

Baker County Library District

Board of Directors

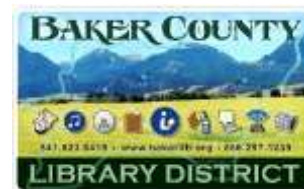
Regular Meeting Agenda

Monday, Jan 14, 2019, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President



- | | |
|---|---------|
| I. CALL TO ORDER | Dielman |
| II. Consent agenda (ACTION) | Dielman |
| a. Additions/deletions from the agenda | |
| b. Minutes of previous meetings | |
| 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. NEW BUSINESS | |
| a. Public Demonstration: Time, manner...policy - update (ACTION) | Stokes |
| b. SDAO Conference attendance | |
| VI. OLD BUSINESS | |
| a. Film & photography policy – new adoption (ACTION) | Stokes |
| VII. REPORTS | |
| a. Director | Stokes |
| b. Finance | Hawes |
| VIII. Agenda items for next regular meeting: Feb 11, 2019 | 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, Jan 14, 2019, 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 meetings

Attachments:

- II.b.i. Board meeting minutes, Dec 10 2018

- 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. **NEW BUSINESS**
 - a. **Public Demonstration: Time, manner...policy - update (ACTION)** Stokes

Attachments:

- V.a.i. Time Manner Place policy – proposed revision

An extension of the distance from entrance requirement from 15 ft. to 20 ft. is the only change in this policy update. As discussed in a prior meeting, the 20 foot mark is more conducive to the layout of the main branch. Staff are better able to describe the policy requirement by using property landmarks at that approximate distance as reference points.

- b. **SDAO Conference attendance** Stokes

Attachments:

- VI.b.i. 2019 SDAO Conference brochure

This year the Special Districts Association of Oregon annual conference will be held in Sunriver, Oregon February 8-10. The conference usually has sessions designed for board members. Each year we are encouraged to send one board member to the conference. SDAO has opened up registration for the conference and hotel. We can discuss if any board member wants to attend. There is a [conference brochure](#) in the meeting packet with a full listing of conference sessions.

- VI. **OLD BUSINESS**
 - a. **Film & photography policy – new adoption (ACTION)** Stokes

Attachments:

- VI.a.i. Film & photography policy – revised proposal

Edits and additions since this policy was initially presented at the October meeting are featured in red. I have incorporated board direction in regards to permitting political filming and photography under certain conditions and language recommended by SDAO legal counsel.

Library Board Meeting – Annotated Agenda

Monday, Jan 14, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

VII. REPORTS

a. Director

Stokes

Friends & Foundation

I am very sorry to report that one of our strongest Friends group supporters, Kata Bulinski, died this past week. Kata was active in the library Friends group from about 2011-2017. The memorial gathering was held at Crossroads Art Center on Friday evening.

Facilities & vehicles

Halfway staff have reported an access hazard at the rear entrance of the building (enters the meeting room) due to a lack of handrails on the stairway. About 3 concrete steps lead up to the door so railings are needed for ADA compliance. Ed is working on the project.

The bookmobile has been in the shop for maintenance. We are waiting on a status report.

Ed completed construction and installation of DVD storage drawers behind the front desk in Baker. This will allow us to continue expanding the popular DVD collection. The practice of keeping discs secure behind the counter is still deemed necessary due to the high risk of theft.

After a malfunction of the filtration system on the lobby fish tank, we found that a new system was required. Many thanks to Ed and Nola for their work to comprehensively clean the tank and get the new system in.

An extra “backup call” doorbell button is now installed in the Director’s office. I can now easily ring for staff help when the primary desk staff is otherwise occupied with patrons out on the floor.

A staff committee is working on a plan to remodel the staff workroom. We have an opportunity to acquire some office furniture from the old Pioneer Bank building.

Programs & services

IT staff are working on creating a digital Obituary Index database to replace the current card file.

Personnel

Family and health emergencies have impacted several of our staff recently. One of our managing librarians may be away on extended family leave through February. Thankfully, we have been able to manage with shifts filled by substitute staff.

I will be away from the library in the week of Jan 25 – Feb 3 while out on vacation.

Library Board Meeting – Annotated Agenda

Monday, Jan 14, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

Safety & Security

The padlock was broken off of the exterior electrical outlet at the southwest corner of the building. No damage was apparent to the outlet housing. The lock will be replaced with a more substantial one.

Technology

In order to take advantage of a year-end sale, I approved purchase of a replacement ScanPro 3000 unit for the ScanPro 2000 digital microfilm reader in late December for the amount of \$7,600. Technology on our current unit is now obsolete. It was acquired in spring of 2010. This purchase is currently funded out of the tech budget.

b. Finance

Hawes

Financial reports to be distributed at the meeting.

VIII. Agenda items for next regular meeting: Feb 11, 2019

Dielman

- Discuss prorated staff benefits
- Review of donations process

IX. ADJOURNMENT

Dielman



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ATTACHMENT II.b.i.

Call To Order	The meeting was held in the Riverside Meeting Room. Gary Dielman, President called the meeting to order at 6:00pm. Present at the meeting were Gary Dielman , Della Steele , and Kyra Rohner-Ingram , Directors; also present were Perry Stokes , Library Director and Christine Hawes , Business Manager. Guests included Frances Vaughan , recently appointed Director to fill vacant position; District auditors from Guyer & Associates Kent Bailey and Emily Beckett, and guest Ben Beckett.
Swearing In Of New Board Member	Dielman thanked Frances Vaughan for being willing to serve on the Library Board. He invited Frances to read the oath. Vaughan read the oath aloud in entirety, giving verbal affirmation of her accepting the position. Stokes had her also sign the written agreement for district documentation. The board welcomed the new board member with appreciation of her community service.
Consent Agenda	Dielman asked for any changes to the consent agenda. Stokes has one addition, adding an item under New Business: "c. Kanopy Trial." There were no changes to the minutes. Steele made a motion to approve the consent agenda including the Meeting Agenda as amended and the two preceding Regular Meeting Minutes dated October 8, 2018 and November 12, 2018 as presented; Dielman seconded the motion; motion passed unanimous by 3 board members present (3 yea -Dielman, Steele, and Vaughan). (Noted that Rohner-Ingram arrived a few minutes late, after the consent agenda was approved.)
Conflicts or Potential Conflicts of Interest	Dielman asked for any potential conflicts of interest. There were none.
Open Forum for general public	Dielman asked if there were any communications to present. Stokes said there was none. Dielman stated that guest present were attending for the agenda item of audit delivery.
NEW BUSINESS: Delivery of Financial Audit Report for FY2017-2018	Dielman welcomed Kent Bailey and asked him to introduce his guests. Bailey introduced CPA Emily Beckett who has worked for Guyer & Associates for 4 years and her husband, Ben Beckett who came to observe. Bailey stated that he appreciated the opportunity to report to the library board. He also "appreciates the opportunity to be your District auditors." He thanked Christine Hawes for pulling together the report. He appreciated working with both Hawes and Stokes on the audit. Emily Beckett introduced the auditor's report on page 2 titled <i>Independent Auditor's Report</i> . Beckett read part of the first paragraph and highlights of



