000 in coverage, split evenly between the Director and Business Manager, and has been maintained for many years.

**Cobb made a motion** to approve renewal of the 2026 liability, property, and auto coverage, including the Sexual Misconduct Liability endorsement, Cyber Coverage at \$50,000/\$100,000, Crime Coverage at \$250,000, Social Engineering Coverage at \$250,000, and continuation of the \$100,000 CNA bond.; **McClay seconded. The motion passed unanimously (4 yea).**

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## Resolution to Renew Local Option Levy – May 2026

Bigelow introduced the resolution to renew the local option levy.

Stokes explained that this resolution is the first step in renewing the levy at the same rate. Approval of ballot language is required for placement on the May 2026 ballot. If approved by voters, the levy would take effect in 2027.

Stokes presented two ballot language options. He reviewed his calculations with the County Assessor and noted that a portion of taxes is always uncollectible. The first option updated prior ballot language with revised dates. The second option involved a rewritten version focused on clarity, which he also reviewed using AI tools. Both options were submitted to the Oregon Department of Revenue and confirmed to be compliant.

Stokes recommended Option 2 for clarity. Cobb agreed, noting appreciation for explicitly stating there is no tax increase and that the collection rate remains unchanged. Bigelow confirmed Stokes' recommendation and asked for questions; none were raised.

**McClay made a motion** to adopt Option 2 for the local option levy ballot language; **Spriggs seconded**. The *motion passed unanimously (4 yea)*.

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## New Policy: Employment Reference Requests

Bigelow introduced the proposed Employment Reference Request policy.

Stokes explained that a recent detailed employment reference request prompted development of a release form to authorize disclosure of certain information. He reviewed the types of information covered and emphasized employee control over what is released, to whom, and for what duration (default 90 days).

Stokes noted the need to add a parental consent section for minor employees. With that addition, he requested approval of the form. He stated the format is standard practice.

**Cobb made a motion** to adopt the Employment Reference Request policy and form and incorporate it into the Personnel Policies; **Bigelow seconded**. The *motion passed (4 yea)*.

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## 2026 Holiday Closure Schedule

Bigelow introduced the 2026 holiday closure schedule.

Stokes noted that the schedule is standard, with discussion focused on July 4, 2026, which falls on a Saturday. The holiday would be observed on Friday, July 3. Two staff members are scheduled to work Saturday and are willing to do so. Stokes recommended closing on July 3 only to avoid complications with accommodating employee floating holidays and burdening limited Sunday shift staff with processing returns built up over two days of closure.

Discussion followed regarding historical usage on July 4 and operational impacts. Cobb supported closing July 3 and remaining open July 4.

**Cobb made a motion** to approve the 2026 Holiday Calendar, including closing July 3 and remaining open July 4; **McClay seconded**. *The motion passed unanimously (4 yea).*

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## REPORTS

### Director's Report

Bigelow invited the Director's report. Stokes presented the administrative reports under several categories:

#### Administration & Governance

- Levy ballot language was submitted to the Oregon Department of Revenue and confirmed to be compliant.

#### Facilities & Vehicles

- Bookmobile repairs are underway in La Grande and are expected to take approximately six weeks. Service will continue using the GMC vehicle as weather allows.
- A new security camera unit was installed on the roof, expanding camera coverage for operational and law enforcement needs.

#### Operations & Staff Procedures

- New public first-aid guidance limits supplies distributed to bandages only.
- A new Unattended Personal Items tag was developed for items left unattended for more than 20 minutes.
- Youth programming and Beanstack participation were discussed.

#### Programs & Community Engagement

- The Director attended a Historic Holiday Book Fair organized by Betty's Books and hosted at the museum.
- Building Healthy Families hosted a Gingerbread House program, which was well attended.

#### Technology & Connectivity

- Huntington continues to experience ongoing internet service issues; multiple attempts to resolve the problem are in progress.
- An internet outage in Richland was resolved by a staff site visit.
- Website enhancements were implemented to clarify the distinction between the website search bar and the library catalog.
- Updates to the SageCat (Evergreen) app were reviewed, including new testing features.

