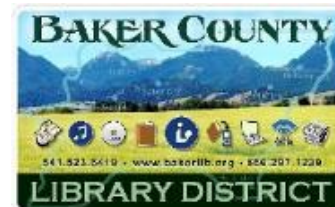


Regular Meeting Agenda

Baker County Library District

Board of Directors

Kyra Rohner, President



Thursday, Feb 10, 2025, 5:00 – 6:00 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
 - a. None
- VII. New Business
 - a. 2026 SDIS Property/Casualty Insurance Renewal
 - b. First Reading – updated Patron Code of Conduct policy
- VIII. Reports
 - a. Library Director
 - b. Financial
- IX. Next Meeting: **Mar 10, 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) (h) Legal Rights

ORS 192.660 (2) (e, j) Property
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

Tuesday, Feb 10, 2026, 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. 2026 Special Districts Insurance Services (SDIS) Property/Casualty Insurance Renewal

Attachments:

- VII.a.i. 2026 SDIS Liability Insurance Invoice
- VII.a.ii. 2026 SDIS Liability Coverage Declarations

The Board will review and consider the 2026 Property/Casualty Insurance renewal through Special Districts Insurance Services (SDIS). The District has received the Liability Coverage invoice in the amount of **\$33,418**, due **March 1, 2026**, which will be presented for approval. Business Manager Christine Hawes reports this represents an increase of **\$3,256 (10.8%)** over the prior year's liability premium of **\$30,162**. The increase is partially attributable to a reduction in the District's Best Practices credit. Overall, the renewal reflects a lower-than-anticipated increase compared to initial projections of approximately **15% (\$4,524)** plus estimated additional rider coverages of **\$5,400**.

Staff recommends Board review and action as it deems appropriate.

Proposed Motion:

I move that the Board of Directors approve the 2026 Property/Casualty Insurance renewal through Special Districts Insurance Services (SDIS), including the liability coverage premium in the amount of **\$33,418**, as presented, with payment due by **March 1, 2026**.

Library Board Meeting – Annotated Agenda

Tuesday, Feb 10, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

b. First Reading – updated Patron Code of Conduct policy

Attachments:

- VII.b.i. Code of Conduct Policy – last approved 9/16/2016
- VII.b.ii Patron Code of Conduct Policy – draft revised version
- VII.b.iii. Resolution 2025-26.06 Adopting the BCLD Patron Code of Conduct as revised

Staff will present the revised Patron Code of Conduct for a **first reading** at this meeting, consistent with a two-reading approach used for ordinance-style actions, which allows a greater opportunity for public notice and comment. The Board is not asked to take adoption action at this meeting. Following a public comment period, Board discussion and any requested edits, the **second reading and proposed Resolution No. 2025-26.06** to adopt the Patron Code of Conduct will be scheduled for the **next regular Board meeting**.

This policy for managing patron conduct on library premises was last updated September 2016 and is considered one of the district’s essential policy documents. The updated policy modernizes the 2016 Code by expanding scope to include District grounds and programs/events, organizing expectations into clear “Please/Not allowed/If there is a problem” sections, and strengthening objective, viewpoint-neutral rules focused on access, safety, sanitation, and operational continuity. It adds explicit prohibitions addressing common modern library issues—unreasonable space/resource occupation, disruptive recording/filming, charging vaping devices with District outlets, weapons (ORS 166.370), and providing false identifying information—while narrowing historically subjective rules (e.g., “appears to be sleeping”) to more defensible standards tied to disruption and wellbeing checks.

Highlight of Significant Changes

1) Structure and scope

Scope expanded and clarified

- **2016:** Applies “while on library property” but is primarily written as an in-building rule set, without explicitly naming programs/events.
- **Updated:** Explicitly applies to **all District facilities, grounds, and programs/events**.

Justification: Aligns the rule’s applicability with how the District actually operates today (grounds and off-site/on-site events), reduces ambiguity, and supports consistent enforcement across locations and activities.

Format modernized for public comprehension + staff administration

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Notes prepared by Library Director Perry Stokes

- **2016:** “Please do / you may not” with many location-specific items and operational reminders (e.g., bike rack; check out materials).
- **Updated:** A clearer “**Please / Not allowed / If there is a problem**” structure, and it notes staff will use **Administrative Procedures** for implementation.