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paragraphs 3 and 4 under Auditor's Responsibility finishing with reading the Opinion paragraph stating that the financial statements are presented fairly in all material respects.

Bailey moved to page 4, the first page of the *Management Discussion and Analysis* section. Reading financial highlights in paragraphs 2 and 3, he noted that the major factor in the decrease in net position was a large increase in pension liability adjustments which he will review in more detail in his presentation.

Page 7 illustrates a comparison of net position in summary form. He read through the table giving differences between the two fiscal years and percentage change for each line. **Total Assets** decreased by about \$56,000, or 2.1% over the prior year, primarily to decrease in cash of \$30,984 whereas capital assets remained about the same with a slight increase of \$1,968 and a decrease in pension deferred outflow of \$27,410. **Total Liabilities** increased by about \$88,000 or 8.9% primarily due to an increase in pension liability. The ending **Total Net Position** decrease of \$145,057 or 8.9% with pension liability increase of \$99,060 being the largest contributing factor.

On page 8 he reviewed the General Fund table Summary of Revenues, Expenditures and Changes in Fund Balance, focusing on the changes in actual category totals with the biggest change being in Capital Outlay in the prior fiscal year.

On page 9, he read through the first paragraph to point out the anticipated pension cost increase of \$26,000 for the upcoming fiscal year. He noted more information about pensions will be provided later in the report.

Bailey moved into the *Basic Financial Statements*, looking at Page 10 which has more detail on the *Statement of Net Position*. He read through each line, Assets are comprised of cash, taxes receivable, prepaid expenses and other items totaling \$505,366 as discussed on Page 7. Capital Assets are comprised of 5 asset categories, net of depreciation. Under Current and Noncurrent Liabilities, he read through each line, highlighting the note payable for Resort Street improvements current and long-term portions and the pension liability. On Page 11, the *Statement of Activities* table is a summary version of the income and expenses on the accrual basis. The expenses increased by \$110,000 or 11% primarily due to the \$99,000 increase in pension liability. If the pension liability was removed, the change is negligible over the prior year. Charges for services increased slightly while grant income decreased \$26,000.



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Looking at the far right column titled “Net Revenue and Changes in Net Assets”, the net Library Services line of \$1,247,894, Bailey read through the list of general revenues noting the net loss of \$145,057 as expenses exceeded income on the accrual basis. The district’s operating reserve pool is maintained for the purpose of covering this annual excess. Bailey noted that he characterizes the Net Services line as “the net cost to the taxpayer”, meaning the amount of property taxes that will be needed to cover operations.

Bailey asked everyone to flip back to page 22, looking at **Note 2 Cash and Investments** at the end of the fiscal year. The total ending cash decreased \$29,993 over the prior year. He highlighted that interest rates are finally increasing in the pool. On the next page, looking at **Note 5 Capital Assets** specifically the Increases column, *Historic Treasures* is a new category where the district added the Persian rug and moved up other items from FF&E. In Building and Improvements the district added \$42,571 and in FF&E it added \$32,039 which totals \$74,610 assets being depreciated and \$83,180 total capital assets added this fiscal year. These additions are offset by depreciation of \$81,212 which net to an increase in capital assets of \$1,968 as is also discussed on page 7.

Bailey asked everyone to turn to page 29 for Pension information “where the fun begins” he joked. In the table, he noted the valuation date is December 31, 2015. The valuation standard data is 3 years old. He highlighted that the actuarial assumptions used to calculate the pension predictions includes the inflation rate at 2.5% and investment rate of return at 7.5%. He said it takes some time for the reports to be compiled. He also said the rate of return is about average for recent rates of return in the stock market and gave an example. On the next page, Page 30, he feels the best piece of information is under the heading Discount Rate Sensitivity. These numbers use the assumptions on the previous page. The Current Rate of 7.5% is used to calculate the liability to the Library District of \$866,334. It is an estimate or their best guess. If there is a 1% increase in the rate or 8.5%, the liability decreases to \$356,213, nearly 60% of the current liability. On the other hand, if the rate decreases 1% or 6.5%, the liability increases to \$1,476,391, nearly double of the current liability. It shows that these numbers are very volatile. Two years ago, the library liability was \$342,879 which means the liability has increased over half a million dollars in two years. He stated that he believes the numbers are so volatile that although they must be disclosed in the report, they should not be booked as a liability. However, it is a State requirement that they be booked.

Bailey moved to page 31 looking at Item “B Other Post-Employment Benefits” or OPEB. The premise is that the retirees who are able to stay on the health insurance plan change the rates for the others. The assumption is that the older



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you are, the more health issues you have. There are 12 employees on the District's health insurance, with one person over age 62. The estimated amount is immaterial and has not been booked. Page 32 exhibits the piece that relates to other benefits built into the PERS system for those who are retired. The current OPEB liability is a credit of (\$2,011). The district has not booked this in the financial statements.

