**Baker County Library District**

# Library Board of Directors

## Regular Meeting Minutes

**Aug 11, 2026**

## CALL TO ORDER

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

Director Ashley **McClay** attended in person. Also attending in person were Perry **Stokes**, Library Director, and Christine **Hawes**, Business Manager. Directors Kyra **Rohner**, Joan **Spriggs**, and Jacque **Cobb** attended via Zoom. No members of the public attended in person or via Zoom.

Stokes reported that Beth Bigelow had notified him that she was unable to attend.

President Kyra **Rohner called the meeting to order at 5:03 p.m**. Four directors were present, establishing a quorum.

Roll call was taken. Directors Rohner, McClay, Spriggs, and Cobb were present, along with Stokes and Hawes.

## CONSENT AGENDA

Rohner asked whether there were any additions to or deletions from the agenda, or any corrections to the minutes of the previous meeting. Stokes added another form to the Collection Development materials.

**McClay moved to adopt the agenda as amended and approve the minutes of the July 14, 2026, meeting. Spriggs seconded the motion. The motion passed unanimously, with four votes in favor.**

## CONFLICTS OF INTEREST

Rohner asked whether any conflicts or potential conflicts of interest should be declared. None were declared.

## OPEN FORUM / CITIZEN COMMENTS

Rohner invited citizen comments. No members of the public were present. Stokes reported that the Library had received very positive feedback about the Choose Your Own Adventure activity offered in July and said he would provide additional information later in the meeting.

Rohner asked about options for renewing books and whether there were ways patrons could retain a book for an extended period. She requested that the topic be added to a future discussion.

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# OLD BUSINESS

### None

Rohner stated for the record there was no old business.

# NEW BUSINESS

## Policy Update, Programming and Outreach

Rohner moved to New Business and asked Stokes to introduce the proposed policy revision.

Stokes initially proposed presenting both policy updates for a first review, with consideration for approval at the following month's meeting. He noted that both are core operational policies.

Stokes explained that the proposed revisions to the Programming & Outreach Policy retain the core intent of the existing policy while updating it to reflect current Library programming, outreach, partnerships, and service delivery. The revisions clarify program-selection criteria, intellectual-freedom principles, non-endorsement provisions, and related matters. The draft also distinguishes Library-sponsored programs from programs offered by outside parties using Library meeting rooms.

He reviewed the packet materials, including the summary of proposed revisions, the existing policy, and the proposed updated policy. He read through the key changes listed in the summary and asked Board members to review the full document. He explained that the Board could defer action until the next meeting or proceed that evening if it wished to waive the proposed first reading.

Cobb asked whether the policies should remain sufficiently general to be useful for a longer period. Stokes responded that policies of this type are reviewed approximately every five years. Cobb also asked about language stating that the Library is not obligated to offer a program or speaking opportunity to every person who proposes one, citing as an example an author wishing to speak about a book. Stokes explained that the language clarifies that the Library is not obligated to enter into a partnership or sponsor every proposed program.

Stokes asked whether the Board preferred to defer action or adopt the policy that evening. Cobb and Rohner indicated that they were comfortable proceeding. Spriggs said she felt good about the policy, and McClay agreed.

**Cobb moved to approve the revised Baker County Library District Collection Development Policy and Request for Review of Library Materials Form as presented, effective August 11, 2026, superseding the 2019 Materials Selection and Withdrawal Policy and the 2024 review form. Spriggs seconded the motion. There was no further discussion. The motion passed unanimously, with four votes in favor.**

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## Policy Update, Collection Development and Materials Review

Rohner introduced the next agenda item, an additional policy update.

Stokes explained that this policy is more complex and that the current policy was adopted in 2019. He recommended replacing the District's 2019 Materials Selection & Withdrawal Policy with the proposed Collection Development Policy, coordinated with the revised Request for Review of Library Materials Form.

The proposed revisions modernize the policy to address digital resources, licensed content, streaming services, Library of Things collections, and other formats, and align it with current BCLD policies.

Stokes reviewed the **Key Policy Changes** list. He explained that the revision broadens the definition of library materials and resources; strengthens language concerning intellectual freedom, viewpoint neutrality, and parental responsibility; clarifies the responsibilities of the Board, Director, and staff; expands criteria for selection, retention, withdrawal, digital resources, and nontraditional collections; and establishes a consistent review process. The proposed policy provides that challenged materials will remain available during review and establishes eligibility requirements, filing limits, repeat-review provisions, decision timelines, and appeal procedures. Overall, the policy is substantially reorganized and modernized.

