

# Baker County Library District

Board of Directors

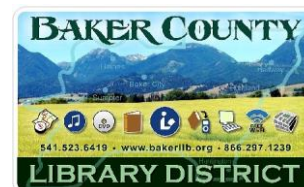
## Regular Meeting Agenda

Monday, Jan 11, 2016, 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.   | Additions/deletions from the agenda ( <b>ACTION</b> )          | Dielman |
| III.  | Conflicts or potential conflicts of interest                   | Dielman |
| IV.   | Approval of minutes ( <b>ACTION</b> )                          | Dielman |
| V.    | Open forum for general public, comments & communications       | Dielman |
| VI.   | Previous business  |         |
| i.    | Board Governance Policy (Last rev: 12/10/12) ( <b>ACTION</b> ) | Stokes  |
| VII.  | Annual / Recurring business                                    |         |
| i.    | 2014-15 Audit report   | Bailey  |
| VIII. | New business   |         |
| ii.   | None   |         |
| X.    | Administrative reports   |         |
| i.    | Director's Reports   | Stokes  |
| ii.   | Business and Financial Report                                  | Hawes   |
| XI.   | Agenda items for next regular meeting: <b>Feb 8 2016</b>       | Dielman |
| XII.  | Adjournment  | Dielman |

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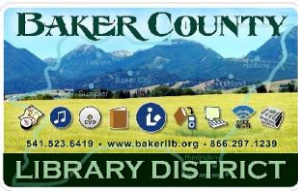
The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk\* are scheduled for the current meeting's executive session.

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (i) Personnel



**Baker County Library District**  
Board of Directors  
**Regular Meeting Agenda – Supplemental Info**  
Monday, Jan 11, 2016, 6:00 – 8:00 pm

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|--|---------|
| <b>I. Call to order</b>  | Dielman |
| <b>II. Additions/deletions from the agenda (ACTION)</b>                | Dielman |
| <b>III. Conflicts or potential conflicts of interest</b>               | Dielman |
| <b>IV. Approval of minutes (ACTION)</b>                                | Dielman |
| <b>V. Open forum for general public, comments &amp; communications</b> | Dielman |
| i. No communications to share.   |         |
| <b>VI. Previous business</b>   |         |
| i. Board Governance Policy (Last rev: 12/10/12) <b>(ACTION)</b>        | Stokes  |

Attachments:

- VI.i.a. Proposed revisions to Board Governance Policy
- VI.i.b. "Clean copy" of Governance Policy with changes adopted
- VI.i.c. Resolution 2015-16.006, amending Board Governance Policy

These revisions are the same as proposed at the December meeting. They mostly simplify wording and make corrections/updates to the statute references. Section IV.K. does include changes as discussed in December.

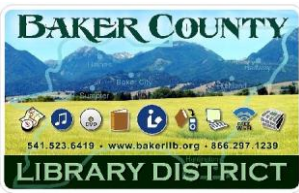
Noteworthy proposed changes:

- p.2, II.B.I: Clarifying that officer elections occur at the start of the July meeting.
- p.3, III.A.III: Clarifying management authority and constraints of Library Director.
- p.3, III.A.IV: Removing that the Board oversees District operations to be consistent with III.A.III.
- p.3, III.A.VIII.b: Noting that the Budget Officer typically is the Library Director.
- p.3, III.A.X: Clarifying that the Board approves contracts that exceed the Library District's spending authority.
- p.4, IV.A.II: Clarifying that public comment does not have to be allowed at every meeting but still providing for it at every regular meeting. This section also clarifies that the President may cut off people making ad hominem attacks.
- p.5, IV.K.I: Making the anti-discrimination section to be consistent with [classes protected by Oregon and Federal Law](#).
- p.6, IV.N: Clarifying that electronic meetings have the same notice requirements as in-person ones.
- p.6, VII.A: Clarifying that a majority of the Board must vote in favor of amendments to this policy.

**VII. Annual / Recurring business**

- |                         |        |
|-------------------------|--------|
| i. 2014-15 Audit report | Bailey |
|-------------------------|--------|

Mr. Kent Bailey of the CPA firm Guyer & Associates will present the District's audit report for fiscal year 2014-2015. The audit is posted in full on the library website at <http://www.bakerlib.org/about-us/budget.html>



**Baker County Library District**  
Board of Directors  
**Regular Meeting Agenda – Supplemental Info**  
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**VIII. New business**

- i. **None**

**X. Administrative reports**

- i. **Director's Reports**

Attachments:

- X.i. Statistics reports – Library2Go, Total Circulation, Circulation by format

**Administration**

- In late December, a letter was received notifying the District of an injury incident which is alleged to have occurred on library property on August 8 2015 due to unsafe condition of the sidewalk leading to the building from the north parking lot. The injury claim has been forwarded to SDAO and I have begun providing information as requested to their investigator.

**Facilities**

- I am working with staff to improve our branch key tracking procedures after finding that one of our branch building keys has been misplaced (claimed returned by borrower). I would like to have buildings periodically re-keyed, starting with Haines branch.

**Personnel and administration**

- All but a couple of substitute staff have completed required training on Bloodborne Pathogens and Customer Service. I'm pleased with the training resource provided by SDAO. Staff were given two months to complete the assignment. The system sent automatic reminders until the tasks were complete. A review of the BBP material will be an annual requirement per OSHA.

**Programs and services**

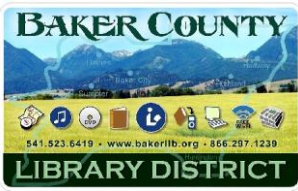
- Makers' Club continues to draw strong participation. A Robotics Club has also begun to meet at the library. The Club plans to approach the Friends for possible partnership in seeking grants.
- A couple of dozen poster frames will be ordered for display of new Celebrity Read posters ordered from ALA.
- An upgrade for the Evergreen catalog software will be installed Sunday Jan 10 2016. Most changes are improvements to staff functionality.

**Statistics**

- Checkouts for calendar year 2015 were just 2.8% under 2014, which was a record-setting year.

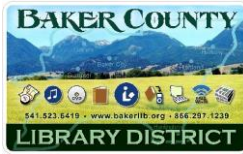
**Other**

- The Leo Adler Community Foundation awarded BCLD with \$2,500 for the project to redo the graphics on the Bookmobile.



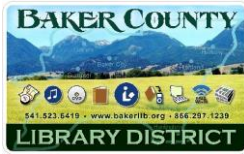
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Board of Directors  
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| <b>ii. Business and Financial Report</b>                     | Hawes   |
| Reports will be distributed and discussed at the meeting.    |         |
| <b>XI. Agenda items for next regular meeting: Feb 8 2016</b> | Dielman |
| • Personnel Policy – Unpaid Leave                            |         |
| <b>XII. Adjournment</b>                                      | Dielman |



Baker County Library District  
Board of Directors  
**Regular Meeting Minutes**  
Monday, Dec 14, 2015

