

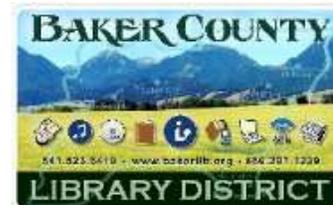
Regular Meeting Agenda

Baker County Library District

Board of Directors

Kyra Rohner, President

Beth Bigelow, Vice President



Tuesday, Aug 12, 2025, 12:00 – 1:00 pm
Riverside Meeting Room, Baker County Public Library
2400 Resort St, Baker City, Oregon

Remote access [provided via Zoom](#)

Phone: +1 669 900 9128

Meeting ID: 893 6905 7211

Passcode: 914748

- I. Call to Order
- II. Roll Call
- III. New Board Member(s) Oath of Office (**ACTION**)
- IV. Consent Agenda (**ACTION**)
 - a. Additions/deletions from agenda
 - b. Minutes of previous agenda
- V. Conflicts or Potential Conflicts of Interest
- VI. Citizen Comment (5-minute limit per speaker)
- VII. Old Business
 - a. Establishing regular meeting time (**ACTION**)
 - b. Bank Signature Update (**ACTION**)
- VIII. New Business
 - a. Volunteer Policy and Volunteer Handbook (**ACTION**)
- IX. Reports
 - a. Library Director
 - b. Financial
- X. Next Meeting: Sep 9 (?)
- XI. Adjournment

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) (e, j) Property

ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (a, b, i) Personnel

The Board of Directors meets on the **2nd Monday each month from 12.00 to 1.00p** in the **Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon**. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Library Board Meeting – Annotated Agenda

Monday, Aug 12, 2025, 12:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- I. Call to Order
- II. Roll Call
- III. New Board Member(s) Oath of Office (**ACTION**)
- IV. Consent Agenda (**ACTION**)
 - a. Additions/deletions from agenda
 - b. Minutes of previous agenda

Attachments:

- IV.b.i. Board meeting minutes, Jul 10 2025

- V. Conflicts or Potential Conflicts of Interest
- VI. Citizen Comment (5-minute limit per speaker)

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.

- a. Director has none to report.

VII. Old Business

- a. Establishing regular meeting time (**ACTION**)

Attachments:

- VII.a.i. Resolution 2025-26.01

This agenda item is to discuss and establish a regular meeting time. It was tabled from the July meeting to allow proposals from new Board member Jacque Cobb.

- b. Bank Signature Update (**ACTION**)

The Board will consider approving changes to authorized signers on the General Fund and Other Funds checking accounts, removing Betty and adding Jacque. Current signers are Perry, Kyra, Betty (to be removed), Beth, Joan, and Ashley. Traditionally, all Board members are listed as signers on these accounts.

Additionally, the Board will discuss whether to add an additional signer to the Sage Fund checking account, which currently lists Perry, Kyra, and Beth. Signature forms have been requested from US Bank; the bank will require approved minutes documenting the changes.

Recommended Motion:

"I move to approve updating the authorized signers on the Baker County Library District's General Fund and Other Funds checking accounts at US Bank by removing Betty Palmer and adding Jacque Cobb. The updated list of signers will be Perry Stokes, Kyra Rohner, Jacque Cobb, Beth Bigelow, Joan Spriggs and Ashley McClay.

I further move to maintain current signers on the Sage Fund checking account at US Bank (Perry Stokes, Kyra Rohner, and Beth Bigelow) [**OR**] to add Jacque Cobb as an authorized signer on the Sage Fund checking account, as determined by Board consensus."

Library Board Meeting – Annotated Agenda

Monday, Aug 12, 2025, 12:00 pm

Notes prepared by Library Director Perry Stokes

VIII. New Business

a. Volunteer Policy and Volunteer Handbook (ACTION)

Attachments:

- VIII.a.i. Volunteer Policy – Revised Draft (clean)
- VIII.a.ii. Volunteer Policy – Revised Draft (markup of changes)
- VIII.a.iii. Volunteer Handbook

To enhance our volunteer procedures and policy, we have adapted a handbook created by Hood River County Library to assist in training volunteers and clearly communicate the District's expectations, available opportunities and ways we can mutually support each other.

