



Baker County Library District
 Board of Directors
Regular Meeting Agenda
 Monday, Apr 13, 2020, 6:00 – 8:00 pm
 Gary Dielman, President

Virtual meeting via GoToMeeting Web Conference

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|--------------|---|---------|
| I. | CALL TO ORDER | Dielman |
| II. | Consent agenda (ACTION) | Dielman |
| | a. Additions/deletions from the agenda | |
| | b. Minutes of previous meeting | |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Open forum for general public, comments & communications | Dielman |
| | 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. | |
| V. | OLD BUSINESS | |
| | a. FY20-21 Budget Committee & calendar (ACTION) | Stokes |
| | b. Report on Pandemic Response Activities | Stokes |
| VI. | NEW BUSINESS | |
| | a. Renewal of district insurance plan (ACTION) | Stokes |
| | b. Preview of FY20-21 Budget Proposal | Stokes |
| VII. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| VIII. | Next meeting: MAY 11, 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

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. Sign language interpretation for the hearing impaired is available if at least 48 hours' notice is given.

Library Board Meeting – Annotated Agenda

Monday, Apr 13, 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

Attachments:

- II.b.i. Board meeting minutes, Mar 9 2020

- III. Conflicts or potential conflicts of interest Dielman
IV. Open forum for general public, comments & communications Dielman
V. OLD BUSINESS Stokes
 a. FY20-21 Budget Committee & calendar (**ACTION**)

Attachments:

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

I have confirmed that Mr. Savage is willing to be re-appointed. All appointive Budget Committee members have responded that they expect to be able to participate via web conference for the meeting on May 20.

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	5/2020	6/2022
4	Joy Leamaster	Baker City	5/2018	6/2020
5	Ann Mehaffy	Baker City	5/2018	6/2020

Therefore, I 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. I also recommend that the Budget Committee meeting be set as Wed, May 20 at 5:00 pm with a secondary meeting tentatively scheduled for the following day Thu, May 21 at 5:00 pm. The secondary meeting is customarily scheduled as precaution, but has never been necessary.

- b. Report on Pandemic Response Activities (**ACTION**) Stokes

Attachments:

- V.b.i. Staff survey results
- V.b.ii. BCLD Pandemic Response Timeline

Included in the board packet are results of a staff survey feedback received to date about library pandemic response measures. I modeled most of the survey questions on a poll recently developed by the Pew Research Center.

Library Board Meeting – Annotated Agenda

Monday, Apr 13, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

The primary takeaways to date are that 87% of staff & board feel the library is reacting appropriately to the outbreak. A couple seem to feel closure of the drive-through “take-out” service is an overreaction.

Some improvement is desired in areas of communication from leadership, PPE, disinfectant supplies, and effective use of “down time”. But most report the district is “meeting expectations” in all areas.

Also included in the packet is a timeline of significant COVID-19 Pandemic events and BCLD activities. Currently, all direct physical transactions with the public are suspended until further notice. At the meeting I will discuss case projections and scenarios for resuming public services.

VI. NEW BUSINESS

a. Renewal of district insurance plan (ACTION)

Stokes

Employee health insurance rates for the next year will increase by 15%. Our insurance representative Kevin Bell of Clarke & Clarke met with Christine and I on 4/8/20 to review a comparison research with an alternate insurance plan that Kevin had compiled. Since the competitor rate difference offered little cost difference but much less coverage, particularly in regards to emergency room visits, Bell advised that the District renew its current plan.

b. Preview of FY20-21 Budget Proposal

Stokes

Preliminary budget estimates show a healthy cash carryover for the current fiscal year despite COVID-19 related revenue losses and unanticipated expenditures. I will present the current year budget projection and preview of FY20-21 budget draft in progress at the meeting.

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: Next meeting: MAY 11, 2020

Dielman

- Future agenda items

IX. ADJOURNMENT

Dielman



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<p>Call To Order</p>	<p>The meeting was held in the Riverside Meeting Room. Gary Dielman, President called the meeting to order at 6:06pm. Present at the meeting were Directors Gary Dielman, Kyra Rohner, and Beth Bigelow. Also present at the meeting was Perry Stokes, Library Director and Christine Hawes, Business Manager. A quorum is present.</p>
<p>Consent Agenda</p>	<p>Dielman asked for any changes to the consent agenda. There were no changes to either the agenda or the minutes. Bigelow made a motion to approve the consent agenda; Rohner seconded; motion passed unanimous (3 yea) by those present.</p>
<p>Conflicts or Potential Conflicts of Interest</p>	<p>Dielman asked for any potential conflicts of interest. There were none stated.</p>
<p>Open Forum for general public</p>	<p>Dielman stated for the record that there were no members of the public present. Stokes had no correspondence or comments to share.</p>
<p>OLD BUSINESS: Policy Revision: Photography, Recording, Filming</p>	<p>Dielman handed the meeting over to Stokes to present the policy. Stokes said that he sent the policy to SDAO Counsel who had some questions about context but no edits. He also sent it to Greg Baxter, Baker County DA but has had no response quite yet. There may be an issue with email delivery since Baxter is new to the position.</p> <p>Stokes said he is implementing a policy crafting lesson learned from a webinar about different issue he recently attended – on dealing with offensive odor issues in the library. He learned that certain terms and phrases are advised, such as “nuisance”, “impediment to access”, and “quiet enjoyment.” These reflect legal concepts and case law and help a policy be more legally sound and defensible when challenged. He shared legal definitions as included the board packets. One change on the draft in the packets was noted.</p> <p>He wants to make a couple other changes to add these terms he believes gives clarification to policy intent. On page 1, the first paragraph includes the “right to quiet enjoyment”. Further down the page, replacing the reference to “not intrude upon the experience of other” with activity that is “not a nuisance or impede to any individuals use of the library.” Another sentence was added to characterize certain activities which could be considered rising to the level of harassment in the library’s view. On page 2, first paragraph, striking words to “be disruptive to library operations, compromising” and replace that with “appears to interfere with the quiet use and enjoyment of the library by any individual or adversely affects the public health or safety”.</p> <p>Stokes said that the Board could allow D.A. Baxter more time to respond and revisit the policy next month for approval. He asked if the board wanted to wait for that response before proceeding. Dielman proposed action proceed and said</p>