#### Director Availability

- Stokes will be on vacation from Christmas Eve through January 11 with limited availability.

With no further questions, Bigelow moved to the financial report.

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## Financial Report

Hawes presented the financial reports. Printed and electronic copies were distributed.

### General Fund

#### Resources:

- No December tax turnover had been received as of the meeting date.
- November included three tax turnovers totaling \$804,575.03.
- November current-year tax receipts were approximately \$100,000 lower than November of the prior year.
- In December 2024, three tax turnovers were received totaling \$419,000.
- The General Fund received an Energy Trust of Oregon rebate of \$1,000 on November 21.
- An additional Energy Trust of Oregon rebate of \$1,000 was deposited on December 4.
- E-Rate refunds totaling \$3,628.27 were received, with an additional \$549 pending; no explanation was provided for the delayed portion.

#### Personnel Services:

- Personnel Services expenditures are at 48.9%, consistent with being halfway through the fiscal year.
- Payroll expenses are tracking on target with the adopted budget.
- The monthly PERS invoice will be paid later in the month.

#### Materials & Services:

Check highlights include:

- Ingram: \$3,925.79 for monthly book purchases.
- Niche Academy: \$2,987.00 for an annual subscription charged to the Books budget.
- Cengage Group: \$3,013.29 for annual online subscriptions, including Gale Legal Forms, Chilton Library, and Miss Humblebee Academy.
- Daida Company: \$1,657.10 for the annual ScanPro maintenance agreement.
- David Seacord: \$150.00 for tuning the library piano.
- Davis Computers: \$487.50 for two invoices covering on-site IT consulting.
- Inland Development: \$200.00 for installation of a second IP address at the Baker Library.

#### Computer & Technology Services

- Verizon (Education Account): \$403.13 for patron hotspot services, currently covering 12 hotspots, with four additional hotspots migrated in late November. One remaining hotspot is pending return to complete the transfer.

- Verizon (Original Account): \$204.31 for two administrative cell phones, the bookmobile hotspot, and one remaining patron hotspot. This account will average approximately \$117 per month going forward.
- Additional hotspot purchases were made to replace four T-Mobile units lost by patrons.
- T-Mobile charges will continue to decrease as lost tablets and hotspots cannot be replaced.

#### Memberships & Dues

- Special Districts Association of Oregon: \$1,460.00 for annual membership.
- Baker City Rotary: \$70.00 for two quarters of membership dues.

#### Visa Activity

- The monthly Visa statement totaling \$13,559 posted the day prior to the meeting.
- The Visa account will be reconciled and paid by the end of the week.

#### Other Funds:

- Pool interest earned totaled \$851.74, allocated by department.
- Amazon book sales revenue of \$456.61 was received in November.
- No checks were issued from Other Funds during the month.
- A Visa payment for book shipping costs will be made later in the week.

#### Capital Investment Fund:

- Pool interest of \$363.33 was received.
- No additional activity occurred during the month.

#### Sage Fund:

- Courier payments to five small couriers totaled \$1,688.81.
- An additional courier payment of \$800.00 was issued on November 25.
- Kenneth Cox: \$300.00 for SageCat app updates.
- Backstage Library Works: \$633.40 for monthly records maintenance.
- A Visa payment of \$159.90 for Zoom subscription renewal will be made later in the week.

#### Governance & Controls

- Approved Bills Reports for each fund were included with check packets for Board review and signature.
- Hawes requested two check signers for December 30 or 31 while the Director is out of the office.
- Beth Bigelow and Ashley McClay confirmed availability to serve as check signers.

## NEXT MEETING

Bigelow asked for any further questions. None were raised.

- The next regular board meeting will be held **January 13 at 5:00 p.m.**

Spriggs moved to adjourn; Cobb seconded. The motion passed unanimously (4 yea).

## ADJOURNMENT

There being no further business, *Bigelow adjourned the meeting at 6:07 p.m.*

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Respectfully submitted,

Perry Stokes  
Secretary to the Board

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***AI disclosure:*** These minutes were edited with the assistance of an AI-based language tool to support grammar, clarity, formatting consistency, and professionalism. All substantive content, decisions, and financial figures were reviewed and approved by library staff.