Bailey moved into the *Required Supplementary Information*. Page 33 shows the detail of the budget and actual for General Fund on the modified accrual basis. The category Personal Services was under budget by \$12,000 whereas Materials & Services was over budget by \$9,300. In total therefore, expenditures were under budget. The Other Uses Fund, exhibited on page 34, had no over expenditures. Moving to Page 35, he noted the schedule is required to disclose 10 years but only 5 years are disclosed at this time. The top line shows this year's liability of \$866,334. He pointed out that in 2014, the District started with a liability of \$290,929. He finds it interesting that the District has paid in over \$290,000 in the last 5 years. His comment was that even though the District has made all of the required contributions, the total now owed to PERS has grown to \$866,334, which doesn't make sense. However, the board should note, he said, that the State of Oregon is 83% funded which is the good news. He said other states are in much worse shape. For example, Kentucky is 11% funded (the worst one) and Illinois is 16% funded. Oregon is solvent compared to other States. "We certainly have problems, but it's funded." Dielman said he read an editorial in the Herald with complaints about pension costs. Bailey replied that he had read the same and feels many people don't understand the system.

Bailey went on to explain how the State has attempted to repair the problem and discussed future pension activity. The State terminated Tier 1 and 2 with defined benefits. The pension plan now has the OPSRP portion that calculates retirement based on what you put into it. He recited statistics, that at age 30, if a person contributes 10% until age 65 when they retire, they will have adequate funding. If you wait until age 40 to start saving, you have to contribute 20% to be adequately funded for retirement. There was some discussion on future PERS costs. Bailey predicted that PERS increases will continue for the next 20 years as the rest of the Tier 1 and 2 people retire. After that it will begin to improve.

And finally, Bailey moved to the last section titled *Audit Comments* page 38, looking at the Independent Auditor's Report. They are required to put this report in the audit. It says that they perform procedures to test legal compliance. He read through the list of laws to which the District is subject, as stated in the report. The District was found to be in compliance with three exceptions. First, the District reported an over expenditure of \$9,300 in General Fund Materials &



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Services (as we discussed on review of page 33). Second, the amended budget was adjusted by 18.83% of the original budget which requires a hearing and local publication if over 10% from the original. These procedures were not followed. Stokes asked if Bailey could stop there. He wished to register an objection to this finding. He said he reviewed the 10% rule and believes that Materials & Services are classifications within the fund. The 10% rule applies to a change from the total fund budget rather than to a particular classification. Bailey said he will check on that, adding that you “may be right”. The third exception was a bidding issue. There was one element of the soffit repair project that exceeded the \$5,000 threshold which requires an agency to get three informal quotes. He explained that in such cases an agency should contact three vendors and log informal quotes or note the attempt if they decline to give a quote, which satisfies the requirement. The three quotes were not obtained. On the next page, Bailey read most of the first paragraph. He said overall, the District was in “substantial compliance.” Dielman commented that he didn’t like the double negatives. It feels wrong from his background in English. Although he agrees, Bailey said this is the boiler-plate-report auditors are required to use.

With no further comments, Bailey closed with thanking the board for the opportunity to work with the Library and with Stokes and Hawes. He gave Hawes the State filing fee due by the end of the month. He added that he has been the District auditor for many years. He talked a little about the first few years when funds were tight and Aletha Bonebrake (the Director at that time) would budget to the penny. The Library District runs a very efficient, lean budget and is a model for fiscal responsibility. He feels the Library District is good stewards of the taxpayer’s money and they are supported at election time because of the faith people have in the Library. He also added that he is looking to retire in a couple years. This year he brought Bechtold to observe. Next year he plans to have her deliver the audit and he will observe. The three guests left the meeting.

Addendum to the minutes: Over the next two days, Stokes communicated with Kent Bailey and Emily Bechtold, coming to the conclusion that the Library District did not exceed the supplemental budget 10% rule. A corrected Page 38, Independent Auditor’s Report, removing the statement of noncompliance with budget law. The page was corrected in the original and re-sent to the State of Oregon for filing.

Holiday Closure Schedule

Dielman asked Stokes to present the Holiday Closure agenda item. Stokes said annually he asks for the Holiday closure list to be approved. For the most part they are all the same with one change. In 2018, the library remained open on Indigenous People’s Day (aka Columbus Day) and held the regular scheduled board meeting, then closed the following Monday for the all staff training day.



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	<p>This was done to separate the two significant administrative events. In 2019, he proposes to do the reverse by closing the library on Indigenous People’s Day and having the all staff training day, but moving the board meeting to the third Monday of the month. Despite advance public notice, he said, a good number of patrons were surprised by and confused about the closure. Everyone agreed. Rohner-Ingram made a motion to approve the 2019 Holiday Closures list as presented; Vaughan seconded; motion passed unanimous.</p>
<p>Canopy Program Trial Update</p>	<p>Stokes said that about several staff explored the Kanopy service via trial access. Kanopy is a trending service among public libraries in the country. It offers streaming movies for patrons to access remotely, primarily independent, educational, and art films. The district would be charged \$2 per movie a patron views. The program usage and potential was discussed. Dielman wanted to know if there would be a cap on the cost. Stokes responded that we will have a cap on usage the first year of around \$1,500. This budget could be expanded to meet demand if funds are available. Stokes said that this Netflix type of media delivery is the way of the future.</p>
<p>OLD BUSINESS: Report on OLA Public Library Standards</p>	<p>Stokes said this is a self-assessment of how the district meets Public Library Standards. He completes it every 2 years and finds it to be a good tool. He asked if the board wanted him to review the report by section. Dielman asked if anyone other than himself had read through it. No one had. Dielman asked Stokes to review highlights of the standards. Dielman said that the district scores lowest on diversity staffing and services, although we do have an excellent Spanish language picture book collection. Stokes said that in anticipation of future demographic changes, the formerly named Spanish collection was renamed World Languages and is being developed with additional language materials. Dielman asked about providing diversity training to staff and what kinds of issues have we seen. Stokes said we occasionally get someone who struggles with speaking English. When hiring, he scores applicants fluent in other languages higher to help with that. Unfortunately, the Baker staff who was fluent in Spanish recently moved on. Halfway has a native Spanish speaker. Dielman said he felt that the library scored well on the standards. Stokes said it is a great resource for the board or anyone to develop an understanding of what we do and to what we should be aspiring.</p> <p>Rohner-Ingram expressed that she hopes he will look at including diversity training and programming in the future. There was some discussion on goals along those lines.</p>
<p>Film & Photography</p>	<p>Stokes reported that he had received ideas of phrasing to add from Special District’s legal counsel. Kevin Bell, District insurance agent really liked the draft.</p>