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	<p>the board can always make amendments later if Baxter has changes. Approval was obtained from SDAO legal counsel. Rohner cautioned that use of the term harassment may cause confusion, since it is a legal term with defined action but the policy is not aligned with that statutory definition. For example, it is not criminal offense to photograph someone in public, adding that she is not aware of the civil perspective. Stokes said that the word harassment is referencing the District's Harassment Policy. He will clarify to see the "policy". Rohner agreed with the change.</p> <p>Rohner said that she was fine approving the policy with the changes as long as we follow up with Baxter's response. The application of the policy matters, she emphasized, not just having the policy. She thought staff should have procedures to follow. There was discussion on whether to contact Baxter and a point of concern in the SDAO attorney's response. After some discussion, no further changes were suggested.</p> <p>Stokes asked the board whether they would like to table action on the policy for now. Rohner said that she thought we should approve the policy. All agreed. Rohner made a motion to approve the Photography, Recording and Filming Policy with the revisions; Bigelow seconded; with no further discussion, the motion passed unanimous with 3 yea.</p>
<p>NEW BUSINESS: Infectious Outbreak Planning</p>	<p>Dielman moved the meeting on to the next agenda item, Infectious Outbreak. He thanked Stokes for the extensive research into this issue and coming up with a plan. Stokes started by saying that he feels we have an extra duty to take precautions because a significant portion of our library users are in the high-risk category. He will review the measures now underway, acquisition of resources, and draft emergency response plan. These reports are included in the board packets.</p> <p>Stokes said that last week he started buying supplies for the District to address this issue. Given the serious emerging risk, he prefers to be proactive rather than reactive. He presented a report titled Infectious Outbreak Activities 3/05/2020, which features a list of actions already taken such as additional cleaning by the janitorial crew and staff on duty; hand sanitizer, sanitizing wipes and tissues put out for the public and sent to the branches. The Baker 5J School District sent out information recently on what they were doing. A product called Vital Oxide is used to disinfect class rooms and school buses. Ed has gotten commercial strength janitorial disinfectant to clean restroom surfaces and is upgrading the hand soap to a germicidal quality. Stokes referred to the purchase sheet and reviewed some of the items. He is prepared to spend \$6,400, having already spent about \$5,000 of that. He purchased a forehead thermometer for staff use if feeling unwell, and is ordering nitrile gloves for staff use. He reviewed the purchase of a variety of UV handheld equipment that is a</p>



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	<p>surface sterilizer that can be used on books, keyboards and so on. One large unit will be used to UV books and other library materials; it takes 10 seconds to sanitize materials on one side from a distance of 12 inches. He shared a video demonstration of the UV units. T Bigelow thanked Stokes for all of his research.</p> <p>Stokes said that libraries are starting to share Response Plans. He went over the Threat Levels 1, 2, and 3 in the draft Infectious Disease Outbreak Response Plan, describing the measures to be taken as levels rise. The plan is still a work in progress. He is still working out whether or not the branches will need to close. If fully closed, staff will be placed on paid Administrative Leave and given work from home assignments if possible. For hand sanitizer and chemical disinfectants, he estimates we are currently well-supplied but has additional stock on order. He found that supplies are rapidly diminishing. He likes the Vital Oxide product as it is non-toxic and evaporates cleanly so doesn't necessarily have to be wiped off.</p> <p>Discussion ensued. The board verbally approved of the steps being taken and action plan in progress.</p>
<p>FY20-21 Budget Committee & Calendar</p>	<p>Dielman asked Stokes to go over the budget agenda item. Stokes said the Budget Calendar proposes the budget committee meeting for May 20 at 5:30 pm. The calendar document specifies the dates and statutory requirements for adopting the budget.</p> <p>Stokes said the term of one budget committee member expired last year. He will contact Bob Savage to ask if he is interested in serving another term on the budget committee; he anticipates he will be willing. He asked if there were other suggestions for committee members. Dielman voiced support for inviting Bob Savage to continue on the committee; he has good background and experience. Rohner agreed. Stokes said we will approve the member roster at the next meeting.</p>
<p>REPORTS: Director Report</p>	<p>Stokes gave the Director's report:</p> <p>Programs & Services – Stokes has been providing guidance to Idaho Power staff for a partnership project to make images of the Hells Canyon Dam construction available to the public via our online archive. He has also provided a historical photo file for an art project downtown. The City will be using a historical image to create a vinyl wrap for a traffic control box.</p> <p>Facilities & Vehicles – The Siberian Elm was removed from the front of the building on March 2. Removal was done professionally with no reported damage to building or personnel. The boardwalk upgrade is now in progress.</p>



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Stokes said Ed has anticipated it will be completed in about 2 weeks. They are also looking at a supplementary cooling system for Jim's office. All the computer hardware is heating the office to an uncomfortable point to be in for long.