<b>Call To Order</b>	Gary Dielman, President called the meeting to order at 6:04pm. The meeting was held in the Riverside meeting room. All five Directors were present including: Gary <b>Dielman</b> , Nellie <b>Forrester</b> , Della <b>Steele</b> and Kyra <b>Rohner-Ingram</b> , and Betty <b>Palmer</b> . Others present were Perry <b>Stokes</b> , Library Director; and Christine <b>Hawes</b> , Business Manager.
<b>Agenda Approved</b>	Dielman asked for additions or changes to the agenda. None were proposed. <b>Palmer made a motion to approve the agenda as presented; Rohner-Ingram seconded; motion passed unanimously.</b>
<b>Minutes Approved</b>	Dielman asked for corrections to the minutes. There were no changes suggested. <b>Rohner-Ingram made a motion to approve the November 9, 2015 Regular Meeting Minutes as presented; Steele seconded; motion passed unanimously.</b>
<b>Conflicts or potential conflict of interest</b>	Dielman asked if there were any potential conflicts of interest to be declared. There were none.
<b>Public Comment</b>	Dielman stated for the record that there were no members of the public present for comments. Stokes had no correspondence to share.
<b>New Business: Personnel Policy, Board Governance, Gift Materials &amp; Donations, Cardholder Responsibility</b>	<p>With no previous or annual business to attend to, Dielman asked Stokes to introduce the policy changes. Stokes said that the District endeavors to review policies annually to ensure that they are consistent and current. Those presented here are simply being updated.</p> <p>He is proposing changes to the <i>Personnel Policy Section 2</i>, regarding Non-Discrimination. In Section 2.1, the heading is changed from Generally to Equal Employment Opportunity. The body of the section adopts current Federal and state protected classes, and clarifies that a discrimination complaint regarding the Director can be made to any one member of the Board rather than the whole body. Stokes recommends replacing the term “handicap” with “physical or mental and disability”.</p> <p>Stokes has replaced redundant statements in Section 2.2 with a new addition proclaiming District commitment to ADA compliance. And finally, Section 2.3, no changes are proposed. <b>Rohner-Ingram made a motion to approve the Article 2 revisions as proposed; Palmer seconded; motion passed unanimously.</b></p> <p>Stokes said that he is still working on the <i>sick leave policy</i>. The wording</p>



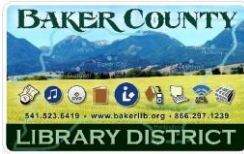
# Baker County Library District

Board of Directors

## Regular Meeting Minutes

Monday, Dec 14, 2015

	<p>will be tricky and will need legal counsel review.</p> <p>Moving on to the <i>Board Governance Policy</i>, there are several revisions being proposed mostly to simplify wording and to make corrections or updates to the statute references. The proposed changes were reviewed in detail with changes in red on the sheets in the board packets. Highlights include a change in Section III Responsibilities, subsection A.III, text is expanded to state that the Director has full authority to manage daily operations. In the Section III.K Accessibility, the word handicapped should be changed to persons with disabilities for consistency. The changes to the virtual participation section subsection III.N clarify the notice requirement. There was some discussion on the majority requirement for a quorum and notice publications. Stokes commented that this is the first reading of the policy changes. The board will approve these at the next meeting.</p> <p>Stokes said that he has expanded the <i>Gift Materials and Donations Policy</i> to more clearly state that donations are accepted without restrictions, with exceptions only in rare cases. This also gives the staff some help with common questions and a handout for patrons, if needed. Patrons often want to place restrictions on items donated (for example: specify the branch the materials go to). The policy also says that the District has a right to refuse donations. Deleted paragraphs were replaced by bullets including the policy stating that the District does not appraise gifts and cannot place a value on items. <b>Palmer made a motion to approve the changes to the Gift Materials &amp; Donations Policy as presented; Rohner-Ingram seconded; motion passed unanimous.</b></p> <p>The <i>Cardholder Responsibility Statement</i> is not a formal policy rather a procedural document. He wanted to show the board and review the changes so that they see it. However, formal action is not required on this one. This one is also being expanded significantly. Under the third bullet, he has purposely stated that charges are to be “paid promptly” as a vague statement to allow for flexibility of working with a patron. Other changes include giving staff discretion to take other forms of ID. The statement that accounts expire in three years was added; patrons are often surprised by this. The purpose for the expanded version is to be able to use it as a handout. Palmer pointed out a punctuation correction. Discussion concluded with no further comments.</p>
<b>Administrative</b>	Stokes gave administrative reports starting with <b>Facilities</b> . The <u>Haines</u>



# Baker County Library District

Board of Directors

## Regular Meeting Minutes

Monday, Dec 14, 2015

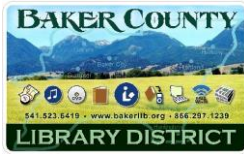
### Reports

Library basement space has been modified to allow for greater storage capacity for the District. The basement was a jail at one time. The project team included library staff Diana Pearson, Vinnie Russo, and Jim White, and the services of a PRCF crew. A counter and short cement dividing wall was removed. Haines City was a great partner, hauling away the debris to the city dump. Staff was able to get the surplus shelving moved to Haines from the storage unit. The goal is to get rid of the rental storage space. Surplus materials will be discarded by public sale, if possible. An HVAC systems maintenance agency called Divco from the Tri-Cities visited the library recently. They want to service HVAC units at BCLD branches as part of servicing other accounts in town. Since Cooke & Emele went out of business, the District has just been using Scott's Heating as needed. Divco will be submitting a bid for the maintenance contract. Scott's Heating & Air Conditioning will be requested to submit a competing bid, as well.

In **Personnel & Administration**, Stokes plans to attend the SDAO conference in Sunriver in early February. He invited one of the board members to consider attending. Library holiday closures may also include Saturday or Sunday, the weekend after Christmas as many staff are requesting time off that weekend. The Library closes at 3:00 on Christmas Eve.

In **Programs & Other**, LEO has been awarded a large grant from ArtPlace America that will bring art programming into libraries. The library recently hosted a writing workshop that was well attended. In other news, long-time LEO Executive Director, Lyn Craig, has resigned for personal reasons. Stokes explained that LEO is a cooperative of libraries that helps its members get grants and programming that otherwise could not be obtained individually (example: the Library2Go and Ancestry). LEO will be seeking a replacement for the Director. It does come at a difficult time with recently getting the large ArtPlace grant but the consortium will continue to move forward. The Sage User Council met in November. The council discussed making an improvement to the system to suppress items from public view that are marked lost or missing to avoid public confusion. They are also looking at upgrading the software in December or early January.

Under **Technology**, the library purchased 25 tablets a few of which will be used for staff needs and the rest will be made available for checkout. The Technology Manager was able to purchase the refurbished tablets



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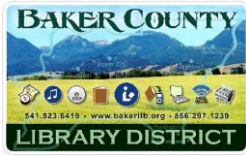
Board of Directors

## Regular Meeting Minutes

Monday, Dec 14, 2015

	<p>very reasonably after Thanksgiving which makes it economical to provide them for checkout.</p> <p>In other news, Stokes reported that he still hasn't found anyone to have on call as a sign language interpreter should one be requested at a board meeting. This was one of the items that he needed to do to be in compliance with the board policy. Rohner-Ingram said that she can help find someone should a request be submitted. She knows of a couple people that are fluent in sign language.</p>
<p><b>Business Manager's Report</b></p>	<p>Hawes passed out the financial reports then gave the brief financial report. The <b>General Fund</b> received the December tax turnover of \$292,373 along with three turnovers in November totaling \$517,059. The District has received 86.7% of its current budget and 84.6% overall tax revenue budget at this point. There was no other notable revenue. In <b>Materials and Services</b>, notable checks include Ingram \$570.68 a small book order this month, Legislative Counsel \$650 for 2015 ORS reference books, and Visa book budget purchases (books \$373.88, periodicals \$216.64, AbeBooks.com \$187.16, Amazon movies \$2,189.59 and Amazon music CD's \$449.00). In <b>Buildings &amp; Grounds</b>, snow removal in November \$90 in Baker and \$115 in Halfway. Expenses for the Haines basement project totaled \$192.41. Other notable expenses include MakerSpace program expenses for December total \$529.88, ALA membership \$259.00 and City of Baker City \$1,000 for the first fiscal year debt payment.</p> <p>In <b>Other Funds</b>, Amazon book sales revenue totaled \$597.84 in November totaling \$970.86 year-to-date. A check was written to the US Bank Visa for \$2203.57 from the Adler Grant Expense for the teen room remodel; this purchase was for 10 new computers for the teen room. Other checks included a check to visa for postage to mail Amazon books sold \$51.18 and 3 commission checks totaling \$135.49 (based on combined sales of \$677.39).</p> <p>The <b>Sage Fund</b> received \$60,383 in membership dues (leaving an Accounts Receivable balance of \$22,971 out of \$197,097 invoiced). There were no unusual checks written out of this fund to report on.</p> <p>Checks were signed and returned to Hawes along with three Approved Bills Lists that had been initialed by those present.</p>