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Policy Update	<p>He is working on the draft and wants to revise it down from the original draft so it's not too restrictive. This was a progress report and didn't require action tonight.</p>
REPORTS: Director Report	<p>Stokes gave the Director's report.</p> <p>Friends & Foundation – the Friends approved the expense of \$600 for display shelving to go alongside the fireplace. The shelving has been ordered. It will give more display room in the area.</p> <p>Facilities & Vehicles – The Bookmobile is out for repairs. Ed reports that the glow plugs which help pre-heat the diesel engine needed replacement. The motor on the generator that runs the heater also likely needs to be replaced. Ed estimated the generator motor at \$2,000-\$3,000. Both are critical issues that must be addressed.</p> <p>Ed has been investigating a possible warranty on the carpet at the Baker Library. Stokes said he doesn't anticipate that anything will come of the idea since the required documentation is not available. The manufacturer wants the original invoice, which may have been only provided to the contractor rather than the district. New carpeting will likely be needed in the next 5 years.</p> <p>Grants – the Ready-To-Read grant funds were received of \$7,582. Stokes received notice of a \$10,000 grant request approval from the Leo Adler Grant for roof repair. That is a portion of the \$30,000 he had requested.</p> <p>Evergreen – The Evergreen catalog system had a major upgrade to version 3.1. The new version is built to run through an Internet browser, but it is still in beta version and working out bugs.</p> <p>Programs & Services – He recently met with two Jehovah Witness group representatives for a property tour and discussion on policy. The policy says one must be 15 feet away from the entrance for "demonstration" activity such as petitioning, soliciting, or protesting. He will present a proposal to make it 20 feet which is just past the step down to the sidewalk in front. He feels that is safer and more simple to communicate and enforce.</p> <p>Personnel – He was going to report that our IT manager was back from medical leave, however, he is still out and will likely be on extended leave for some time.</p> <p>Safety & Security – The lock on the staff entrance door needs to be replaced due to worn out gears. Stokes will have the lock upgraded to a combination punch</p>



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	<p>pad and key unit which offers additional security features. In addition, two other locks will be replaced as part of the project. The Archive room is now has a high end computer for the digital lab. We need to be able to check out an exclusive key for that room. Similarly, the IT Manager's office lock is also worn out.</p> <p>Technology – Recently the Friends of the Library were able to enjoy a trial run of the VR undersea experience. The Virtual Reality system was set up for them to try on December 7. We are getting close to offering it to the public. The last item is the liability release form. It will be offered by appointment only on select days. A couple of staff will be trained to set it up and assist patrons.</p>
Finance Report	<p>Hawes gave the Finance report after passing out check packets for signatures. The Financial Report had already been placed at each place.</p> <p>The General Fund received a total of three tax turnovers in November. The first two dated Nov 2 and Nov 8 were reported at the last meeting and totaled \$258,126. The third turnover received Nov 19 totaled \$567,334 and recently a turnover Dec 3 of \$189,114. The current taxes are at 97% of budget and prior taxes are at 54% of budget. Other revenues included the R2R grant Stokes mentioned earlier of \$7,582 budgeted at \$7,500. Sage grant funds of \$27,500 were deposited to the District general checking account and are being transferred by check to Sage Fund. In <i>Personnel Services</i>, wages were paid on November 30 for December 1 as it fell on a Saturday. The month expenditure column is zero but the year-to-date column is correct. In total, Personnel Services is on target with the budget at 51.9% spent. In <i>Materials & Services</i>, under the book budget, checks were written to EBSCO \$1,814 for Novelist subscriptions, Ingram \$6,881.94 for book orders, and Value Line \$1,050 for a subscription. In Buildings & Maintenance, a check was written to Heaven's Best \$2,597 for building carpet cleaning over the weekend. The check to Visa of \$6,036.56 included 2 workstation units \$914.98 and shelving \$633.39 posted to building. In Library Service Supplies, a check was written to Quill \$900.88 to restock printer cartridges and copy paper. Also included in supplies is \$200.00 for the When-To-Work scheduling program subscription paid for on Visa. Under Utilities, the Baker Library water budget is already spent; that will be investigated. In total M&S is on target with the budget at 50% spent. Under Debt Service, a check to the City of Baker City of \$1,000 for the LID Resort Street payment has been waiting for the invoice which just arrived. This is the bi-annual payment due on November 15. Cash balances are noted on the last page.</p> <p>Other Funds was repaid for operating loans to General Fund of \$120,000 on Nov 26. Amazon book sales for November were \$456.51 with total to-date of \$2,242.13. Related expenditures include 2 checks for commissions totaling</p>



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	<p>\$111.70 and postage of visa of \$91.24. The cash balances are noted at the bottom of page 2 and have been fully restored.</p> <p>Sage Fund received LSTA Grant funds of \$27,500 that is being transferred in by check from General Fund. Sage applied for one-half of the grant at this time even though it has already spent courier funds over the \$55,000 awarded grant. Last year, the funding agency didn't like the idea of giving that much of the grant so early in the fiscal year. The major factor is that the largest vendor, Orbis Cascade Alliance, which is the backbone of the Sage System is paid annually at the beginning of the fiscal year over \$48,000. The other small vendors are paid monthly so it doesn't take long for those funds to be completely spent. Sage is now operating on its portion of the courier budget. Two noteworthy checks are OCLC \$1,621.74 for the CatExpress subscription and Visa of \$1,294.88. Visa includes GoDaddy \$699.99 for Sage domain subscription, GoToMeeting \$234.00 online meeting program, Amazon \$142.89 for courier labels, and USPS \$217.60 for postage related to the courier program. Again, the cash balances are noted at the bottom of page 2.</p>
Next Meeting Date	<p>The next regular Board meeting will be January 14, 2019.</p> <p>Dielman again thanked Frances for joining the library board.</p>
Adjourn	<p>The meeting was adjourned at 8:05 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

Time, Place, Manner Policy

This policy sets forth guidelines for the freedom of assembly and speech rights on all **Baker County Library District** premises.

