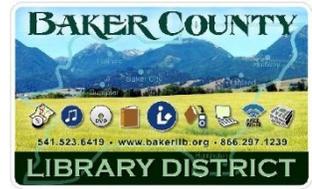


**Baker County Library District**  
**Library Board of Directors**  
**Regular Meeting Minutes**  
**September 9, 2025**



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## Call to Order

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

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

No other guests attended in person or via Zoom.

The meeting was called to order at 5:03 p.m. by President Kyra Rohner. With five directors present, a quorum was established. The board had approved at the August meeting to move its regular meeting time from 12:00 p.m. to 5:00 p.m., beginning in September. This was the first meeting held at the new time.

Roll Call: Kyra, Beth, Ashley, Joan, Jacque, Perry, and Christine were present.

## Consent Agenda

Rohner asked if there were any additions or deletions to the agenda. There were no changes.

*Bigelow moved to approve the consent agenda and minutes as presented; Spriggs seconded. The motion passed unanimously (5 yea).*

## Conflicts of Interest

Rohner asked if any board member had a conflict or potential conflict of interest to declare. None were declared.

## Open Forum / Citizen Comments

Rohner invited public comment. No members of the public were present.

Stokes shared a message from former library volunteer Scott Ungerecht, who expressed appreciation for his time photographing children's programs in 2012-2014 and thanked the board for its ongoing positive impact on the community.

## OLD BUSINESS

- **Rescheduling the November Meeting**

Stokes noted that the regularly scheduled meeting date falls on Veterans Day this year, Tuesday, November 11, creating a scheduling conflict. He suggested alternative dates. Bigelow suggested Thursday, and all agreed that date would work.

*McClay moved to reschedule the November meeting from November 11 to November 13. Bigelow seconded. The motion passed unanimously (5 yea).*

- **Volunteer Policy and Handbook**

Stokes reported no changes to the Volunteer Policy since the last meeting but presented an updated Volunteer Handbook incorporating staff feedback.

Key revisions include:

- Minimum volunteer age lowered to 12.
- Updated volunteer appreciation section.
- Clarified expectations and policy references.
- Added details on breaks, phone use, and reporting illness.
- Updated holiday closures and safety information.
- Simplified language regarding departure or dismissal.
- Expanded section on insurance coverage.

Bigelow asked about safety instructions for volunteers (e.g., intruder or evacuation procedures). Stokes said this is not currently provided, but agreed to develop a one- to two-page safety procedure document.

Stokes noted the Volunteer Policy and Handbook were modeled on Hood River Library's materials. Rohner asked about sections describing the Sage Library Consortium and Friends of the Library. Stokes explained these sections are included to help volunteers understand their connection to library operations.

Board members expressed appreciation for the clear structure and inclusion of volunteer role descriptions.

*Bigelow moved to approve the Volunteer Policy and Handbook as presented; Spriggs seconded. The motion passed unanimously (5 yea).*

## NEW BUSINESS

- **3D Printer Use Policy**

Stokes presented a new 3D Printer Use Policy providing guidance for both staff and the public.

He explained that while the library has had informal guidelines, the policy formally prohibits printing weapons or weapon components. The policy also restricts 3D printing privileges to Baker County residents.

Cobb asked about non-resident library cardholders. Stokes confirmed that temporary cards can be purchased by non-residents.

Bigelow asked about usage levels and types of print requests. Stokes said that IT Manager Heather Spry oversees the program and both printers are in regular use. He noted that the library does not charge for

3D printing, and the cost of the program remains within budget. If future costs exceed the budget, fees may be considered.

Cobb asked if patrons pick up items within the seven-day limit stated in the policy. Stokes said this has rarely been an issue.

*McClay moved to approve the 3D Printer Use Policy as revised; Bigelow seconded. The motion passed unanimously (5 yeas).*

## REPORTS

### Director's Report

#### Administration & Finance

The updated *District Organizational Chart*, reviewed during staff training, is now posted on the website. Bigelow noted that Spriggs needs to be added to the Board of Directors section; Stokes will correct this.

The *Ready2Read* grant application was submitted to the State Library, providing approximately \$8,800 annually for early literacy, summer reading, and materials. Funds will also support replacement of early learning computers at the Baker Library.

T-Mobile approved a reduced monthly rate for library hotspots. Stokes explained that T-Mobile proactively reached out, while Verizon has been unresponsive. Hawes will follow up with Verizon.

Website hosting was upgraded to improve accessibility by making PDFs screen-reader compatible, ensuring ADA compliance ahead of the 2027 deadline.

#### Facilities & Vehicles

At the Baker Library, study rooms on the west side have temperature issues due to glass exterior walls. Plans are in progress to insulate and improve comfort. New gold-leaf style lettering was installed August 28–29 on primary entrance doors and the Friends Used Book Shop. Alpine Alarm has proposed system upgrades; Adamson is exploring options and bids. Janitorial services are under renewal with a small cost-of-living increase. New security cameras were purchased for the Bookmobile and GMC vehicle.

At Branches:

- Haines Branch: drainage and structural issues between the library and fire station are being addressed, with repairs estimated around \$20,000.
- Sumpter Branch: a broken window was replaced; OCF grant funds from 2009 will close out the project.

#### Marketing & Outreach

LEO previewed new promotional videos highlighting the importance of rural libraries, produced by the Roundhouse Foundation. The American Library Project team visited August 26, featured in the East Oregonian (Sept 3 edition).

