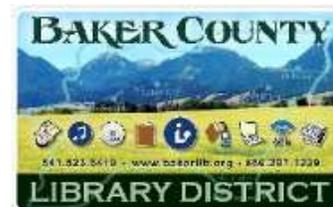


Regular Meeting Agenda

Baker County Library District

Board of Directors

Kyra Rohner, President



Thursday, Nov 13, 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: 861 4429 3530

Passcode: 190067

- I. Call to Order
- II. Roll Call
- III. Consent Agenda (**ACTION**)
 - a. Additions/deletions from agenda
 - b. Minutes of previous agenda
- IV. Conflicts or Potential Conflicts of Interest
- V. Citizen Comment (5-minute limit per speaker)
- VI. Old Business
None
- VII. New Business
 - a. FY2024-2025 Financial Audit Report
 - b. Policy update – Gift Materials and Donations (**ACTION**)
 - c. FY2024-2025 State Library of Oregon Annual Statistics Report
- VIII. Reports
 - a. Library Director
 - b. Financial
- IX. Next Meeting: **Dec 9, 5:00 pm**
- X. 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 regularly meets on the **2nd Monday each month from 5.00 to 6.00p** 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

Thursday, Nov 13, 2025, 5:00 pm

Notes prepared by Library Director Perry Stokes

I. Call to Order

II. Roll Call

III. Consent Agenda (**ACTION**)

- a. Additions/deletions from agenda
- b. Minutes of previous agenda

IV. Conflicts or Potential Conflicts of Interest

V. 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.

VI. Old Business

None

VII. New Business

a. FY2024-2025 Financial Audit Report

The Fiscal Year 2024–2025 audit report will be presented by **Rob Gaslin** of **Gaslin Accounting**, the certified public accounting firm based in Baker City that conducts the Library District’s annual independent audit. Mr. Gaslin will provide an overview of the audit findings, discuss the District’s financial position and compliance with state and local accounting standards, and answer any questions from the Board. The presentation will include highlights of financial trends, internal control observations, and any recommended adjustments or management notes. Following the meeting, a **digital copy of the complete audit report** will be posted on the Library’s website for public access as soon as it becomes available.

b. Policy update – Gift Materials and Donations (**ACTION**)

We aim to review and update one or more of our policies each month. The revised **BCLD Gift and Donation Policy (2025 Draft)** updates and expands the 2015 version to align with current best practices and peer district models.

The policy now explicitly connects donations to the library’s mission, clarifies that the Library Director and Board share authority over acceptance and disposition of gifts, and broadens the scope to include not only library materials but also monetary, equipment, art, and naming opportunities. It introduces clear evaluation criteria, establishes ethical standards for staff, and adds guidance for art and naming contributions. The revised *Monetary Donations* section specifies that memorial and undesignated gifts may be routed to the BCL Foundation and

Library Board Meeting – Annotated Agenda

Thursday, Nov 13, 2025, 5:00 pm

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defines new acknowledgment thresholds—written acknowledgment for gifts over \$50 and by request for smaller donations—enhancing transparency, accountability, and donor stewardship.

c. FY2024-2025 State Library of Oregon Annual Statistics Report

This item presents the district’s participation in the State Library of Oregon’s annual public-library statistical survey, covering the reporting period of July 1 through June 30. The report aggregates key measures including collections size, circulation activity, staffing levels, facility usage, technology access, and financial data.

The Director will summarize our figures, highlight notable variances, and recommend any next steps or areas warranting further strategic focus.

VIII. Reports

a. Library Director

Administration & Finance

FY25–26 Tax Summary Tables: The County Assessor’s Office released the FY25–26 tax summary tables showing a **county growth rate of 6.6%**, significantly above the **3.0%** assumption used in the district’s adopted budget. This increase translates to approximately **\$50,000 more in revenue** than projected.

Carnegie Grant: The **Carnegie Corporation of New York** has awarded a **\$10,000 gift** to all active Carnegie Libraries in commemoration of the **250th anniversary of the Declaration of Independence**. Our library will receive funds in **January 2026**, which may be used to celebrate the anniversary, further the library’s mission, or benefit the community. Current ideas include:

- Hosting a **public screening** of the documentary *The Librarians*
- Contracting a **consultant** to conduct a community needs assessment and develop a new **strategic plan**

Email Account Renewals: Employee and program email accounts were **renewed on November 7**.