Baker County Library District recognizes the rights of members of the community to freedom of assembly and speech, and strongly believes in fostering discourse and the free exchange of ideas. As a matter of law and District policy, however, these rights and interests are not absolute, and must be exercised on District property in a manner consistent with the mission and operation of the District and the rights of other members of the community.

Definitions

Public demonstrations: freedom to assemble, demonstrate, communicate, petition and protest.

Time, Place, and Manner

Persons are free to assemble, demonstrate, petition for signatures, communicate and protest (herein after referred to as “public demonstrations”), recognizing that freedom requires order, discipline, and responsibility, and further recognizing the right of all library staff, patrons and District guests to pursue their legitimate goals without interference.

District grounds are open to the public for public demonstrations during the regular business hours of the particular building. In the interest of privacy, safety, and maintenance of library operations, public demonstrations are restricted from being conducted inside library facilities. In addition:

- Public demonstrations shall not impede pedestrian and vehicular traffic nor reasonably disrupt library access, or regular or authorized activities in library facilities or grounds.
- Public demonstrations will be required to conduct activities ~~15-20~~ ft. or more from any exit, entrance, exterior staircase, materials deposit box, parking lot, or roadway if necessary to allow access.
- A public demonstration in a congested area is limited to such a number of persons which the area can reasonably accommodate on grounds of public safety, as determined by a public safety official (e.g., fire marshal, building inspector).
- There shall be no interference with demonstrations on the grounds of content of speech, except for any speech or demonstration which incites immediate violent action or breach of peace and represents a clear and present danger to the community.
- The District’s Rules of Conduct policy applies at all times to all persons on library premises.
- Sales, commercial advertisements and/or solicitation of funds do not qualify as public demonstrations and are prohibited. Non-profit fundraising will require written approval from the Library Director.
- *The views expressed in public demonstrations are those of the organizers and/or participants and do not necessarily reflect the position or policy of the Baker County Library District. Activity participants and organizers must in no way affiliate themselves with the Library District either through written publicity, signage, or verbal statements.*

Failure to cease any activity in violation of the policy immediately following either written or oral notice by a District official shall also be a violation of this policy. Violations of this policy may subject persons to disciplinary action including eviction from library premises and prosecution for Criminal Trespassing or other applicable laws, codes or statutes.

Approved by the Board of Directors: 8/13/12, revised 1/14/19



2019

ANNUAL CONFERENCE



Celebrating 40 years of assisting special service districts in providing cost-effective and efficient public services to the people of Oregon.



SDAO

ANNUAL CONFERENCE



PRE-CONFERENCE - *February 7*
CONFERENCE - *February 8 - 10*



Don't miss the largest training and networking event of the year for special district board members and staff! The 2019 SDAO Annual Conference will take place in Sunriver, Oregon and will offer over 20 educational sessions and multiple opportunities for interacting with your colleagues through business meetings, caucus meetings, social activities and more.

Prior to the conference, there will be a board training and session on risk management. The conference officially kicks off on Friday with a captivating keynote address on cyber-crime by Jon Engstrom followed by the Exhibitor Trade Show, breakout sessions, district caucus meetings, and the Exhibitor Reception. Saturday will feature more educational sessions, the SDAO Annual Business Meeting, and the Awards Banquet. Wrap up the festivities on Saturday with a fun evening of dueling pianos entertainment. Hundreds of representatives from Oregon's special districts will attend. For hotel information, conference details, and to register, please visit the conference website at www.cvent.com/d/cbq3qq. We look forward to seeing you in Sunriver!

Register now to reserve your spot!

www.cvent.com/d/cbq3qq

The information in this packet is subject to change. Visit the conference website to view the most up-to-date information and conference materials. Paper handouts will not be distributed during the conference.



FRIDAY

KEYNOTE SPEAKER: JON ENGSTROM - PROTECTING YOUR ORGANIZATION FROM CYBER-CRIME

This session will focus on recent trends of online fraud, computer intrusion, and methods that suspects use to steal valuable data from companies. Learn the details of how hackers commit their crimes and what every employee must do to protect company assets. This presentation will teach you about password hacking, email phishing, telephone attacks, social engineering, and online devices and how they are emerging threats against every organization.

EXHIBITOR TRADE SHOW & RECEPTION

Special districts have a multitude of service needs and product requirements that our exhibitors can meet. At Friday's Exhibitor Trade Show, providers will showcase their products and services. Later in the day, exhibitors will be honored at a special exhibitor reception, complete with hors d'oeuvres and refreshments.

CAUCUS MEETINGS & SDAO BOARD MEMBER NOMINATIONS

Separate caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions. The expiration of terms on the SDAO Board of Directors creates an opportunity for you to contribute to the success of SDAO and special districts throughout Oregon.

SATURDAY

ANNUAL BUSINESS MEETING & BOARD MEMBER ELECTIONS

The Annual Business Meeting will include a presentation of the previous year's annual report, audit and financial report, caucus meeting reports, board member elections, and other association business.

AWARDS BANQUET & ENTERTAINMENT - DUELING PIANOS

The SDAO Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. These awards celebrate the ingenuity, creativity, and diversity of our members. Join us after the banquet for a fun and exciting evening of singing along to your favorite songs with our dueling pianos entertainers Jeff and Rhiannon with Noteworthy Productions.

SUNDAY

BREAKFAST & RAFFLE DRAWING

Stick around on Sunday morning for breakfast and dozens of great prizes from our vendors and members that we will be raffling off to our conference attendees.