Foundation – the Foundation met for their annual meeting. They re-established officers and have a couple new volunteers.

Policy Training – Stokes has provided some staff training on how to handle service animals recently in compliance with ADA legal requirements. Staff can legally ask only 2 questions: 1) "Is it a service animal?" If yes, then 2) "What task is the animal trained to perform for your disability?" An increasing number of people are bringing in animals into public spaces that they claim to be "service animals" but that are actually only companion or therapy animals. The difference is significant due to safety. Currently, however, ADA prohibits an agency from requiring proof of training. People exploiting that fact has led to several unfortunate incidents of violent attacks by untrained animals on vulnerable people including small children in public areas such as airport waiting areas. Whereas service animals are well trained and provide a necessary task for the individual, therapy animals are not necessarily safe to have in a disruptive and unpredictable environment even if certified as a companion animal by a therapist.

On another note, the library has been approached by someone who wants to provide a "reading dog" program for children. The library has done this in the past. It was popular to start with, but participation declined over time. He is considering restarting the program and will look into the dog certification requirements for insurance liability purposes.

Collections - The order of Libros for Oregon Spanish language books arrived. Staff are working on getting them cataloged. About 300 volumes were purchased. They are a mixture of fiction and non-fiction mostly for adults. A small number will be added to the children's collection. Several years ago, BCLD got a grant which added hundreds of books to the Spanish juvenile collection. Now BCLD is investing in getting the adult collection refreshed.

Equipment – Stokes has ordered a replacement Stink Boss deodorizing device. This unit uses ozone to remove smoke, pet, or other odors from circulating materials. Staff use it frequently; now it is feared the unit has begun to wear out due to fairly loud sounds it has begun to make. Stokes has also ordered new portable units for digitizing film and slides.

Publication – Stokes said he was recently quoted without his permission in an article covering the First Amendment Auditor topic. Staff at the State Library of Oregon discovered publication of a statement by Stokes that was extracted from an email discussion that it manages and alerted Stokes about the matter. After



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	<p>some correspondence with the reporter, the excerpt was retracted.</p> <p>Patron Accounts – The library has provided institutional accounts for Baker senior centers in the past but these accounts became inactive around 2009 due to unresolved billings for lost items. Stokes has reviewed billings and cleared the old accounts so that new agreements can be established with upgraded accountability protocols in coordination with the Bookmobile staff.</p> <p>Administration - Stokes will be visiting the Lions Club this week to give a presentation on library activities.</p> <p>The district recently made its first sale on eBay of surplus computer materials. A set of obsolete barcode scanners sold quickly for a minimum asking price. Stokes was pleased to keep them out of the landfill.</p> <p>Stokes has arranged to attend the 2020 Oregon Library Association Conference in Bend in April. The theme is Diversity, Equity, and Inclusion.</p> <p>Tech Services – Cataloging numbers are up with repairs about the same.</p> <p>IT – Jim is upgrading the people counters at both doors in this library. The upgrade has a camera and thermal features that have added abilities for statistics we may want to track.</p> <p>Personnel - The Haines Branch has been running with various staff and subs. Last month, the position was offered to a part-time staff and she has accepted. Katrina Horn is the new branch lead for Haines.</p> <p>The staff came up with a new idea, a public event where patrons can “walk” off their fines. It will run in tandem with “Healthy Families Day” in the spring. Stokes described how the event would work. Rohner suggested we have an option for the disabled. Stokes said that staff do have a plan to accommodate disabilities, but will double check.</p>
<p>Finance Report</p>	<p>Hawes handed out check packets for review and signatures. The financial reports had already been placed behind board packets.</p> <p>The General Fund received tax turnovers received \$35,546.26 on March 3 bringing current tax revenues to 95% while prior taxes are well over budget. Personnel Services are slightly under budget. Monthly liabilities are current. In Materials and Services, the Periodicals line under the book budget shows a large credit. This was for refunds that were automatically renewed that are now being managed by Revistas. There have been several of these but should be about through with catching these corrections. The largest was a refund for the</p>



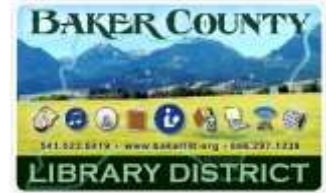
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	<p>New York Times \$490. The monthly janitorial contract of \$1,550 was paid on the first. Under Insurance, the longevity credit was received from Special Districts of \$1425.50 which is applied toward the liability insurance. We receive the credit for signing an agreement to stay with SDAO for 2 years. A check was written to Bisnett Insurance for boiler insurance \$1,259.00 (previously PayneWest Insurance). Travel includes \$340 for Perry's registration to the OLA conference. Library Service Supplies increased by \$5,705, primarily for disinfectants and supplies for the emergency plan. Cash balances are noted.</p> <p>The Other Funds had no income. It wrote a check to visa of \$55.02 for amazon shipping and a check to Creative Engraving \$6 for engraving a memorial plaque. Cash balances are noted by fund.</p> <p>The Sage Fund had no income. Checks included the monthly system specialist contract of \$5,305 paid electronically and Visa \$380.76 for airline tickets for Beth to attend the OLA conference. She paid her registration last month of \$340. Again, the cash balance is noted.</p> <p>With no questions, checks were signed and returned. The Approved Bills Lists for all three funds were initialed as reviewed by those present.</p>
Next Meeting Date	The next regular Board of Director's meeting will be April 13, 2020 at 6:00pm.
Adjourn	<p>The meeting was adjourned at 7:22 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>