Stokes then reviewed the Proposed Revisions document, highlighting key points from each identified section, including the rationale for the update and the revision process. He said he had consulted policies from several other libraries. He discussed the substantially expanded purpose and scope; constitutional protections; American Library Association intellectual-freedom principles; individual access and parental responsibility; clearly assigned responsibility for collection decisions; and substantially expanded and modernized selection criteria. He invited questions, but none were offered at that point.

Continuing with Item 9, Stokes discussed digital resources and reviewed highlights from the remaining items. At Item 12, he described a recent request from a local author to add a book to the collection and his decision to decline the acquisition. At Item 15, he explained that certain items susceptible to theft, as well as rare or fragile materials, may be restricted to in-library use under internal procedures. At Item 16, Informal Concern and Formal Materials Review Process, he discussed the 30-day filing limit and the three-year restriction on repeat challenges. At Item 20, he noted that the Board's role in challenges is more clearly defined. At Item 21, he explained that recordkeeping and reporting may include reports to the State Library and other library-related entities.

Stokes concluded the summary of changes and invited questions or comments.

Spriggs observed that Diana Pearson does an excellent job evaluating collection performance and reviewing book series, and said that Pearson deserves recognition for the extensive research she conducts. Stokes agreed that Pearson contributes significant work to collection development.

Rohner asked about potential liability and the risk of litigation, including whether a challenge could proceed beyond the Board. Stokes discussed relevant legislation, State Library policies, and their application in libraries.

The Board discussed liability risk. Rohner commented that the proposed policy is lengthy and written in a style similar to a legal document, and asked whether it adequately addresses liability. Cobb agreed that the document is somewhat wordy and asked whether its purpose is to support staff or protect the Library. Stokes responded that it is a procedural document intended to provide clarity and that shorter, practical documents would be developed from the policy. McClay said she had no questions and observed that the policy is very specific and comprehensive. Rohner asked whether anyone wanted additional time before the Board acted. Hearing no comments, she requested a motion; action was delayed while Stokes reviewed the accompanying forms.

Stokes reviewed the six-page draft Request for Review of Library Materials form. He noted that the local newspaper had reported on the form and supported it as a positive procedure. He said he had made the form less confrontational, with a greater emphasis on principles and clarification for the user. Under the proposed process, only one item may be challenged within a 30-day period. He reviewed the form and its questions and provided clarification. He also reviewed the shorter Request for Review of Declined Acquisition form. Both forms are components of the collection-development process.

Spriggs asked how patrons would obtain the forms. Stokes said patrons generally receive them from him after the required conversation with the Director and that the forms are also available on the Library's website.

Rohner asked whether the revisions were based on policies used by other libraries. Stokes confirmed that he had researched other libraries' practices and believed this was an effective approach to updating the forms. Rohner asked about the basis for providing possible answers to some questions. The Board discussed the questions and how they would help identify the basis of an objection. Rohner emphasized that each question should have a purpose and asked whether Stokes understood that similar forms had been reviewed by legal counsel. Stokes said that was his understanding. He noted that multiple-choice questions could be perceived as supplying answers, but that they also help focus the review. The Board discussed the underlying policy and case law. Rohner said that, if counsel had approved the approach, the questions could help narrow the objection. She assumed challenges occur infrequently, and Stokes agreed. Rohner clarified that both the policy and forms would be approved by the Board and said she would be comfortable approving them if counsel had reviewed comparable forms used by other libraries.

Cobb agreed with Rohner and said that check boxes raised a question about whether the form was intended to categorize objections for tabulation or to narrow the scope of an objection. Rohner asked whether Stokes had anything further to review.

Stokes said he preferred to allow patrons, the press, community, and the Board time to review the materials and provide feedback. He suggested that amendments could be made and the documents considered for approval at the next meeting. Cobb asked whether a motion to postpone was needed, and Stokes said that would be appropriate.

**Cobb moved to postpone consideration of the Collection Development Policy to allow time for public review and to place the policy on the agenda for the following month's meeting. McClay seconded the motion. The motion passed unanimously. The policy was scheduled for consideration at the September meeting.**

## REPORTS

### Director's Report

Rohner moved to Reports, and Stokes presented the Director's Report.

### Administration and Finance

- **Audit Services**. The request for proposals for audit services is open through August 31 and has been published on the Library's website. Approximately 200 licensed audit firms received direct email invitations to submit proposals. Stokes said he hoped to receive several responses.
- **Business Operations**. Hawes completed significant work associated with the new fiscal year, including administrative processing for six new hires, payroll updates related to wage increases, quarterly payroll reporting, and the annual workers' compensation report.
- **Volunteer Impact**. During the previous fiscal year, 87 volunteers contributed more than 4,255 hours to the District. Valued at minimum wage, their contributed time represented $58,957.