Baker County Library District  
Board of Directors  
**Regular Meeting Minutes**  
Monday, Dec 14, 2015

<b>Next Meeting Date</b>	The next regular board meeting will be <b>January 11, 2016</b> . The fiscal year 2014-15 audit will be presented at that meeting.
<b>Adjourn</b>	The meeting was adjourned at 7:07 pm.  Respectfully submitted,  Perry Stokes, Secretary to the Board  PS/ch

DRAFT

# Board Governance Policy

## I. Membership

### A. **Composition**

- I. The Directors of the District are a Board of five members elected by the electors of the District. ORS 357.226-357.236
- II. Any elector residing within the District is qualified to serve as a Board member. ORS 357.~~234~~226. Current District employees or officers may not serve as Board members.
- III. Board members are elected at large.

### B. **Term of office**

- ~~I. Board members shall serve staggered four-year terms or until election and qualification of a successor (ORS 357.231).~~
- ~~II. Terms shall be staggered so that not all Board members start four-year terms at the same time.~~
- ~~I.~~
- II. Each district board member elected shall take an oath of office and shall hold office from July 1, next following election. ORS 357.236(2).

### C. **Vacancies**

Vacancies on the Board due to resignation or incapacity to serve are to be filled by the remaining members of the Board in accordance with ORS 198.320.

### D. **Conflict of interest**

No member of the Board may have any financial interest, either directly or indirectly, in any contract to which the District is a party, nor receive a salary or any payment for material or for services rendered to the District. ORS 357.460(1).

- I. In the event of a potential conflict of interest, a Board member shall declare such conflict but may participate in discussions and vote. If any Board member has had any *ex parte* contact in a quasi-judicial matter, the member shall declare such contact prior to discussing the matter.
- II. In the event of an actual conflict of interest, a Board member shall declare such conflict and may not participate in discussions or vote.

### E. **Compensation**

Board members may be reimbursed for expenses incurred in the performance of their duties. ORS 357.460(2).

### F. **Board Candidates**

District staff shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District.

### H. **Orientation of new Board members**

The Board and District staff shall assist new members-elect and appointees to understand the Board's functions, policies, and procedures before they take office.

## II. Officers

### A. **Officers and duties.**

- I. The officers of the Board shall be a President, Vice-President, and Secretary.

- II. The President shall perform those duties prescribed by this policy, the Oregon Revised Statutes, and the parliamentary authority. The President's role as presiding officer of the Board does not affect the president's right to vote. The President shall sign official district documents on behalf of the Board when authorized by the Board. The President may delegate signing of orders, warrants, checks for the deposit or withdrawal of District funds to other Directors or to the Library Director.
- III. The Vice-President shall have the powers and duties of the President in his/her absence.
- IV. In the absence of the President and Vice-President, the remaining three members shall elect a temporary Presiding Officer.
- V. The Library Director shall serve as Secretary of the District. ORS 357.226. The Director may delegate any of the secretary's duties to staff. The Secretary shall perform those duties prescribed by this policy, the Oregon Revised Statutes, and the parliamentary authority. The Secretary is an *ex-officio*, non-voting member of the Board.

**B. *Nominations and elections***

- I. Nominations for President and Vice-President shall be taken from the floor during at the start of the first regular meeting in July.
- II. Elections shall be held by voice vote. The candidate receiving a majority of votes cast shall be elected.

**C. *Term of office***

The President and Vice-President shall serve for one year or until their successors are elected. Their term of office shall begin upon election.

**D. *Vacancies***

A vacancy in the President or Vice-President position shall be filled by the Board for the unexpired portion of the term of the vacant office at the next regular or special meeting.

- E. The majority (three members) of the full Board is necessary to adopt a motion, resolution, ordinance, or to take any other action.

### **III. Responsibilities**

**A. The Board shall:**

- I. Formulate District policies.
- II. Take action as necessary for operation of the District by use of ordinances, resolutions, and motions.
- III. Appoint the Library Director, who is recognized as having full executive and administrative authority to manage daily operations consistent with District policy and procedures shall be the executive and administrative officer of the District.
- IV. Supervise the Library Director ~~and oversee District operations.~~
- V. Employ all necessary agents and assistants.
- VI. Arrange for legal representation and consultation. Legal counsel shall report to and be responsible to the Board but shall communicate with the Board primarily through the President and Library Director. Individual Board members shall refrain from communicating with legal counsel without the consent of the President or explicit Board direction.
- VII. Arrange for deposit and distribution of tax funds, grant monies, and donations. ORS 357.276.
- VIII. Oversee budget

- a. Establish a Budget Committee. ORS 294.~~336~~414.
  - b. Appoint a Budget officer, generally the Library Director, who shall prepare or supervise the preparation of the budget document under the direction of the Board. ORS 294.331.
  - c. Approve the annual budget and assess, levy, and collect property taxes (including setting the tax rate within the limits approved by the electors) as per ORS 357.261(~~34~~)
  - d. Oversee District finances.
- IX. Refer tax measures to the voters. ORS 357.261(9).
- X. Approve all contracts exceeding the Library Director's spending authority.
- XI. Approve employee salary schedules and benefits.
- XII. Appoint committees as needed for the operation of the District. Committees have no powers except those delegated by the Board.
- XIII. Take other such action as consistent with Oregon law including ORS 357.261 (District Powers), as the Board deems appropriate.

B. *Limitations on individual Board members*

- I. Board members have no individual powers separate from the powers of the Board and have no authority to act individually without authorization from the Board.
- II. A Board member shall act as a spokesperson for the Board only when so designated. When not representing the agreed position of the Board, members must identify their statements as their personal opinions and not those of the Board.
- III. The Board, by majority vote of the full Board, may suspend all or a portion of these policies and procedures, provided that such suspension is consistent with Oregon law.

## IV. Meetings

A. *Public meeting law*

All Board meetings and work sessions shall be conducted in accordance with Oregon Public Meetings Law, which is included as Appendix A.

- I. All meetings of the Board shall be open to the public except as otherwise provided by Oregon Public Meetings Law.
- II. Every regular and special meeting shall include opportunity for public comment. The presiding officer may limit the length of public comment and may revoke permission to speak if a speaker's comments are unduly repetitive ~~or~~ disruptive, or ad hominem.

B. *Regular meetings*

Regular meetings of the Board shall be held monthly on a regularly-scheduled day of the month. The day and time shall be set by resolution annually during the regular meeting in July.

- I. The Board may cancel or reschedule the date or dates of regular meetings as it deems fit, subject to the notice provisions of the Oregon ~~Revised Statutes~~ Public Meetings Law.