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, 5.00 - 7.00pm

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				

Q1

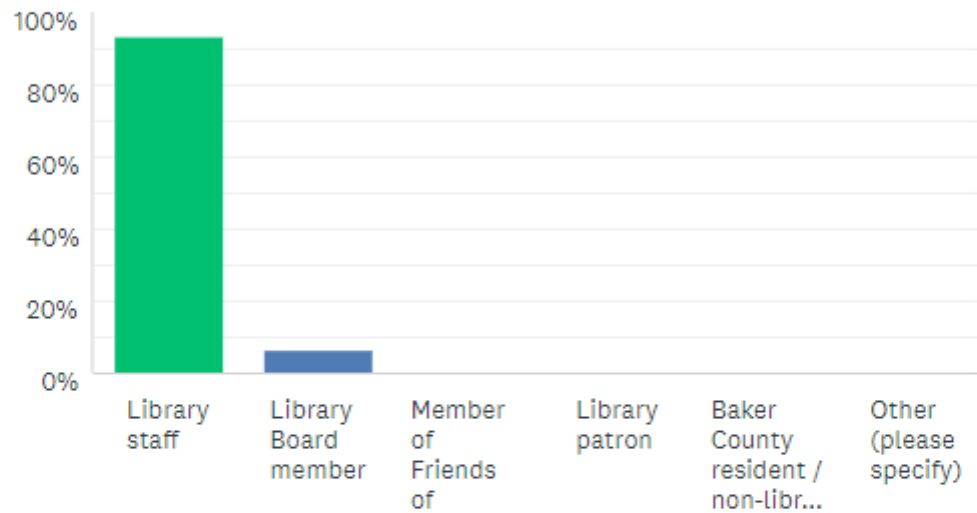


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Which best describes your relationship with the library?

Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES
Library staff	93.33% 14
Library Board member	6.67% 1
Member of Friends of Baker County Library or Foundation	0.00% 0
Library patron	0.00% 0
Baker County resident / non-library user	0.00% 0
Other (please specify)	Responses 0.00% 0
TOTAL	15

Q2

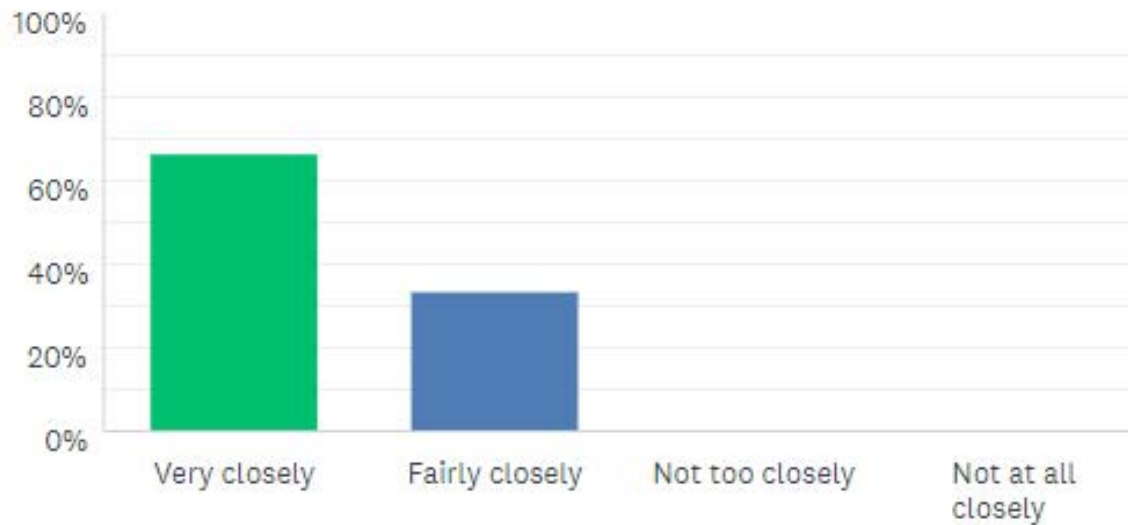


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How closely have you been following news about the outbreak of the coronavirus strain known as COVID-19?

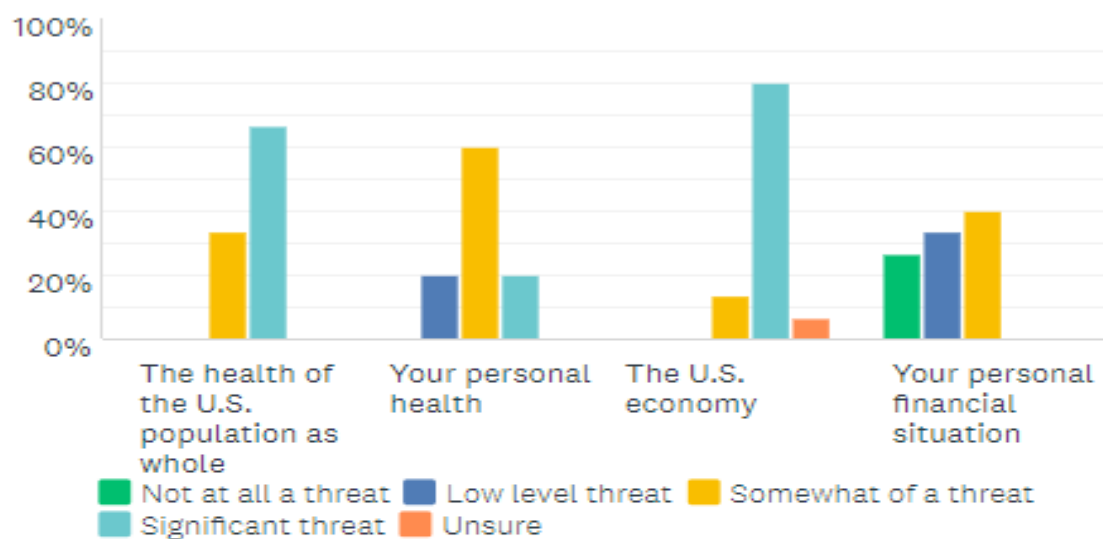
Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ Very closely	66.67% 10
▼ Fairly closely	33.33% 5
▼ Not too closely	0.00% 0
▼ Not at all closely	0.00% 0
TOTAL	15

How much of a threat, if any, is the coronavirus outbreak for...