### Facilities, Energy, and Vehicles

- **Baker Branch**. The Library ordered new chairs for the adult and children's computer labs. Previous seating had consisted of used chairs and surplus furniture from Eastern Oregon University. Following complaints about comfort and support, Stokes purchased several molded-plastic chairs, which most users preferred. Based on feedback that some users prefer padded seating, he also ordered two padded chairs for the adult computer lab.
- Acoustic panels were installed in the children's Discovery Zone to reduce noise.
- Parking-lot restriping is planned for September or October and will include clearer markings for accessible parking spaces.
- **Energy Improvement Project**. A project is underway to improve the exterior northwest glass wall and provide better climate control. The project is intended to reduce solar heat gain and stabilize temperatures in two rooms along that wall. Plans have been submitted to Energy Trust of Oregon for approval, and the project may qualify for Energy Trust support.
- **Annual carpet cleaning** at the Baker Library is scheduled for Labor Day.

- Powder River Correctional Facility Adults in Custody (AICs) completed **landscape maintenance** and window cleaning on Friday, August 7, under the supervision of the Facilities Manager.

## Branches and Bookmobile

- The Huntington Branch Library closed on an emergency basis from July 28 through August 1 because of **nearby wildfires**, a Level 3 evacuation order, and air-quality concerns. The closure continued until the evacuation level was reduced to Level 1.
- Sensors and batteries for the Haines accessible entrance door are being replaced to address operational problems.
- **Annual carpet cleaning** has been scheduled at all branch locations, including Richland for the first time.
- The bookmobile is in the shop for replacement of its two **rooftop air-conditioning units**. Facilities staff is also repairing a drawer and has remounted a second fire extinguisher.

## Friends, Outreach, and Volunteers

- The Friends' **summer book sale** was successful, generating approximately $2,800 in preliminary net proceeds.
- The Friends replaced the **microwave in the staff lounge**.
- The bookmobile participated in the **Miners Jubilee Parade**, driven by a staff member. The Friends supplied the candy distributed during the parade.
- Volunteers assist with many assignments, including cleaning public computers, digitizing microfilm, supporting interlibrary loan and holds, assisting with collection-development projects, and helping with facilities work. A new volunteer family is supporting the Spanish-English learning partnership.

## Personnel and Training

- The District hired **Scott Kleeman** as its new IT employee. He has been training with Jim, reviewing the network, system workflows, and branch networks.
- The annual **All-Staff Training Day** is scheduled for August 20. The agenda includes fire-extinguisher training, staff introductions, guidance on missing-item status, staff-anniversary recognition, a team activity, cybersecurity trends, planned improvements, and a human-resources refresher.
- New Youth Services interns Avery and Susannah were hired to replace the departing intern, who graduated.
- A staff member is completing **Senior Planet training** this week. Vanessa McClarin will attend a conference in the fall and maintain the training requirements needed to teach adult computer-skills classes next year. Grant funding made this training possible.

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## Programs, Services, and Circulation

- **Library Adventure Program**. The Library offered Choose Your Own Adventure packets during the summer. More than 740 patrons participated, and the Library received very positive feedback from adults, children, and families.
- **Summer Reading Program**. The program concluded August 7. Because of poor air quality, the celebration was held indoors rather than at City Park. Reading logs and online Beanstack updates were accepted through August 12. Prize drawings were scheduled for August 13, followed by prize distribution to patrons.
- **Fine Forgiveness**. Patrons registered for the Summer Reading Program may receive $1 in fine forgiveness for every 30 minutes of reading logged. The credit applies only to accrued fines and may not be used for lost or damaged materials. Stokes said the Library continues to seek ways to help patrons reduce fines and that this staff suggestion was well received.
- **Library Card Sign-Up Month**. During September, the Library will promote free replacement cards and a one-time waiver of outstanding fee balances. The Library has also purged more than 5,000 accounts that had been inactive for over two years.
- **Children's Technology**. Youth Programs staff are evaluating options to replace two AWE early-literacy computers purchased approximately 10 years ago that are no longer functioning reliably.
- **Ready to Read Grant**. Youth Programs staff are preparing the next application, due at the end of August. The District anticipates that it may receive nearly $6,000 in additional funding next year to support expanded programming.

## Collections and Technical Services

- **The collection contains 141,893 items**. During the previous month, staff cataloged and processed 588 items and repaired 204 items.

## Safety and Security

- **Teen Vaping**. Vaping incidents involving teens increased during the summer. Approximately 12 teens had been congregating in the west-door alcove. Several exclusions were issued, and signs were posted to discourage the activity.
- **Vending-Machine Alcove**. The alcove was constructed for a vending machine that was removed some time ago. Its two active electrical outlets have been covered for safety. Because the area is outside the front-desk staff's line of sight, the Library is considering ways to repurpose it and discourage concealed activity.
- **Weather-Related Damage**. During a severe windstorm on July 23, a tree limb fell on a patron's vehicle in the Library parking lot. The incident was reported to the District's insurance agent. The insurer declined coverage, advising that the patron's automobile insurance should cover the damage.