SCHEDULE OF EVENTS

Pre-Conference • Thursday, February 7

- 7:30 a.m. | Breakfast
- 7 a.m. - 5 p.m. | Registration Desk Open
- 8:30 a.m. - 4 p.m. | Full Day Pre-Conference Sessions
- 10:15 - 10:30 a.m. | Morning Break
- noon - 1 p.m. | Lunch
- 3 - 3:15 p.m. | Afternoon Break
- 5 - 6:30 p.m. | Welcoming Reception

Conference • Friday, February 8

- 7:30 - 8:30 a.m. | Breakfast
- 7:30 a.m. - 5 p.m. | Registration Desk Open
- 7:30 a.m. - 6 p.m. | Exhibitor Trade Show
- 8:30 - 10 a.m. | Welcome & Keynote Address
- 10 - 10:30 a.m. | Morning Break
- 10:30 a.m. - noon | Concurrent Sessions
- noon - 1:30 p.m. | Lunch
- 1:30 - 3 p.m. | Concurrent Sessions
- 3 - 3:15 p.m. | Afternoon Break
- 3:15 - 5 p.m. | District Caucus Meetings

Conference • Saturday, February 9

- 7 a.m. - 6 p.m. | Registration Desk Open
- 7:30 - 8:30 a.m. | Breakfast
- 8:30 - 10 a.m. | Concurrent Sessions
- 10 - 10:30 a.m. | Morning Break
- 10:30 a.m. - noon | Concurrent Sessions
- noon - 1:30 p.m. | Lunch
- 1:30 - 3 p.m. | Concurrent Sessions
- 3 - 3:15 p.m. | Afternoon Break
- 3:15 - 4:30 p.m. | Annual Business Meeting & Board Elections
- 6 - 8 p.m. | Awards Banquet
- 8 - 9:30 p.m. | Dueling Pianos Show

Conference • Sunday, February 10

- 8 a.m. | Breakfast & Raffle Drawing

BOARD MEMBER ELECTIONS

Expiring positions on the SDAO Board of Directors will be open for election at the Annual Business Meeting on Saturday, February 9th. Positions open for nomination and the present representatives include:

WATER

• *Todd Heidgerken, Clackamas River Water*

PORT

• *Michele Bradley, Port of Tillamook Bay*

PARK & RECREATION

• *Keith Hobson, Tualatin Hills Park and Recreation District*

TRUE AT-LARGE (Not from Big Six*)

• *Reed Wagner, Multnomah County Drainage District #1*

• *Jim Huffman, Tillamook County Transportation District*

Board members are elected for two-year terms extending from July 1, 2019 through June 30, 2021.

* Big six districts include fire, irrigation, park and recreation, ports, sanitary, and water.

Interested in serving on the SDAO Board of Directors? The expiration of terms on the SDAO Board creates an opportunity for you to contribute to the success of SDAO and special districts throughout Oregon. Nominations for these board positions will take place at the district caucus meetings on Friday, February 8 from 3:15 p.m. to 5:00 p.m. Elections are subsequently held at the Annual Business Meeting on Saturday, February 9 from 3:15 p.m. to 4:30 p.m.

CONFERENCE APP & HANDOUTS

Print session handouts before you arrive or access them electronically from your device while at the conference. Visit www.cvent.com/d/cbq3qq, and click on session handouts. After January 10th, visit the Apple App Store or Google Play and search for "**CrowdCompass AttendeeHub**" to download the conference app. Open the app and search for 2019 SDAO Annual Conference. Tap the download icon. To gain full access to the content, log in to receive a verification code by email. Enter the code in the app.

HOTEL INFORMATION

The 2019 SDAO conference will be returning to Sunriver Resort in Sunriver, Oregon. The resort is a renowned Northwest destination with stunning picturesque views and unparalleled recreational opportunities at your fingertips.

The SDAO hotel room block will open on **December 3rd at 8:00 a.m.** Members will receive reservation booking information in their confirmation emails after they register for the conference.

Lodge Village Guest Room: \$113/night + tax and resort fee

Lodge Village Suite: \$189/night + tax and resort fee

2-Bedroom Loft Condominium: \$199/night + tax and resort fee

THURSDAY, FEB. 7

8:30 a.m. - 4 p.m.

Special District Boards: Roles and Responsibilities

\$100

George Dunkel and Spencer Rockwell, SDAO

Join SDAO Consulting Services Administrator George Dunkel and SDAO Assistant General Counsel Spencer Rockwell in a lively discussion about the roles and responsibilities of special district board members. Topics will include public contracting, records, meetings, government ethics, board member decorum and conduct, and recent trends with public entities. Presentation will include discussion on how board actions and decisions impact the organization and community.

SDAO Risk Management Training

\$100

SDAO Risk Management Staff and Panel

Join our panel of speakers as we cover hot topics in risk management. This well-rounded session will offer you information about today's issues including cyber liability, OSHA, human resources, Cascadia earthquake preparedness, and wellness.

5 - 6:30 p.m.

Welcoming Reception

The Welcoming Reception is your chance to connect with peers, presenters, and SDAO staff in a relaxed, informal setting before the conference gets underway—and it's our chance to celebrate your arrival at the conference.

**Enjoy a night of
stargazing!**

Oregon Observatory at Sunriver

*Sunriver's elevation, pitch-dark surroundings, and crystal clear air make it perfect for stargazing. **Weather permitting**, the Oregon Observatory at Sunriver will have a high-quality telescope set up outside during the conference Welcoming Reception for you to view some of the most exciting objects our skies have to offer. An observatory staff member will also be available to explain the sights you are viewing and answer your cosmic questions.*



FRIDAY, FEB. 8

7:30 a.m. - 6 p.m.

Exhibitor Trade Show

Providers will showcase their products and services. Special districts have a multitude of service needs and product requirements that our exhibitors can meet. To be eligible for a prize, attendees visit each booth to have exhibitors sign their exhibitor drawing card.

8:30 a.m. - 10:00 a.m.

Keynote Address

Our keynote speaker, Jon Engstrom, will talk about recent trends of online fraud, computer intrusion, and methods that suspects use to steal valuable data from companies. The presentation includes the details of how hackers commit their crimes and what every employee must do to protect company assets. The audience will learn how password hacking, email phishing, telephone attacks, social engineering, and online devices are emerging threats against every organization. Live examples of 'hacking' into information will surprise you, while detailed solutions will be displayed on how to stop these threats. You and your district's employees can easily modify a few key online habits that will help protect your organization from the next attack.