- **Standard accounts:** \$24 per year
- **Administrative (Business Professional) accounts:** \$132 per year, offering enhanced features and storage capacity.

Library Board Meeting – Annotated Agenda

Thursday, Nov 13, 2025, 5:00 pm

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District Provision of Food and Beverages: A recent **Oregon Ethics Commission advisory** prohibits public employers from providing **food or beverages** to employees or board members unless included in their official compensation package, citing **ORS 244.040**.

This ruling is under review and will be discussed in the **next legislative session**. Until then:

- The district **will not provide** food or beverages to staff or board members.
- The restriction **does not apply** to refreshments provided by **Friends of the Library**.
- **HR Answers** will issue a policy template following legislative clarification.

Informal Book Challenge: On **October 6**, a patron raised concerns about a title in the **children’s collection** (*The Time Museum* by Matthew Loux) and requested its removal. After a thorough review, the **Director determined** the book met the district’s **collection development standards** and would **remain** in the **Juvenile Graphic Novels** section. The decision and appeal process were shared with the patron, who responded **graciously** and took **no further action**.

Facilities & Vehicles

Bookmobile Suspension: A **professional evaluation** of the bookmobile’s **springs and suspension system** is scheduled for **mid-December**. Services will be **temporarily suspended** for several weeks during this maintenance period.

Network Outage and Equipment Replacement: A **power outage on October 24** linked to the City’s park restroom project caused multiple **network device failures** likely due to a power surge. **IT Manager Jim White** has led the restoration efforts, replacing outdated components. **Most systems have now been restored**.

Snow Removal Services – Invitation to Bid: **Facilities staff** issued an **Invitation to Bid (ITB)** for snow removal services for the winter season. The opportunity was posted on **library social media** and the **website**. The **bid window closed November 7**, and submissions will be **jointly reviewed** by facilities staff and the **Director** for award determination.

Marketing & Outreach

Historic Holiday Book Fair: On **Saturday, November 15**, the library will participate in the **Historic Holiday Book Fair**, organized by **Betty’s Books** and the **Carnegie Crossroads Art Center**. The **Director** will present on the library’s **archives and research resources**, while **Friends of the Library** members will represent their group and offer **historic postcards** and **railroad maps** for sale.

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Personnel & Training

IT Assistant and Succession Planning: With the projected **increase in revenue** and **cash carryover**, the district has sufficient funds to either **hire an IT Assistant** or **contract external IT support**. Discussions with **IT Manager Jim White** are ongoing to determine the best long-term approach that supports a **succession plan** ahead of his **future retirement**.

LEO Annual Meeting – John Day: On **October 23**, representatives attended the **Libraries of Eastern Oregon (LEO)** annual meeting in **John Day**. The meeting also included a **public discussion** regarding the **potential closure of the Grant County Library**, which drew significant community support. The County is expected to **partially fund** operations next year while efforts continue toward establishing a **library district**.

Programs & Services

Baker Branch Fish Tank Upgrade: A **local donation** funded the replacement of the Baker branch's old aquarium with a **new model**. The gift also included **freshwater plants** and species such as **Oscar Cichlids, Red Devil Cichlids, Convict Cichlids, Plecostomus, Silver Dollars, and Gouramis**.

Comics Plus Launch: On **November 1**, the district added **Comics Plus** to its suite of digital resources. This service provides **unlimited access** to thousands of **comics, graphic novels, and picture books** in three collections: **children, teens, and adults**—with **no checkout limits**.

Story Walk Launch: **Youth Services staff** have installed a **Story Walk** along the **Leo Adler riverside pathway**. The project features laminated pages from a picture book displayed along the trail, encouraging **family literacy and outdoor engagement**.

Safety & Security

Security System Vendor Consultation: Following a previous Board recommendation, **Facilities staff** are obtaining a **cost estimate and opinion** from **Davis Security** regarding the **upgrade of the Baker branch alarm panel**.

b. Financial

Report documents to be distributed at the meeting

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IX. Next Meeting:

Date/Time: Dec 9, 2025, 5:00 pm

Planned Topics: To be determined

X. Adjournment