Answered: 15 Skipped: 0



	NOT AT ALL A THREAT	LOW LEVEL THREAT	SOMEWHAT OF A THREAT	SIGNIFICANT THREAT	UNSURE	TOTAL	WEIGHTED AVERAGE
▼ The health of the U.S. population as whole	0.00% 0	0.00% 0	33.33% 5	66.67% 10	0.00% 0	15	3.67
▼ Your personal health	0.00% 0	20.00% 3	60.00% 9	20.00% 3	0.00% 0	15	3.00
▼ The U.S. economy	0.00% 0	0.00% 0	13.33% 2	80.00% 12	6.67% 1	15	3.60
▼ Your personal financial situation	26.67% 4	33.33% 5	40.00% 6	0.00% 0	0.00% 0	15	2.13

Q4

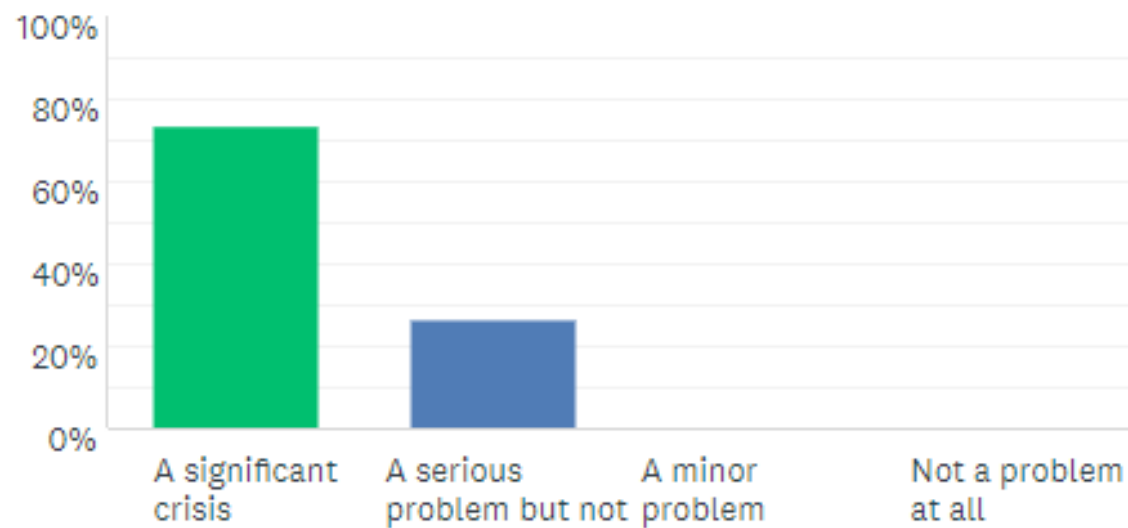


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Would you say the coronavirus outbreak is...

Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ A significant crisis	73.33% 11
▼ A serious problem but not a crisis	26.67% 4
▼ A minor problem	0.00% 0
▼ Not a problem at all	0.00% 0
TOTAL	15

Q5

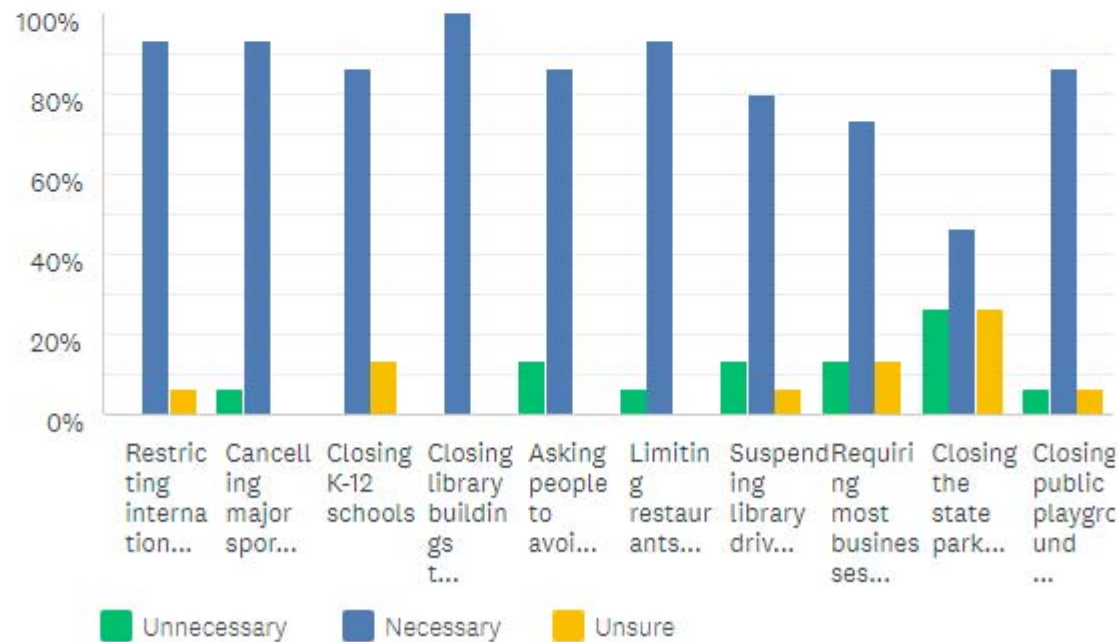


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Thinking about some steps that have been announced in some areas to address the coronavirus outbreak, in general do you think each of the following have been necessary or unnecessary?