C. *Work sessions*

Work sessions of the Board may be called by the President or by three Board members.

- I. Subjects discussed at a work session shall be limited to the agenda items ~~for the work session~~.
- II. Final decisions shall not be made at a work session.
- III. A work session may be held in conjunction with a regular meeting or a special meeting. Final action may be taken at a regular or special meeting held in conjunction with a work

session or at the next regular or special meeting.

D. *Special meetings*

Special meetings may be held at the request of the President or any three members of the Board. If the President is absent from the District, special board meetings may be held at the request of the Vice-President. No special meeting shall be held upon less than twenty-four hours public notice.

E. *Emergency meetings*

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than twenty-four hours' notice in cases of emergency. An emergency exists where there are objective circumstances that create a real and substantial risk of harm to the District if action is delayed. The caller(s) of the meeting shall state the reasons for calling it and why it could not be delayed. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice. Only business related directly to the emergency shall be conducted at an emergency meeting.

F. *Executive sessions*

- I. Shall be held in accordance with Oregon Public Meetings Law. .
- II. The applicable statute must be stated prior to the meeting.
- III. The Board shall not make any final decisions during executive session.
- IV. Board members, staff, media representatives, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

G. *Location*

All Board meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. Meetings typically shall be held at the Baker County Public Library in the Riverside Meeting Room.

H. *Quorum*

A majority of the Board (3 members) shall constitute a quorum.

I. *Agenda*

The agenda shall be set by the Library Director in consultation with the President. Meetings should generally stay on published agenda topics, although by agreement with a majority of the Board members additional topics may be added to the agenda.

J. *Notice*

Notice of the time, place, and principal subjects shall be given for all meetings as soon as is feasible. Notices shall be sent to Board members, local media, persons who have requested notice in writing, and **any persons who the District knows may have a special interest in a particular action**, unless such notification would be unduly burdensome or expensive. The agenda shall also be posted at all District library branches. Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for other meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session and the statutory basis for calling it.

K. *Accessibility*

- I. No meeting shall be held in any place where discrimination is practiced on the basis of race, religion, creed, color, sex, gender, sexual orientation, age, ancestry, national origin, or disability or on any other basis prohibited by law is practiced. All meetings shall be held in places accessible to the handicapped persons with disabilities.

- II. The District shall provide upon request interpreters for the hearing impaired as provided for by Oregon Public Meetings Law.

#### L. *Minutes*

Minutes must be kept of all Board meetings and Board-appointed committee meetings. Minutes shall include a list of present Board or committee members, all motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition, results of all votes, including the vote of each member by name, and the substance of any discussion on any matter. Minutes for executive sessions shall be kept and retained separately.

#### M. *Planning session*

The Board will undertake a planning session at least bi-annually.

#### N. *Virtual participation*

Except for hearings on quasi-judicial matters and executive sessions, Board members may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members. Notice and opportunity for public access shall be provided when meetings are conducted by electronic means.

Notices shall be made using the same requirements as in-person meetings.

## V. **Committees**

### A. *Budget Committee*

The Budget Committee shall be a standing committee of the Board.

- I. The committee shall consist of the five members of the Board and five appointed electors within the District. Appointed members cannot be officers, agents, or employees of the District.
- II. Committee members shall serve for three years. Their terms shall be staggered so that as near as possible one third of the terms of the appointed members shall end each year.
- III. Appointed members may not receive any compensation for their service on the committee.
- IV. A vacancy on the committee shall be filled by the Board for the unexpired portion of the term of the vacant position at the next regular or special meeting.

### B. *Special committees*

- I. Special committees may be appointed at the discretion of the Board or President as necessary to assist the Board in accomplishing its purposes.
- II. Special committee members need not be members of the Board.

### C. *Public meeting rules*

Meetings of Board committees are subject to the Oregon Public Meetings Law.

## VI. **Parliamentary Authority**

- A. The latest edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with the Oregon Revised Statutes, this policy, and any special rules of order the Board may adopt.

## VII. **Amendments**

- A. This policy may be amended by resolution at any regular or special meeting provided that

at least five days' notice is given and a majority of Board members vote in favor.

Approved by the Board of Directors, December-January 101, 20126

Last amended, \_\_\_\_\_

# Board Governance Policy

## I. Membership

### A. **Composition**

- I. The Directors of the District are a Board of five members elected by the electors of the District. ORS 357.226-357.236
- II. Any elector residing within the District is qualified to serve as a Board member. ORS 357.226. Current District employees or officers may not serve as Board members.
- III. Board members are elected at large.

### B. **Term of office**

- I. Board members shall serve staggered four-year terms or until election and qualification of a successor (ORS 357.231).
- II. Each district board member elected shall take an oath of office and shall hold office from July 1, next following election. ORS 357.236(2).

### C. **Vacancies**

Vacancies on the Board due to resignation or incapacity to serve are to be filled by the remaining members of the Board in accordance with ORS 198.320.

### D. **Conflict of interest**

No member of the Board may have any financial interest, either directly or indirectly, in any contract to which the District is a party, nor receive a salary or any payment for material or for services rendered to the District. ORS 357.460(1).

- I. In the event of a potential conflict of interest, a Board member shall declare such conflict but may participate in discussions and vote. If any Board member has had any *ex parte* contact in a quasi-judicial matter, the member shall declare such contact prior to discussing the matter.
- II. In the event of an actual conflict of interest, a Board member shall declare such conflict and may not participate in discussions or vote.

### E. **Compensation**

Board members may be reimbursed for expenses incurred in the performance of their duties. ORS 357.460(2).

### F. **Board Candidates**

District staff shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District.

### H. **Orientation of new Board members**

The Board and District staff shall assist new members-elect and appointees to understand the Board's functions, policies, and procedures before they take office.

## II. Officers

### A. **Officers and duties.**

- I. The officers of the Board shall be a President, Vice-President, and Secretary.
- II. The President shall perform those duties prescribed by this policy, the Oregon Revised Statutes, and the parliamentary authority. The President's role as presiding officer of the Board does not affect the president's right to vote. The President shall



sign official district documents on behalf of the Board when authorized by the Board. The President may delegate signing of orders, warrants, checks for the deposit or withdrawal of District funds to other Directors or to the Library Director.

- III. The Vice-President shall have the powers and duties of the President in his/her absence.
- IV. In the absence of the President and Vice-President, the remaining three members shall elect a temporary Presiding Officer.
- V. The Library Director shall serve as Secretary of the District. ORS 357.226. The Director may delegate any of the secretary's duties to staff. The Secretary shall perform those duties prescribed by this policy, the Oregon Revised Statutes, and the parliamentary authority. The Secretary is an *ex-officio*, non-voting member of the Board.

**B. Nominations and elections**

- I. Nominations for President and Vice-President shall be taken from the floor at the start of the first regular meeting in July.
- II. Elections shall be held by voice vote. The candidate receiving a majority of votes cast shall be elected.

**C. Term of office**

The President and Vice-President shall serve for one year or until their successors are elected. Their term of office shall begin upon election.

**D. Vacancies**

A vacancy in the President or Vice-President position shall be filled by the Board for the unexpired portion of the term of the vacant office at the next regular or special meeting.

- E. The majority (three members) of the full Board is necessary to adopt a motion, resolution, ordinance, or to take any other action.