- **Magazine Theft Incidents**. Two individuals were caught stealing magazines, and both were issued trespass notices. Magazines commonly disappear or have pages removed, and the Library continues efforts to discourage such conduct.
- **Restroom Safety**. A person recently tripped and fell in the men's restroom when the automatic timed lights turned off. The person was not injured, but a hand-towel dispenser was damaged. A night-light has been installed to provide illumination if the motion-sensor light turns off.

## Technology and Workplace Operations

- **Main Server**. Maintenance was scheduled for August 8 after regular hours. Problems involving the server rack and related ground faults have been corrected.
- **Public Telephone**. Staff will be trained to restore telephone service using a simple reset procedure that resolves most service interruptions.
- **Staff Lounge Improvements**. A staff committee identified several possible improvements to the break room, including adding a small table, installing lockers or cubbies for personal belongings, deep-cleaning the floor, and completing several other improvements.

## Financial Report

Hawes presented the Finance Report. Copies of the reports were distributed and displayed on the Zoom screen.

### General Fund

- The General Fund received a tax turnover of $7,655.27. Staff initially planned to await the County report to determine whether the funds belonged to the prior fiscal year because the online deposit referenced an end-of-year turnover. It was subsequently confirmed that the funds were the first turnover of the current fiscal year, not prior-year revenue.
- Personnel Services expenditures are on target with the budget, except that the monthly PERS payment had not yet posted. PERS was submitted the previous day, and the invoice was expected to post for payment on August 27.

Notable Materials and Services checks included:

- Ingram Library Services: $8,099.53 for the monthly book order;
- Midwest Tape, also known as Hoopla: $1,045.27 for monthly usage;
- Ed Adamson: $96.00 reimbursement for a purchase from Ace Nursery;
- CivicPlus/Streamline: $283.00 for the website subscription;
- Churchill Baker LLC: $350.00 for adult-program studio use; and
- Catholic Purchasing: $1,797.08 for eight chairs for the adult computer lab.

The August Visa statement was presented for review by a Board member. Notable charges included:

- East Oregonian subscriptions: $182.00 for each of two branches and $364.00 for the Baker Library;

- Western Stockmen's Journal subscription: $779.88;
- FilterBuy: $478.61 for replacement HVAC filters;
- Ubiquiti: four $99.00 cybersecurity subscriptions for branch locations;
- GoDaddy: $359.40 for the DNS renewal associated with website hosting; and
- Parade candy: $513.80 for distribution from the bookmobile during the Miners Jubilee Parade. The Friends reimbursed the Library for this purchase.
- Facilities maintenance included a $1,071.60 check to Valley Metal & Heating for HVAC maintenance and filter replacement at the Baker Library and branch locations because of heavy smoke.
- Two last-minute checks were added to avoid late fees for CenturyLink/Lumen branch telephone service: $156.30 for Sumpter and $99.81 for Huntington. Two checks were issued because the payments were sent to different addresses.

**Other Funds**

- Other Funds received $903.45 in pool interest to be allocated among departments and $541.12 in July proceeds from Amazon book sales.
- Two Visa payments were made for book-shipping costs: $82.83 on July 15, 2026, and $58.09 on August 14, 2026.

**Capital Investment Fund**

- The Capital Investment Fund had no activity.

**Sage Fund**

- The Sage Fund received one-half of the LSTA Courier Grant, totaling $35,828.00, on July 21.
- Personal Services reflected one pay cycle for the fiscal year, paid August 1 for hours worked in July.
- Materials and Services included four checks to small courier vendors totaling $1,973.24, plus two additional checks issued July 28 totaling $1,164.00.
- Orbis Cascade, the largest courier vendor, is paid annually in July. This year's payment totaled $59,283.00. The check was sent by Priority Mail with tracking to confirm delivery.

**Review and Administrative Activity**

- Approved Bills Reports, consisting of checking-activity printouts for each fund, were included with the check packets and August Visa documentation for Board members to initial while reviewing and signing checks.
- As noted in the Director's Report, July involved substantial paperwork for several new hires, entry of pay increases effective July 1, and annual and quarterly reporting for payroll taxes and workers' compensation insurance.

## NEXT MEETING

The next regular Board meeting was scheduled for **September 15, 2026**, at 5:00 p.m. There was no further discussion.

## ADJOURNMENT

Rohner adjourned the meeting at 6:38 p.m.

Respectfully submitted,

Perry Stokes
Secretary to the Board
PS/ch

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