#### Personnel & Training

The All-Staff Training Day on August 21 was successful. Stokes and Hawes will attend Local Budget Law training in Pendleton on September 24.

## Programs & Services

Kanopy streaming launched September 1. September is Library Card Sign-Up Month, waiving late fines upon request. October programs include food preservation workshops with OSU Extension and an Orwell book giveaway for Freedom to Read Week. The Friends will fund the books. New magazine subscriptions were added for viewpoint balance.

## Safety & Security

The District will replace outdated security cameras across branches at an estimated cost of \$15,000.

## Technology & Systems

The Huntington Branch continues to experience internet reliability issues; Starlink is being evaluated as an alternative. A new server was purchased for approximately \$2,000 to replace a 20-year-old system nearing end of life.

## Financial Report

Hawes presented the financial reports. Copies were distributed to the Board, and electronic copies are also available.

The **General Fund** received tax turnovers of **\$6,009.51 on September 9** (not yet posted pending the County report), **\$5,863.68 in July**, and **none in August**. Interest income from the Local Government Investment Pool (LGIP) totaled **\$2,964.26 in July** and **\$2,491.31 in August**, for a combined total of **\$5,455.57** reported on the Profit & Loss statement.

Under **Personnel Services**, District salaries are **24.9% spent**, which is on target with the budget. September PERS expenses will be reported later this week and will bring this category into alignment with the annual target. Overall, Personal Services is **23.7% year-to-date**, consistent with the anticipated **25%** at this point in the fiscal year.

In **Materials & Services**, beginning with the **Books & Periodicals** budget:

- Checks were issued to *Ingram* for **\$8,320.64** (monthly book order), *Midwest Tape LLC (Hoopla)* for **\$898.52** (monthly usage), and *A-To-Z Databases* for **\$1,017** (annual subscription renewal).
- Under **Buildings & Grounds**, a check for **\$1,750** was paid to *Oregon Sign Company* for the new sign above the drive-up window and decals for the Riverside Meeting Room doors.
- **Online Payments** include *Wells Fargo Financial Leasing* (**\$118.44/month**) for the new copier lease (installed in December), as well as regular utility payments to *Idaho Power*, *Cascade Gas*, and *CenturyLink dba Lumen* for branch locations.

The folder containing these receipts is included in the monthly check packet for board review.

In the **Telecommunications** category, the Baker Library phone line is currently **40% spent**. This includes three months of regular invoices totaling **\$160.58 per month**, meaning this line will exceed the annual budget by approximately **\$700** by year-end. No other significant variances were noted for the General Fund.

**Other Funds** earned LGIP interest of **\$900.47 in July** and **\$903.99 in August**, for a total of **\$1,804.46** year-to-date, divided among four departments.

The fund also received **Amazon book sale revenue** of **\$219.39 in July** and **\$586.42 in August**. Beginning cash of **\$234,314.14** was recorded on the Other Funds P&L and distributed among the four departments.

Hawes included the spreadsheet used to calculate monthly interest allocations, showing totals that reconcile with the bank statement.

The **Other Funds – Memorial checking** issued two checks:

- **8/27/25: Past Perfect, \$720**, for renewal of the historic photo software.
- **9/9/25: Ne-Hi Enterprise, \$500**, covering roughly half the cost to replace a window in the Sumpter Museum building (which also houses the Sumpter Branch Library). This expense will use the remaining balance of the **OCF Grant – Sumpter Library** received in 2009.

The **Capital Investment Fund** received LGIP interest of **\$384.11 in July** and **\$385.61 in August**, with no additional activity.

The **Sage Fund** received LGIP interest of **\$1,046.61 in July** and **\$690.48 in August**. Beginning cash of **\$275,757.86** was recorded for the fiscal year.

Personnel Services expenditures are **15% spent**; this fund typically trails the General Fund because Sage pays its June wages and related taxes on June 30 to avoid accruals and simplify audit reporting.

Other Sage Fund expenses:

- **8/29/25: SAIF — \$300** for a new workers' compensation policy.
- **8/29/25: Kenneth Cox — \$300** for Evergreen system updates.
- **8/29/25: Unique Management — \$995** for setup of the *MessageBee* text notification service.
- **9/9/25: Six courier checks totaling \$2,306.23**, and an additional check to *Unique Management* for **\$4,175**, covering an annual subscription fee (**\$675**) and a bulk purchase of **100,000 text/SMS notifications for \$3,500**.

Approved Bills Reports for each fund are included in the check packets for board member initials during review and signing.

**Banking and Visa Updates:**

- All five board members are now signatories on the three US Bank accounts. New signature cards must still be signed by McClay, Spriggs, and Cobb for the Sage Account, and by one additional member for the other two accounts. Since those members attended via Zoom, Hawes asked them to stop by the library at their convenience to sign.
- The September Visa statement closed yesterday and has not yet been paid. The balance is higher than usual and will be reviewed and presented at the next meeting.

**Financial Statement:**

The draft annual financial statement is in progress. The auditor will be on-site next week to conduct fieldwork.

### Next Meeting

Rohner asked if there were further questions. None were raised.  
The next regular meeting will be held October 14, 2025, at 5:00 p.m.

### Adjournment

Rohner adjourned the meeting at 6:01 p.m.

**Respectfully submitted,**

Perry Stokes  
Secretary to the Board  
PS/ch