Answered: 15 Skipped: 0

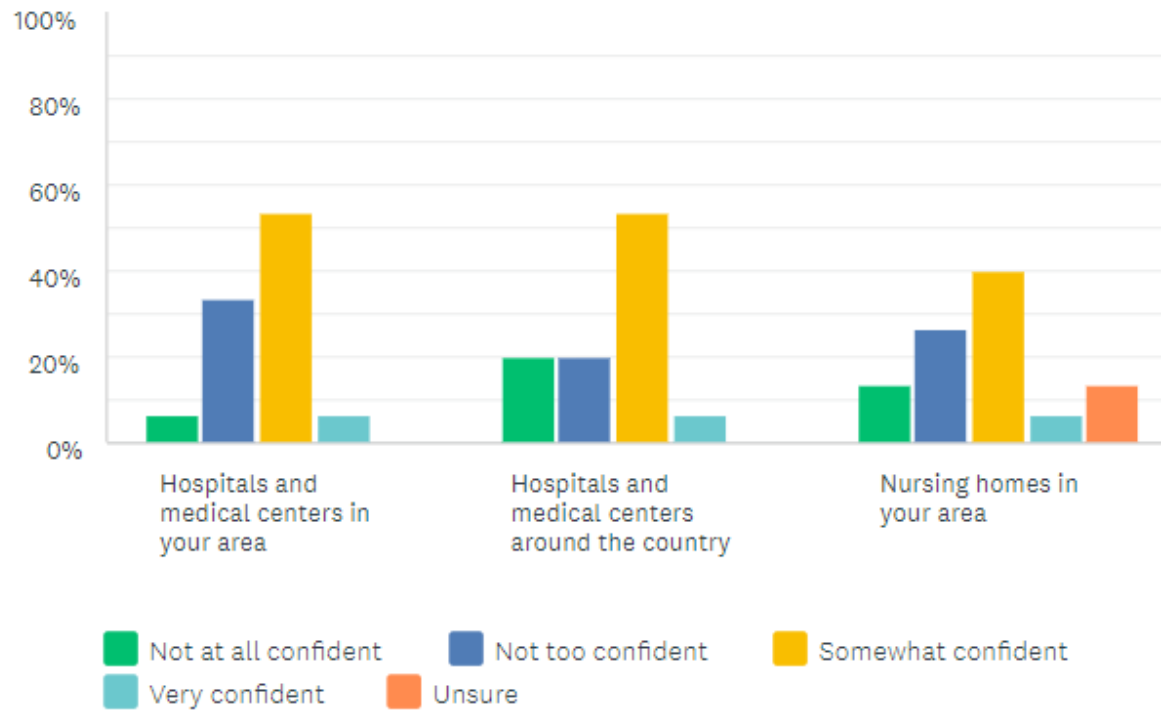


	UNNECESSARY	NECESSARY	UNSURE	TOTAL	WEIGHTED AVERAGE
Restricting international travel to the U.S.	0.00% 0	93.33% 14	6.67% 1	15	1.87
Cancelling major sports and entertainment events	6.67% 1	93.33% 14	0.00% 0	15	1.93
Closing K-12 schools	0.00% 0	86.67% 13	13.33% 2	15	1.73
Closing library buildings to public	0.00% 0	100.00% 15	0.00% 0	15	2.00
Asking people to avoid gathering in groups of more than 10	13.33% 2	86.67% 13	0.00% 0	15	1.87
Limiting restaurants to carry-out only	6.67% 1	93.33% 14	0.00% 0	15	1.93
Suspending library drive-through and curbside pickup service / no checkout of physical items (digital only)	13.33% 2	80.00% 12	6.67% 1	15	1.73

▼ Limiting restaurants to carry-out only	6.67% 1	93.33% 14	0.00% 0	15	1.93
▼ Suspending library drive-through and curbside pickup service / no checkout of physical items (digital only continued)	13.33% 2	80.00% 12	6.67% 1	15	1.73
▼ Requiring most businesses other than grocery stores and pharmacies to close	13.33% 2	73.33% 11	13.33% 2	15	1.60
▼ Closing the state park system	26.67% 4	46.67% 7	26.67% 4	15	1.20
▼ Closing public playground and exercise facilities	6.67% 1	86.67% 13	6.67% 1	15	1.80

How confident, if at all, are you that each of the following will be able to handle the medical needs of people who are seriously ill during the coronavirus outbreak?