10:30 a.m. - noon

Cyber-Security

Jon Engstrom

Our keynote speaker will talk more in-depth about the threats to our privacy and security and how we can defend ourselves from the most common attacks that target our organizations as well as our own personal data. This class will cover basic and more advanced best practices for reducing and securing your digital footprint. Learn how to properly create and store passwords, generate proper online security questions, secure your home and work computers from online threats, and apply better overall defensive behavior in regards to technology. This session will teach you how most hackers can access personal online accounts with only one attempt and how to stop the intrusion into our smart devices. We live in a time where malicious actors are attempting to steal our information on a daily basis and we will build a foundation of actionable measures to fend off these attacks.

Veterans' Preference

Spencer Rockwell, SDAO

Veterans' preference is an issue we face in our hiring and promotional processes. Join Spencer Rockwell, Assistant General Counsel, and special guest for a review of the veterans' preference law and practical tips on how to apply the preference in your hiring and promotional process.

Health Savings Accounts - The Basics

Katie Peterson, The Partners Group

This session will cover how a health savings account works, who is eligible, the advantages and disadvantages, and why it can be a very attractive health plan option. In addition, we'll also review pertinent legislative updates.

Recruiting, Orienting & Retaining a High-Impact Board

Vanessa Becker, V Consulting

Board recruitment, orientation and retention is a challenge for every board. High functioning boards approach recruitment and retention differently. This session will outline a recruitment and orientation process that results in improved group dynamics and higher performing board members. This session will also cover key tips to managing orientation and retention for elected boards, where recruiting your board members is difficult and limited. Learn processes and actions your board can take that will result in a higher functioning board of directors.

FRIDAY, FEB. 8

1:30 - 3 p.m.

Board Members and Pitfalls – Are You Likely to Misstep?

Judy Clark, HR Answers

This session will address board members' roles collectively and individually, and offer information about what the most effective boards do that contributes to district success. This promises to be a lively discussion as real-life examples are used to illustrate the salient points.

Internal Controls for Small Local Governments

Summer Sears, CPA and Kay Johnson, Sisters-Camp Sherman Fire District

This session will provide background, examples, and tips for implementing internal controls in local governments, especially those with limited staff and other challenges.

Public Employees' Due Process Rights in Discipline and Discharge

Chris Duckworth, Bullard Law

Public employees generally have more employment protections compared to private employees, and therefore must be given appropriate due process before being terminated or receiving serious discipline. In this session, Mr. Duckworth will provide an overview of which employees are entitled to receive due process and the various forms of process the employer must provide when disciplining or terminating those employees.

The Ten Principles for Recruiting Quality Volunteers for Your Organization

Daniel Olsen, Consultant

Effective recruitment of quality volunteers requires a well-planned approach. The approach begins with a careful planning process to determine who to recruit. It continues with developing an internal structure to search for potential volunteer candidates and the message that is conveyed to those persons. The recruitment process continues with activities necessary to approach those candidates, determine their level of interest and involvement in the organization. The recruitment process concludes with a system for selections, orientation and onboarding new volunteers to secure their interest, involvement and contributions to the success of the organization. This presentation provides practical and easy-to-use skills and techniques to improve volunteer recruitment efforts.

3:15 - 5 p.m.

Caucus Meetings

Separate caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions.

5 - 6 p.m.

Exhibitor Reception

Exhibitors are honored at a special reception, complete with hors d'oeuvres and refreshments. (*Dinner is not provided for attendees on Friday evening.*)

SATURDAY, FEB. 9

8:30 - 10 a.m.

Public Meetings Overview and Executive Sessions

Eileen Eakins, Law Offices of Eileen Eakins, LLC

Public meetings are necessary, but they don't have to be a necessary evil. This session will provide a refresher on Oregon's public meetings requirements, with additional emphasis on the parameters and challenges of executive sessions.

Psychological First Aid for Responders and Those They Serve (Part One)

Jim Bennett, Bolante.NET

Psychological first aid (PFA) is an evidence-informed modular approach to help individuals in the immediate aftermath of a disaster and terrorism to foster short and long-term adaptive functioning. PFA can be provided by first responders and other disaster relief workers. PFA is not mental health therapy but is a "supportive intervention" *delivered* by both mental health professionals and disaster response workers. (Part One of Two)

Pay Equity, Compliance and Administration

Laurie Grenya, HR Answers

The Oregon revised Pay Equity was fully implemented on January 1, 2018. We will review the steps that need to be completed to know if compliance has been met and the ongoing administration needs for each organization. Pay Equity is about long-term planning and consistent administration of well defined processes.

Municipal Finance: Continuing Disclosure - New Rules and Regulations

David Ulbricht, SDAO; Ann Sherman, Hawkins Delafield & Wood LLP; and Lauren MacMillan, Piper Jaffray Inc.

New securities regulations will add to the list of information special districts and other governments must provide to investors during the life of their financing. The Securities Exchange Act of 1934, Rule 15c2-12 requires special districts that issue indebtedness in the public market agree to provide certain information to investors on an ongoing basis. The rule requires, among other things, that special districts provide prompt notice of certain "material events." The SEC recently adopted amendments to the rule, which add two new events to this list of "material events" that special districts must disclose. Learn what impact they could have on your district when incurring indebtedness. The session will also provide information about special districts' responsibilities with continuing disclosure and who must comply with the SEC disclosure rules.

SATURDAY, FEB. 9

10:30 a.m. - noon

Priority Planning

George Dunkel, SDAO

Special district boards and staff need to be confident that they are working together to accomplish the mission of their district. This presentation will outline steps boards should take in developing goals, establishing priorities and outlining the steps necessary for the organization to move towards positive outcomes.

Psychological First Aid for Responders and Those They Serve (Part Two)

Jim Bennett, Bolante.NET

Psychological first aid (PFA) is an evidence-informed modular approach to help individuals in the immediate aftermath of a disaster and terrorism to foster short and long-term adaptive functioning. PFA can be provided by first responders and other disaster relief workers. PFA is not mental health therapy but is a "supportive intervention" *delivered* by both mental health professionals and disaster response workers. (Part Two of Two)

Cutting-Edge Employee Gender Issues

Dee Rubanoff and Chandra Hatfield, Peck Rubanoff & Hatfield, P.C.