Justification: Best practice in public libraries is shorter, behavior-focused rules for patrons, paired with internal procedures for consistency and due process.

2) “Please” section (requested conduct)

“Mission and fair sharing” added as a guiding principle

- **Updated:** Adds explicit framing that patrons share public space and resources fairly.

Justification: Helps set expectations in a neutral, non-punitive way; supports later rules about access, space, and resource use.

Personal belongings language strengthened to match real-world issues

- **2016:** Addresses obstacles and taking up seating with belongings as a prohibition.
- **Updated:** Adds a “Please” expectation to keep belongings **secure and confined to an immediate area**, and separately prohibits unreasonable occupation.

Justification: Encourages compliance before problems escalate; improves accessibility and reduces trip hazards and conflicts over seating/space.

Clothing/shoes language refined to match BCLD practice and reduce vagueness

- **2016:** Requires “sufficient clothing... to minimize direct skin contact with furniture” and includes a liability disclaimer about opting out of “customary protective attire such as shoes.”
- **Updated:** Uses a clearer hygiene standard: clothing must provide a **safe, hygienic barrier between bare skin and shared seating**, while expressly allowing bare feet.

Justification: Narrows enforcement to an objective hygiene/access standard (barrier on shared seating) while preserving the District’s longstanding allowance for bare feet.

Supervision broadened and made consistent with related District policies

- **2016:** Specifies “children under the age of 10” must be supervised by an accompanying adult.

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- **Updated:** Requires supervision of **children, dependents, and animals** “as required by District policy.”

Justification: Avoids conflicting age thresholds across policies, covers dependents (not only children), and relies on the separate Unattended Children/Animals policy for operational detail.

3) “Not Allowed” section (prohibited behavior)

Clear “interference with operations” prohibition added and strengthened

- **2016:** Includes “neglect a reasonable staff request to cease behavior that interferes with library operations.”
- **Updated:** Prohibits **interfering with District operations/services** and specifies examples like blocking entrances/exits, aisles, service points, and accessible routes.

Justification: This is a cornerstone “limited public forum” library standard—objective, safety/access-based, and easier to apply consistently than broader “disruptive” language.

“Unreasonable occupation” separated as its own rule (common modern library issue)

- **2016:** Mentions creating obstacles/taking up seating with belongings.
- **Updated:** Adds a standalone prohibition on **unreasonably occupying furniture/space/resources** so others cannot use them.

Justification: Addresses common modern misconduct (spreading out across furniture, monopolizing resources) with a neutral “access to others” standard.

Recording/filming clarified to focus on harassment/disruption (not general speech)

- **2016:** No specific recording/filming line.
- **Updated:** Prohibits recording/filming/photography **when harassing or disruptive** to others’ library use.

Justification: Avoids an overbroad “no recording” rule while giving staff authority to address privacy-invasive conduct that disrupts library use.

Solicitation rules reconciled: narrowed to “prohibited areas” and unauthorized distribution

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Notes prepared by Library Director Perry Stokes

- **2016:** Prohibits surveys/posting/distribution without approval and prohibits panhandling/soliciting for sales/charity/religious/political purposes.
- **Updated:** Prohibits solicitation and unauthorized distribution **in prohibited areas.**

Justification: Moves toward a more time/place/manner approach (location- and disruption-based) rather than categorizing types of solicitation (which can raise viewpoint concerns).

Safety/sanitation expanded and modernized (hazards, pests, shelters)

- **2016:** Addresses nuisance/hazards, spitting, bodily fluids, strong odors; prohibits restroom bathing/shaving/laundry; and prohibits running and wheeled devices.
- **Updated:** Consolidates into a clearer “hazardous/unsafe/unsanitary” standard with specific examples including running, climbing, wheeled recreational devices indoors, spitting, unauthorized camping/shelters, and items that spread pests/odors/unsanitary conditions, plus strong odors that substantially interfere.

Justification: Reflects current public library realities (biohazards, pests, shelter/camping behavior) while maintaining a behavior-based, objective standard.

Weapons clause added with Oregon law reference

- **2016:** No weapons clause.
- **Updated:** Prohibits unauthorized possession of firearms/dangerous weapons in library buildings, citing **ORS 166.370.**

Justification: Aligns with legal guidance that ORS 166.370 applies to libraries as public buildings; provides a clear, law-tethered standard.