### **III. Responsibilities**

**A. The Board shall:**

- I. Formulate District policies.
- II. Take action as necessary for operation of the District by use of ordinances, resolutions, and motions.
- III. Appoint the Library Director, who is recognized as having full executive and administrative authority to manage daily operations consistent with District policy and procedure.
- IV. Supervise the Library Director.
- V. Employ all necessary agents and assistants.
- VI. Arrange for legal representation and consultation. Legal counsel shall report to and be responsible to the Board but shall communicate with the Board primarily through the President and Library Director. Individual Board members shall refrain from communicating with legal counsel without the consent of the President or explicit Board direction.
- VII. Arrange for deposit and distribution of tax funds, grant monies, and donations. ORS 357.276.
- VIII. Oversee budget
  - a. Establish a Budget Committee. ORS 294.414.
  - b. Appoint a Budget officer, generally the Library Director, who shall prepare or supervise the preparation of the budget document under the direction of the

Board. ORS 294.331.

- c. Approve the annual budget and assess, levy, and collect property taxes (including setting the tax rate within the limits approved by the electors) as per ORS 357.261(4)
- d. Oversee District finances.
- IX. Refer tax measures to the voters. ORS 357.261(9).
- X. Approve all contracts exceeding the Library Director's spending authority.
- XI. Approve employee salary schedules and benefits.
- XII. Appoint committees as needed for the operation of the District. Committees have no powers except those delegated by the Board.
- XIII. Take other such action as consistent with Oregon law including ORS 357.261 (District Powers), as the Board deems appropriate.

B. *Limitations on individual Board members*

- I. Board members have no individual powers separate from the powers of the Board and have no authority to act individually without authorization from the Board.
- II. A Board member shall act as a spokesperson for the Board only when so designated. When not representing the agreed position of the Board, members must identify their statements as their personal opinions and not those of the Board.
- III. The Board, by majority vote of the full Board, may suspend all or a portion of these policies and procedures, provided that such suspension is consistent with Oregon law.

## IV. Meetings

A. *Public meeting law*

All Board meetings and work sessions shall be conducted in accordance with Oregon Public Meetings Law, which is included as Appendix A.

- I. All meetings of the Board shall be open to the public except as otherwise provided by Oregon Public Meetings Law.
- II. Every regular and special meeting shall include opportunity for public comment. The presiding officer may limit the length of public comment and may revoke permission to speak if a speaker's comments are unduly repetitive, disruptive, or ad hominem.

B. *Regular meetings*

Regular meetings of the Board shall be held monthly on a regularly-scheduled day of the month. The day and time shall be set by resolution annually during the regular meeting in July.

- I. The Board may cancel or reschedule the date or dates of regular meetings as it deems fit, subject to the notice provisions of the Oregon Public Meetings Law.

C. *Work sessions*

Work sessions of the Board may be called by the President or by three Board members.

- I. Subjects discussed at a work session shall be limited to the agenda items
- II. Final decisions shall not be made at a work session.
- III. A work session may be held in conjunction with a regular meeting or a special meeting. Final action may be taken at a regular or special meeting held in conjunction with a work session or at the next regular or special meeting.

D. *Special meetings*

Special meetings may be held at the request of the President or any three members of the Board. If the President is absent from the District, special board meetings may be held at the

request of the Vice-President. No special meeting shall be held upon less than twenty-four hours public notice.

E. *Emergency meetings*

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than twenty-four hours' notice in cases of emergency. An emergency exists where there are objective circumstances that create a real and substantial risk of harm to the District if action is delayed. The caller(s) of the meeting shall state the reasons for calling it and why it could not be delayed. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice. Only business related directly to the emergency shall be conducted at an emergency meeting.

F. *Executive sessions*

- I. Shall be held in accordance with Oregon Public Meetings Law. .
- II. The applicable statute must be stated prior to the meeting.
- III. The Board shall not make any final decisions during executive session.
- IV. Board members, staff, media representatives, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

G. *Location*

All Board meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. Meetings typically shall be held at the Baker County Public Library in the Riverside Meeting Room.

H. *Quorum*

A majority of the Board (3 members) shall constitute a quorum.

I. *Agenda*

The agenda shall be set by the Library Director in consultation with the President. Meetings should generally stay on published agenda topics, although by agreement with a majority of the Board members additional topics may be added to the agenda.

J. *Notice*

Notice of the time, place, and principal subjects shall be given for all meetings as soon as is feasible. Notices shall be sent to Board members, local media, persons who have requested notice in writing, and **any persons who the District knows may have a special interest in a particular action**, unless such notification would be unduly burdensome or expensive. The agenda shall also be posted at all District library branches. Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for other meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session and the statutory basis for calling it.

K. *Accessibility*

- I. No meeting shall be held in any place where discrimination is practiced on the basis of race, religion, , color, gender, sexual orientation, age, ancestry, national origin, disability or on any other basis prohibited by law. All meetings shall be held in places accessible to persons with disabilities.
- II. The District shall provide upon request interpreters for the hearing impaired as provided for by Oregon Public Meetings Law.

L. *Minutes*

Minutes must be kept of all Board meetings and Board-appointed committee meetings.

Minutes shall include a list of present Board or committee members, all motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition, results of all votes, including the vote of each member by name, and the substance of any discussion on any matter. Minutes for executive sessions shall be kept and retained separately.

**M. *Planning session***

The Board will undertake a planning session at least bi-annually.

**N. *Virtual participation***

Except for hearings on quasi-judicial matters and executive sessions, Board members may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members. Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. Notices shall be made using the same requirements as in-person meetings.

## **V. Committees**

**A. *Budget Committee***

The Budget Committee shall be a standing committee of the Board.

- I. The committee shall consist of the five members of the Board and five appointed electors within the District. Appointed members cannot be officers, agents, or employees of the District.
- II. Committee members shall serve for three years. Their terms shall be staggered so that as near as possible one third of the terms of the appointed members shall end each year.
- III. Appointed members may not receive any compensation for their service on the committee.
- IV. A vacancy on the committee shall be filled by the Board for the unexpired portion of the term of the vacant position at the next regular or special meeting.

**B. *Special committees***

- I. Special committees may be appointed at the discretion of the Board or President as necessary to assist the Board in accomplishing its purposes.
- II. Special committee members need not be members of the Board.

**C. *Public meeting rules***

Meetings of Board committees are subject to the Oregon Public Meetings Law.

## **VI. Parliamentary Authority**

- A. The latest edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with the Oregon Revised Statutes, this policy, and any special rules of order the Board may adopt.

## **VII. Amendments**

- A. This policy may be amended by resolution at any regular or special meeting provided that at least five days' notice is given and a majority of Board members vote in favor.

Approved by the Board of Directors, January 11, 2016

Last amended, \_\_\_\_\_

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2015-16.006  
Amending Board Governance Policy**

Jan 11 2016

WHEREAS, the Board regularly reviews policies to ensure that they are clear, consistent, and current;  
and

WHEREAS, the Board found areas for improvement in the Board Governance Policy;

Now, therefore be it RESOLVED, that the Baker County Library District Board of Directors amends the Board Governance Policy as presented in the attached document and discussed and revised during the Board's meeting of January 11, 2016.