Answered: 15 Skipped: 0



	NOT AT ALL CONFIDENT	NOT TOO CONFIDENT	SOMEWHAT CONFIDENT	VERY CONFIDENT	UNSURE	TOTAL	WEIGHTED AVERAGE
▼ Hospitals and medical centers in your area	6.67% 1	33.33% 5	53.33% 8	6.67% 1	0.00% 0	15	1.67
▼ Hospitals and medical centers around the country	20.00% 3	20.00% 3	53.33% 8	6.67% 1	0.00% 0	15	1.67
▼ Nursing homes in your area	13.33% 2	26.67% 4	40.00% 6	6.67% 1	13.33% 2	15	1.40

Q7

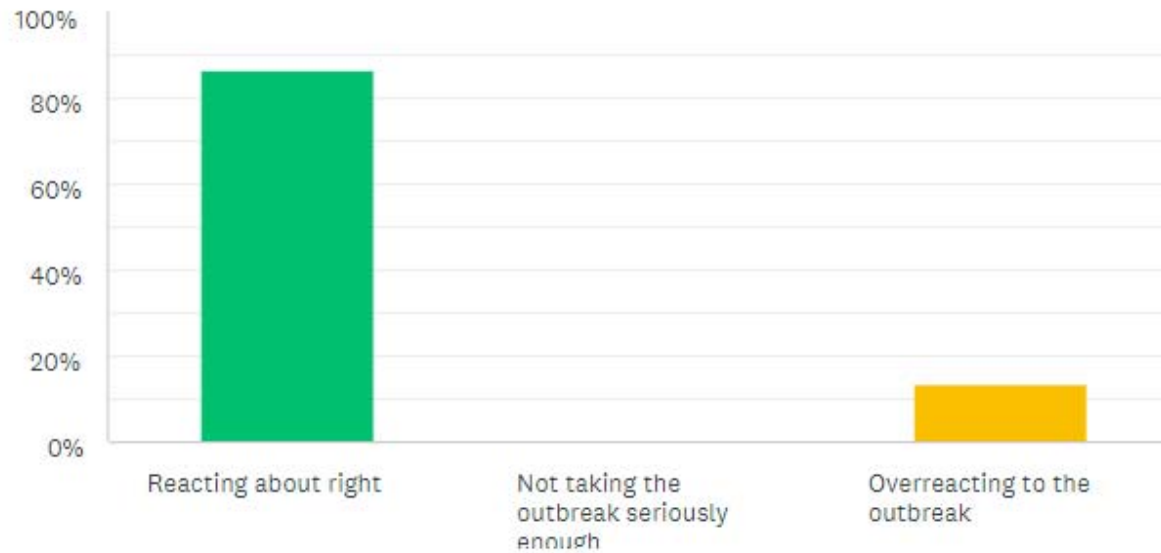


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How well is your workplace reacting to the outbreak?

Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ Reacting about right	86.67% 13
▼ Not taking the outbreak seriously enough	0.00% 0
▼ Overreacting to the outbreak	13.33% 2
TOTAL	15

Q8

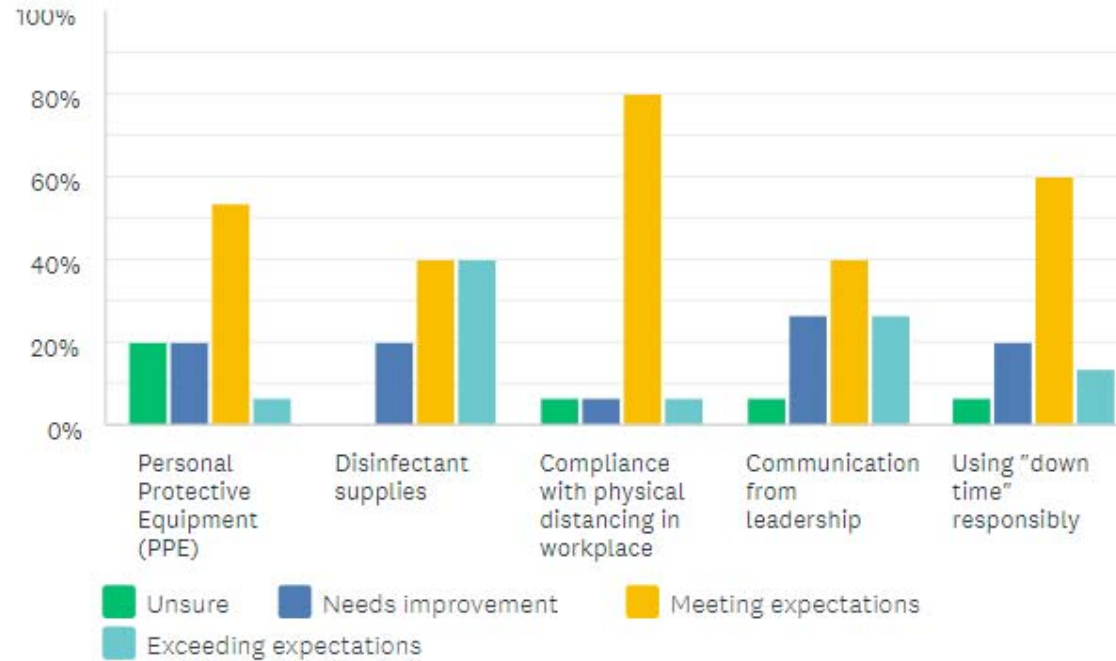


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How is your workplace situation in the following areas?

Answered: 15 Skipped: 0



	UNSURE	NEEDS IMPROVEMENT	MEETING EXPECTATIONS	EXCEEDING EXPECTATIONS	TOTAL	WEIGHTED AVERAGE
Personal Protective Equipment (PPE)	20.00% 3	20.00% 3	53.33% 8	6.67% 1	15	1.47
Disinfectant supplies	0.00% 0	20.00% 3	40.00% 6	40.00% 6	15	2.20
Compliance with physical distancing in workplace	6.67% 1	6.67% 1	80.00% 12	6.67% 1	15	1.87
Communication from leadership	6.67% 1	26.67% 4	40.00% 6	26.67% 4	15	1.87
Using "down time" responsibly	6.67% 1	20.00% 3	60.00% 9	13.33% 2	15	1.80

Comments (1)

Q9



Save as ▾

What improvements can your workplace make to help staff and the community through this outbreak episode?