Join Dee and Chandra for an overview of recent legal trends regarding gender-related employment issues. The discussion will focus on pregnancy accommodations, transgender protections, making credibility determinations in "me too" sexual harassment investigations, and why the Oregon Equal Pay Act is no longer just about gender equality.

How Social Should Special Districts Be?

Sloane Dell'Orto, Streamline

Using real life stories, statistics and experience, we'll explore some of the potential, and the potential pitfalls, of using social media as a special district. If you're bewildered by social media options and their potential impact on your district (or if you're already challenged with trying to keep up your agency's social media content), this talk is for you. And if you're successfully using social media, bring your stories! We'll go over the most prevalent options, strengths/weaknesses and considerations for each, and potential pitfalls to watch for. We'll also look at agencies who have to co-exist with community-generated social media "district" pages that aren't in the control of the district, and give examples of social media being done well, and done poorly.

1:30 - 3 p.m.

Lessons Your Civics Teacher Never Taught You: Stronger Governance Through Collaboration, Compassion and Courtesy

Christy Monson, Local Government Law Group and Wendy Willis, Oregon's Kitchen Table

Have you ever watched a contentious board meeting and wondered to yourself, "There's got to be a better way?" Using meticulously researched national studies as well as real-life special district stories from Oregon, Wendy and Christy will discuss national and statewide governance trends—which suggest why board members and staff should rethink how they wield power in contentious situations. This session will also provide useful tools for communicating during a crisis, navigating adversarial situations, and collaborating with businesses, governments, and each other. This presentation is meant for both new and veteran elected officials, as well as staff.

SATURDAY, FEB. 9

1:30 - 3 p.m. (cont.)

The Seven Stages of Employment Practices Litigation

Teri Drago and Jens Jensen, SDAO

Join Teri and Jens as they describe the pitfalls of employment litigation, what to expect if you find yourself in an employment practices litigation case, and how to help avoid it.

Overview of Payroll and Related Rules

Monica Harrison and Aubrie Shewey, SDAO

Are you sure you're compensating your employees correctly? Are you confident that you are not at risk for a wage and hour claim? Join us for an overview of payroll compliance along with related human resources topics regarding employee compensation. This session is intended for the payroll practitioner and supervisors who oversee employees. It will include subject matter such as determining the position's classification, review of payroll taxes and reporting requirements, and other rules that may impact your operational decisions.

Legislative Summary

Hasina Wittenberg and Mark Landauer, SDAO

The Oregon State Legislature convenes for its long session in February. Expected to run through June, SDAO staff will track hundreds of pieces of legislation affecting all types of special districts. Legislative staff will provide an overview of SDAO legislative priorities and provide insight into potential positive and negative legislation that will affect special districts. Districts interested in pending legislation should not miss this legislative update.

3:15 - 4:30 p.m.

Annual Business Meeting

The Annual Business Meeting will include a presentation of the previous year's annual report, audit and financial report, caucus meeting reports, board member elections, and other association business.

6 - 8 p.m.

Awards Banquet

The SDAO Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. These awards celebrate the ingenuity, creativity, and diversity of our members.

8 - 10 p.m.

Entertainment - Dueling Pianos

Join us after the Awards Banquet for an exciting evening of dueling pianos entertainment provided by Jeff and Rhiannon with Noteworthy Productions.

SUNDAY, FEB. 10

8:00 a.m.

Breakfast & Raffle Drawing

Stick around on Sunday morning for breakfast and dozens of great prizes from our vendors and members that we will be raffling off to our conference attendees. (Must be present to win.)

S D A O
SPECIAL DISTRICTS
ASSOCIATION OF OREGON

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S D A 
ANNIVERSARY

2019 ANNUAL CONFERENCE



PHOTOGRAPHY, RECORDING AND FILMING POLICY

Policy Statement

Baker County Library District provides library services to enhance community opportunities for education, recreation, and cultural and civic engagement. Photography and filming, as described in this policy, is allowed to the extent that it does not interfere with the provision of library services and is consistent with the library's mission statement and code of conduct.

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

Amateur and Non-commercial Photography or Filming

Casual amateur photography by patrons and visitors wanting a memento of their visit is permitted in library facilities so long as additional equipment such as lighting is not used. Such activity must not capture identifiable likenesses of individuals 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.

General Policy Regarding Permission

Permission is not required for photographing/filming/recording in public areas if no tripods, lights or other specialized equipment is used. However, there may be designated areas in library locations and/or exhibition areas or other areas or events where photographing is prohibited.

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.

Approvals of Requests

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.

PHOTOGRAPHY, RECORDING AND FILMING POLICY

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

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.

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

Media representatives must obtain approval from the DIRECTOR, or her/his designee, and must be accompanied by a member of BCLD staff during all photographing.

Documentary-Type Photography for publication or broadcast

The Library permits 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. Authorization must be obtained in advance from the Library Director.

Nonprofit, Academic or Research Projects

Photographers working on nonprofit, academic, or research projects must secure authorization in advance to avoid disrupting library operations.

Research photography of the library's materials and resources is permitted within certain limitations. 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.

PHOTOGRAPHY, RECORDING AND FILMING POLICY

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.

Commercial Photography

Library buildings may be used as setting for a creative film or **video, portraits**, advertisements, fashion shoots or for any other photography which will be used for commercial purposes only with prior approval from the DIRECTOR, or her/his designee. 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.

Library Photography or Filming:

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.

Entertainment Industry and Political Campaigns

The library may permit use of its facilities by the movie or music industry for film projects where a library setting is called for, if the project does not interfere with the mission of Baker County Library District, is in accordance with the rest of this policy and does not advertise or promote commercial products.

Filming and photography related to political campaigns or partisan issues may be permitted only with prior approval from the DIRECTOR. 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. These projects must be approved and coordinated at least 24 hours in advance with the Library Director, or her/his designee. 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.

PHOTOGRAPHY, RECORDING AND FILMING POLICY

Photography for Groups and Non-Library Events in the 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.

Library 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.

Insurance Documentation

An insurance certificate to the value of \$1 million covering the duration of the film 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 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.

Photography Logistics

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.

Adopted by the Library Board of Directors: 1/14/2019

PHOTOGRAPHY, RECORDING AND FILMING POLICY

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>