ADOPTED by the Board of Directors of Baker County Library District this 11th day of January, 2016 by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTAINED: \_\_\_\_\_

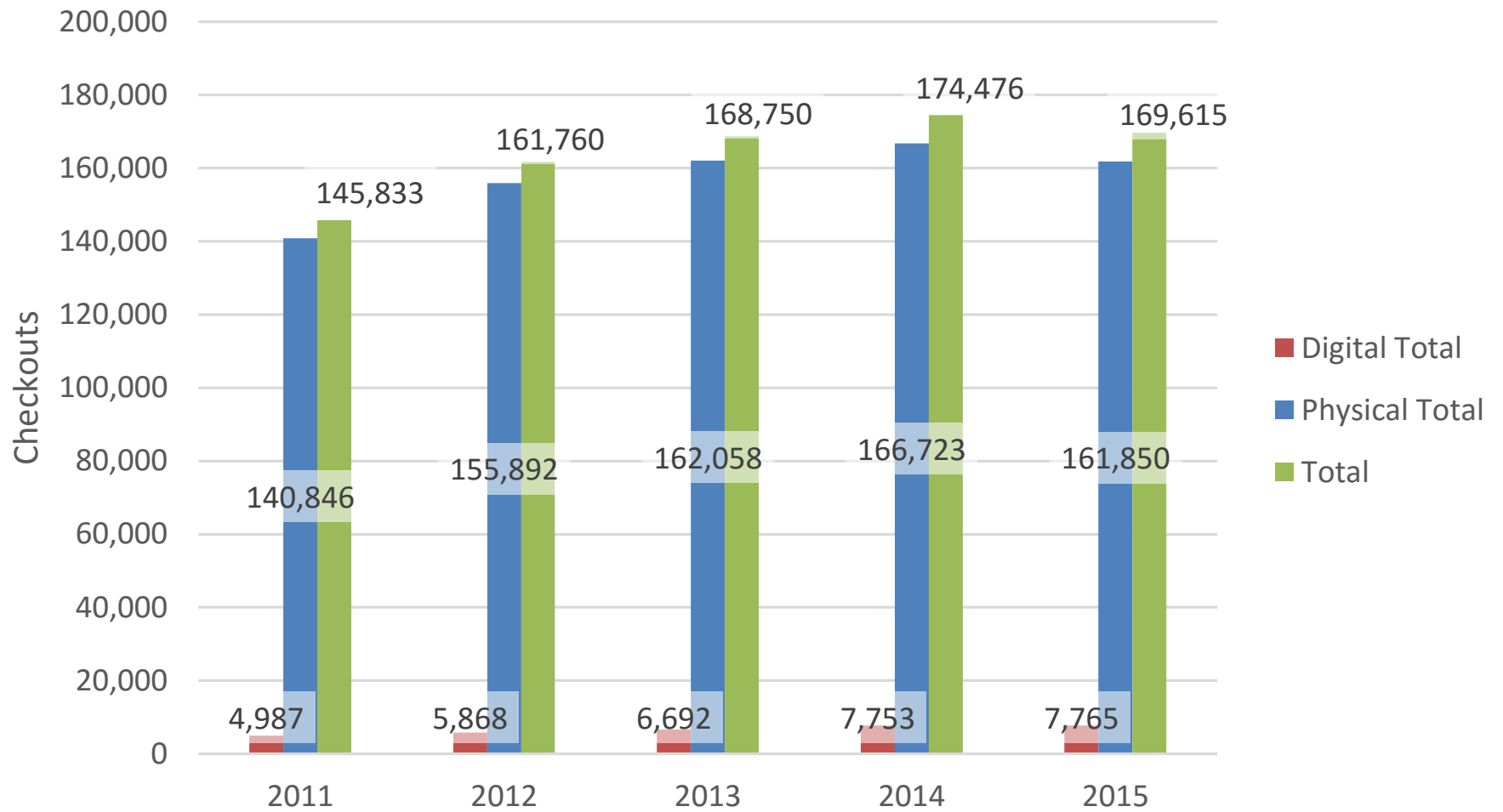
**FOR THE BOARD:**

\_\_\_\_\_  
**Signature**  
Presiding Officer, BCLD Board