Answered: 8 Skipped: 7

Showing 8 responses

I can't think of any.

4/11/2020 5:49 PM

[View respondent's answers](#)

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Unsure

4/11/2020 3:17 PM

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I believe my workplaces are doing their best during this crisis.

4/11/2020 3:00 PM

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Face masks when we first return to dealing with the public.

4/11/2020 2:47 PM

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At this time I think that my workplace is doing an excellent job. An event like this is so out of the norm, all we can do as a staff is to look at the data and make decisions based off of that. As we move forward, I feel the most comfortable staying closed and working from home and limiting drive up services until after the peak of the outbreak in Idaho and Oregon has happened. It is difficult when more than 4 staff members are in the workspace area to comply with social distancing guidelines. I also don't feel comfortable interacting with patrons until the risk for exposure has gone down. With that being said, I feel very worried about equity and access to information in our community. I can't help but think about our folks that don't have access to books. I think that now is the time to look at providing as many digital services as possible. If there are other film, book, and periodical subscriptions that we can give patrons access to during this time to help them get through school closures and this extended house-bound time we should do that. If we can figure out a way to provide as many digital services as possible, while working remotely that seems like the best path forward to keep everyone safe, while also meeting the needs of those in our community.

4/10/2020 4:59 PM

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Letting people know in multiple avenues, including radio maybe, that we're available and to please contact us with questions. I know it's in the newspaper and sometimes on Facebook.

4/10/2020 2:23 PM

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1) Provide more options for at-home work and hold employees accountable. 2) Use our downtime to get important staffroom improvement projects (e.g.) clutter finished.

4/10/2020 2:11 PM

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More use of masks .

4/10/2020 12:40 PM

[View respondent's answers](#)

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Q10

 Save as ▾

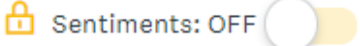
Other comments

Answered: 7 Skipped: 8

RESPONSES (7)

WORD CLOUD

TAGS (0)

 Sentiments: OFF

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Showing **7** responses

I understand closing the library district for the staffs' personal protection and safety but I do wish we were still able to offer curbside service for our non electronic patrons.

4/11/2020 5:49 PM

[View respondent's answers](#)

[Add tags ▾](#)

N/A

4/11/2020 3:00 PM

[View respondent's answers](#)

[Add tags ▾](#)

None. Thank you gor not only considering the general public in response to covid 19 but also making sure that your employees stay safe which keeps their family's safe.

4/11/2020 2:47 PM

[View respondent's answers](#)

[Add tags ▾](#)

Appreciate concern on Perry's part for keeping employees safe, as well as helping community be as safe as possible.

4/11/2020 2:44 PM

[View respondent's answers](#)

[Add tags](#) ▼

Perry and the board have done a superb job with this unusual and trying time. Thank you!

4/11/2020 1:43 PM

[View respondent's answers](#)

[Add tags](#) ▼

Thank you for everything that is being done to keep all staff informed and library patrons safe. I feel so thankful to have a job during this time.

4/10/2020 4:59 PM

[View respondent's answers](#)

[Add tags](#) ▼

Questions 4-5 presuppose all geographic regions of the U.S. What is appropriate in urban centers isn't necessarily appropriate in rural settings.

4/10/2020 2:11 PM

[View respondent's answers](#)

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BAKER COUNTY LIBRARY DISTRICT

COVID-19 PANDEMIC RESPONSE TIMELINE

- 1/21/20 First US case of coronavirus confirmed in Washington State.
- 1/31/20 US declares the coronavirus a public health emergency. Travel from China into the United States partially restricted.
- 2/28/20 WHO raises the global risk of spread of COVID-19 from “high” to “very high”.
- 2/29/20 US first COVID-19 death reported.
- 3/2/20 BCLD began aggressively ordering disinfectant and PPE resources.**
- 3/10/20 US cases of COVID-19 surpass 1,000.
- 3/12/20 Oregon statewide closure of schools through March 31. Oregon School Activities Association cancelled basketball tournaments.
- 3/16/20 BCLD cancelled all library programs.**
- 3/18/20 BCLD installed 55-watt ultraviolet (UV-C) germicidal light irradiation unit to sanitize returns and other incoming items.**
- 3/19/20 BCLD closed all branch locations to public entry. Continued Drive-up Window services.** Book drops open. Staff continue to report to work.
- 3/20/20 BCLD implemented an isolation period for all incoming items of 7-days.** This applies to returns, ILL, mail, and package deliveries. Circ items aren’t checked in until day 8, so until then ILL materials are still in “in transit” status; returned items are still “checked out.”
- 3/25/20 Four handheld 18-watt UV-C sanitizing units distributed to branches.** Other units remain backordered.
- 3/29/20 BCLD suspended Drive-Up Window service for at least 2 weeks (through 4/12).** Suspended holds fulfillment. Book drops remain open. All regular staff placed on paid Administrative Leave, directed to work from home when possible. Minimal staffing (2) for reference assistance by phone & email at main branch 9am – 5pm.
- 4/8/20 BCLD extended library closure / digital services only to “until further notice”.** Due dates extended to June 1. Late fees that have accrued between March 1 – June 1 will be waived.