I have submitted the updated volunteer policy and handbook to relevant staff for input and will be incorporating their edits. This is a first presentation to the board of the two documents. I will be asking for approval at the September meeting.

IX. Reports

a. Library Director

Administration

IMLS funding for FY2026 remains pending before the U.S. House Appropriations Committee. Congressional recess runs through Labor Day, ending September 6, which delays any action until fall.

Business & Finance

Audit preparation begins next week in advance of the September on-site review. Insurance benefit coordination assistance is available for staff encountering prescription approval issues. Hotspot vendor negotiations have reduced data plan costs. Staff received a 2.5% salary increase effective July 1. Volunteer contributions for FY2024-25 totaled over 3,500 hours from 81 volunteers.

Collection Management

Large-print fiction weeding in Baker is complete for standalone titles; work continues on series. Recent donations include 26 boxes to Better World Books, 40 to Deseret Industries, and 3 to the county jail. The recent book sale generated \$2,140 in proceeds, which is low compared to prior years.

Facilities

Ongoing improvements include new trash bins for public areas -- replacing unsightly old bins of various sizes, HVAC servicing, and evaluation of rooftop climate-control unit upgrades to address Study Room and IT Office temperature issues. Bookmobile repairs are underway with parts ordered to replace recently stolen and vandalized parts; estimated cost is \$1,500. A solar array project for electric landscaping equipment is progressing. Security enhancements include installation of new exterior cameras at the Baker building and dashcams with 24/7 monitoring for the Bookmobile and GMC Denali. Discard of a large volume of surplus steel shelving currently being stored in the Haines basement is being planned for September.

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Marketing & Outreach

Many thanks to staff and their families for representing BCLD in the Miners Jubilee Parade.

Personnel & Training

Three new front desk substitutes—Vanessa McClarin, Paige Cannon, and Isabella Good—have joined the team. The Haines Intern position remains open; Two new Student Page Interns were also hired. Preparations are underway for the Annual Staff Training Day on August 21. Topics being considered include: library usage trends, OSU food preservation basics, policies, review of account management procedures, an overview of privacy-focused Internet browsers, AI tools, and a strategic planning discussion.

Programs & Services

The Food Preservation Equipment Loan Program—offered in partnership with Oregon State University and supported by Libraries of Eastern Oregon—will soon circulate items such as dehydrators, canning pots, and food processors. The Dinosaur Traveling Exhibit from the Museum of Natural and Cultural History is now on display in the Children’s Room for three weeks. Summer Reading participation included about 70 adults. Prizes are to be awarded next week.

Safety & Security

Recent incidents include harassment and menacing in the parking lot involving off-leash dogs (two individuals trespassed) and reports of possible stalking of teen patrons by an adult male later arrested on unrelated charges. Vandalism to the Bookmobile was discovered on August 6, with engine parts stolen and coolant hoses damaged. Security footage of suspicious activity was turned over to police.

Technology & Systems

Evergreen ILS instability continues to occur but is less frequent and less disruptive than in recent months. IT staff are making progress on restoring network connectivity and public workstation functionality at branch locations.

b. Financial

Report documents to be distributed at the meeting.

X. Next Meeting: Sep 9 (?)

Please let me know if you have any agenda items to request.

Next meeting agenda item(s)

- Resolution to Re-authorize Capital Investment Reserve Fund
- Update Governance Policy to HRCLD model?
- Library Board Code of Ethics

Policies due for revision

- Intellectual Property
- Library Use Restrictions

Library Board Meeting – Annotated Agenda

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- Technology Use
- Public Records
- Cardholder Responsibility Statement

XI. [Adjournment](#)