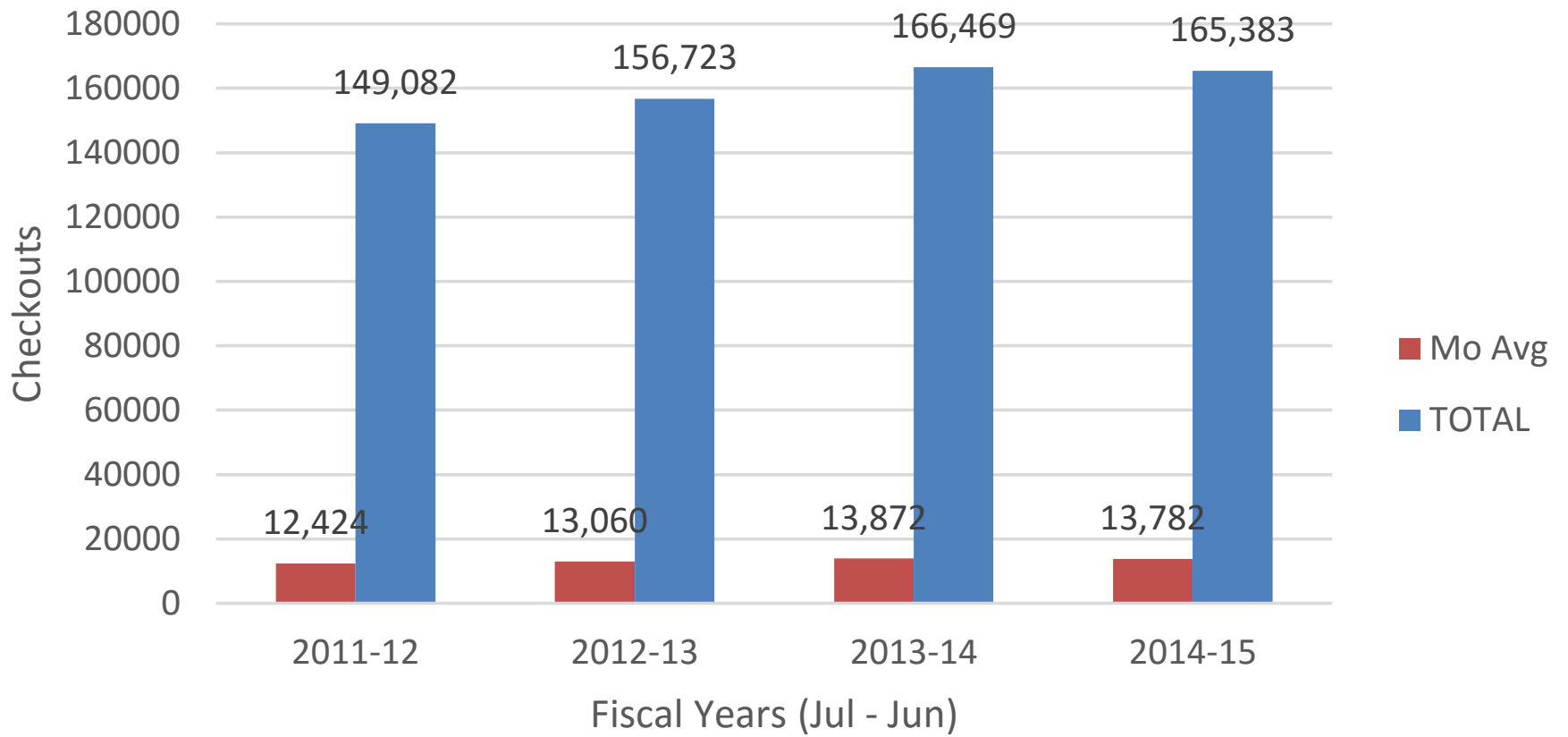
**ATTEST:**

\_\_\_\_\_  
**Signature: Perry Stokes**  
District Secretary

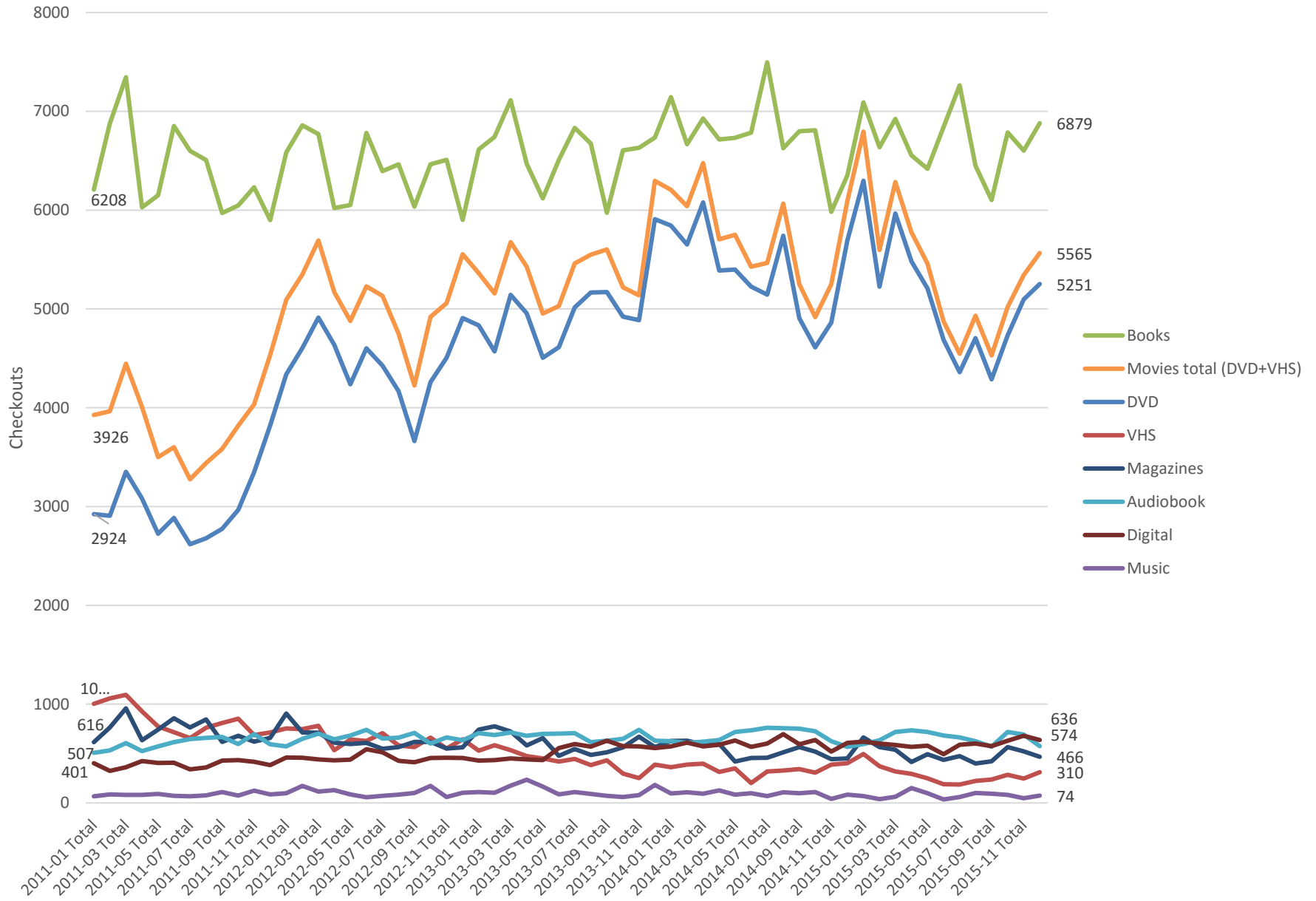
### BCLD Total Circulation



## BCLD Total Circulation by year & average



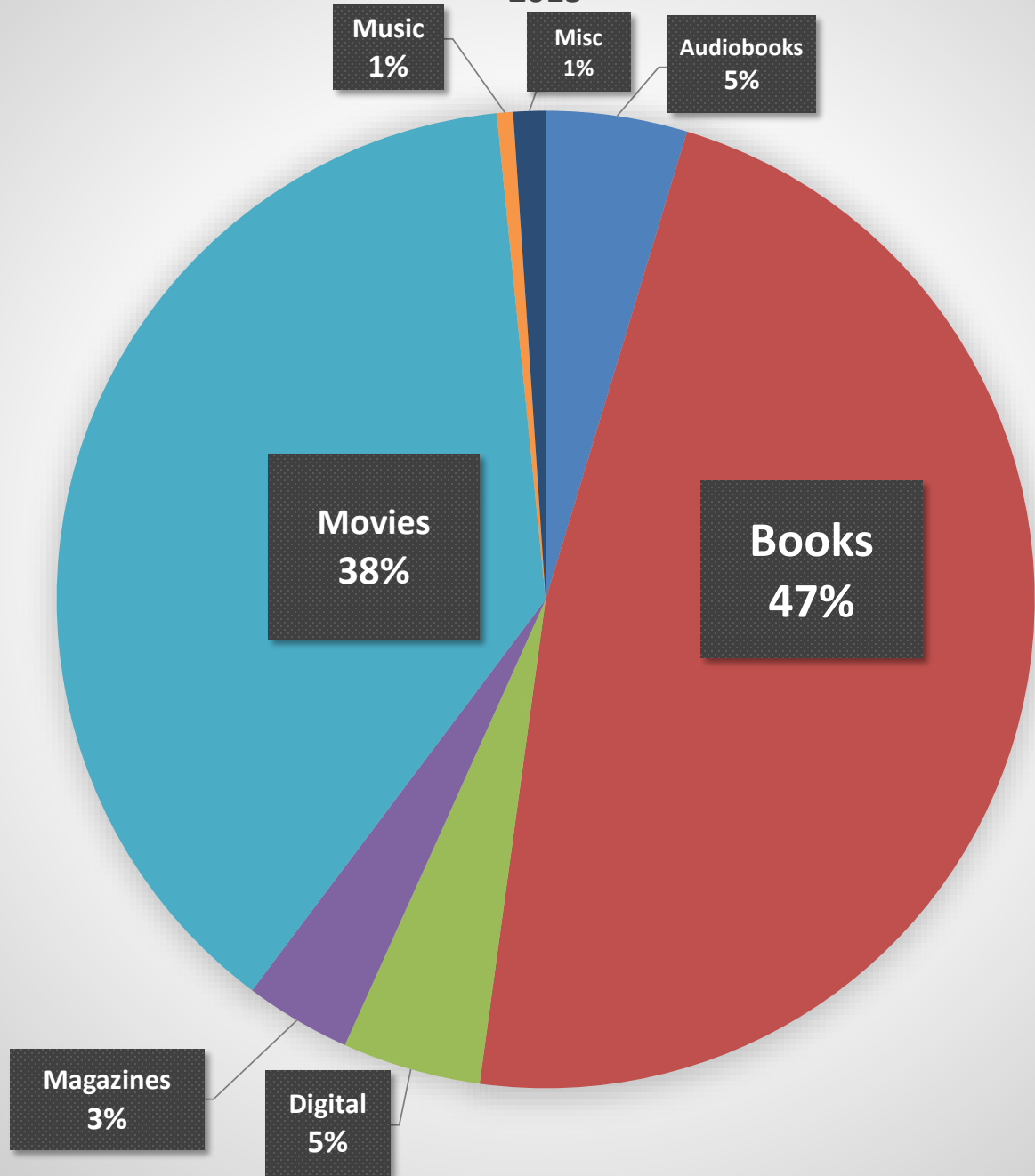
BCLD monthly checkouts by format 2011-2015



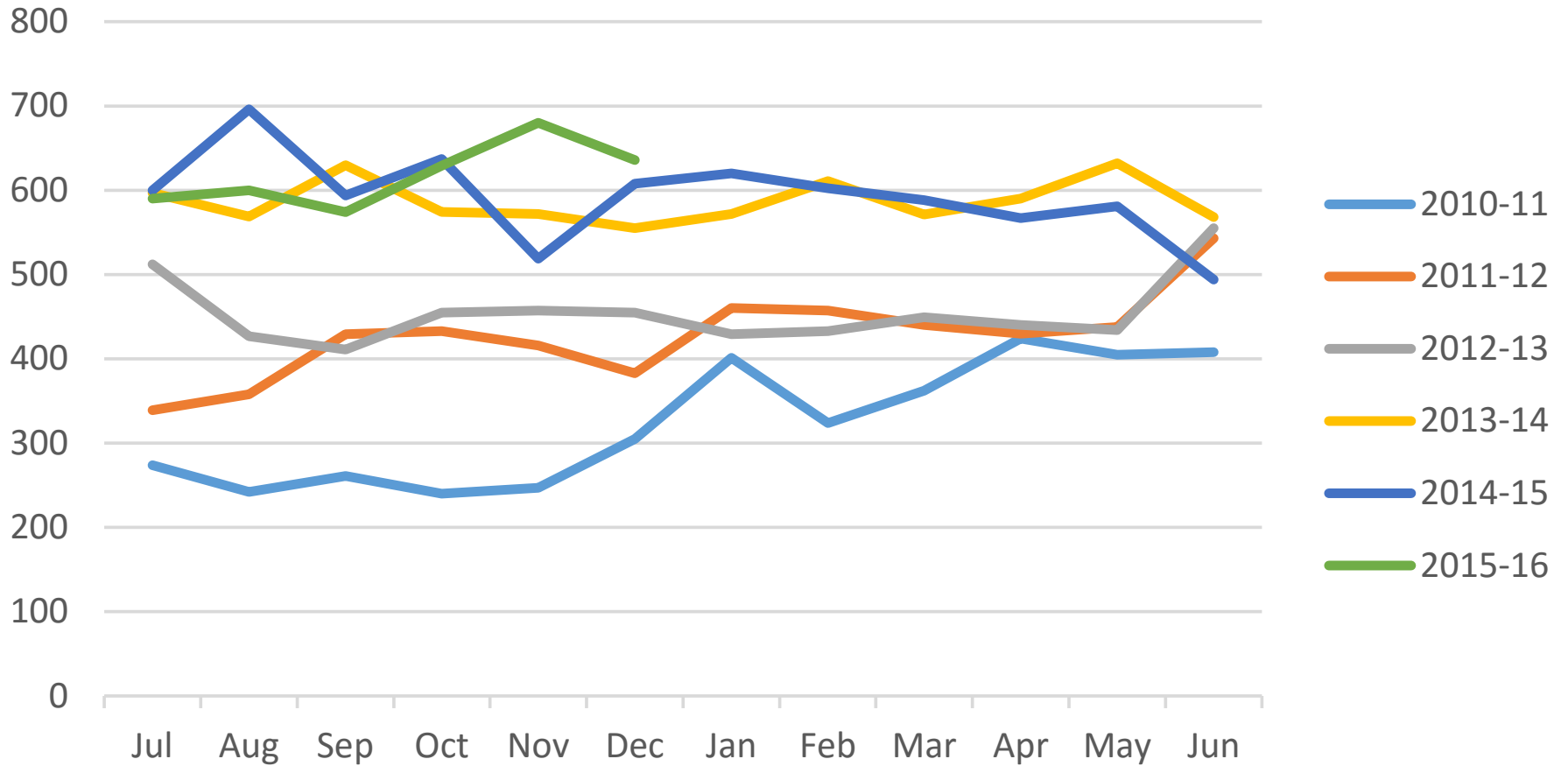


# BCLD Circulation % by format

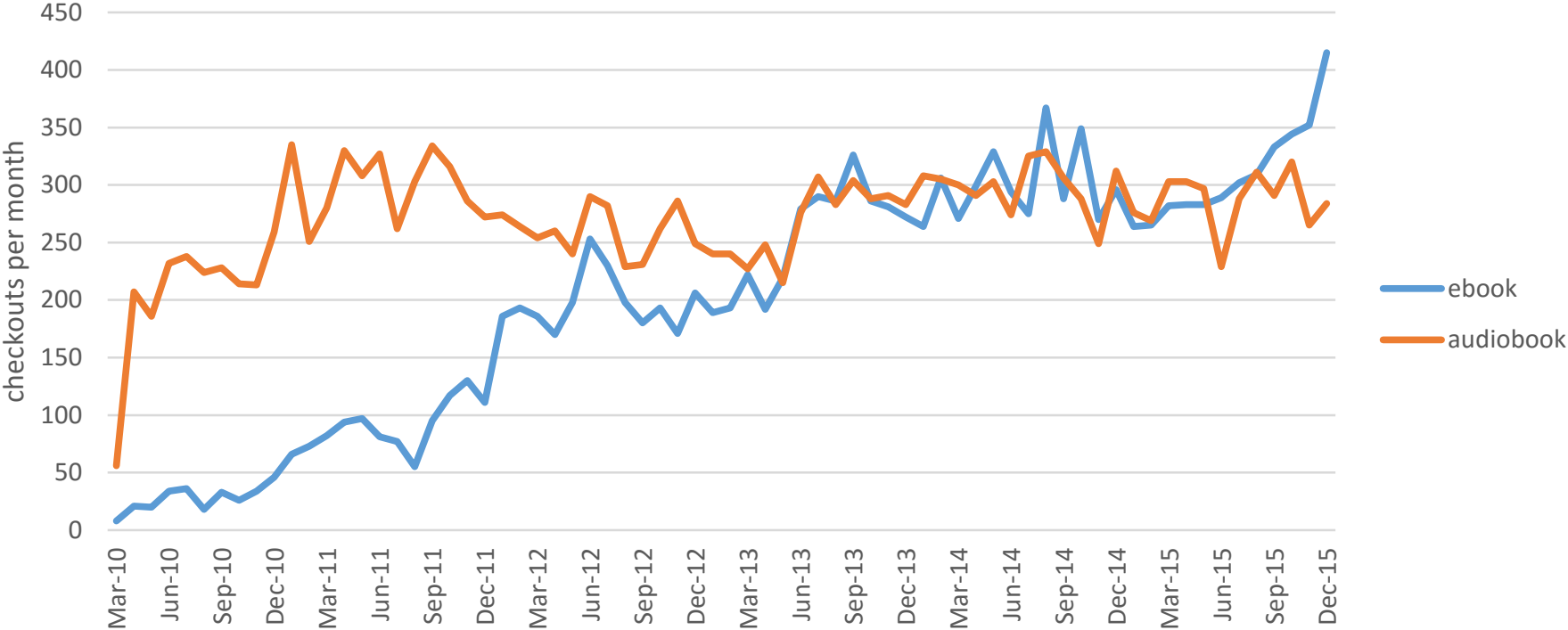
2015



## BCLD Library2Go usage by mo/year



### BCLD Library2Go eBook & audiobk circ



### BCLD Library2Go New User Registrations by Month