Tobacco/vape language refined and enforcement made practical (charging outlets)

- **2016:** Prohibits use or display of tobacco/marijuana and smoking including e-cigarettes.
- **Updated:** Prohibits smoking/vaping on District property and **charging vaping devices using District electrical outlets.**

Justification: Keeps the smoke/vape prohibition and adds an operationally enforceable rule responding to common library misconduct (charging controlled-substance delivery devices using public outlets).

Impairment and substances updated to include cannabis products and paraphernalia

- **2016:** “Under the influence of or consume alcohol or illegal substances.”

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- **Updated:** Specifies alcohol, cannabis products, drug paraphernalia; and being impaired in a way that disrupts services or creates a safety risk.

Justification: Adds clarity and ties enforcement to observable impact (disruption/safety), which reduces arbitrary enforcement risk.

Sleeping rule narrowed from “appearance” to “wellbeing check trigger”

- **2016:** Prohibits “sleep, appear to be sleeping, lie down or loiter.”
- **Updated:** Prohibits sleeping/unresponsiveness **when it requires a staff wellbeing/safety check.**

Justification: Removes “appearance”-based enforcement and replaces it with a safety-operations trigger that is clearer and more defensible.

Unattended items/children/animals reconciled and tied to District policies

- **2016:** Prohibits leaving animals/belongings unattended and requires animals to be carried/contained (with service animal exception).
- **Updated:** Prohibits leaving belongings/children/dependents/animals unattended or uncontrolled “in a manner inconsistent with District policy.”

Justification: Improves internal consistency across district policies and avoids conflicting specifics in the one-page policy.

Required additions included: false identifying information

- **Updated:** Adds a clear prohibition on providing **false information or reports** to a District official including name/address/DOB.

Justification: Supports safety, incident documentation, and use restriction processes; reduces fraud/misidentification during account management, incident investigations, restriction enforcement, or law enforcement involvement.

4) Enforcement and due process alignment

Enforcement section clarified; references Library Use Restrictions policy

- **2016:** Reserves right to eject/suspend; appeals to Library Director.

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- **Updated:** Provides a clear escalation: warning when appropriate; immediate removal for serious/unsafe conduct; possible law enforcement contact; and restrictions/exclusion under the **Library Use Restrictions policy**.

Justification: Establishes predictable, defensible steps while routing longer exclusions through the dedicated restrictions policy (better procedural consistency).

“Administrative Procedures” explicitly introduced for implementation

- **Updated:** “Staff will refer to Administrative Procedures for implementation and enforcement guidance.”

Justification: Separates Board-adopted patron standards from Director-managed procedures (training, documentation, forms, timelines), improving consistency and reducing the need to continually amend the Board policy for operational updates.

5) Items removed or de-emphasized (intentional reconciliations)

Removed operational reminders not essential to a conduct policy

Examples: “store bicycles outside in bicycle rack,” “check out materials before leaving,” and “tell us if we don’t have the item/service you want.”

Justification: These are better addressed as signage, customer service messaging, or other policies. Removing them keeps the Code focused on conduct and reduces clutter.

Removed “display sexually explicit materials” specificity (now covered more generally)

- **2016:** Explicitly prohibits simulating sexually explicit conduct or visibly displaying sexually explicit materials.
- **Updated:** Covers “illegal activity” and “indecency,” but does not separately list “display sexually explicit materials.”

Justification: If the Board wants a clearer line for staff/patrons on this issue, this is a candidate addition (brief “sexual conduct/indecent exposure/lewd behavior” bullet). If not added, it can be handled in Administrative Procedures and/or other content-neutral policies.

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Notes prepared by Library Director Perry Stokes

Proposed Motion (for next meeting):

I move that the Baker County Library District Board of Directors adopt **Resolution No. 2025-26.06**, *A Resolution Adopting the Baker County Library District Patron Code of Conduct as revised and Rescinding Prior Versions*, effective _____, 2026, with the Patron Code of Conduct attached as **Exhibit A**.

VIII. Reports

a. Library Director

Report to be delivered at the meeting

b. Financial

Report documents to be distributed at the meeting

IX. Next Meeting:

Date/Time: **Mar 10, 5:00 pm**

Planned Topics:

- Patron Code of Conduct policy 2nd reading & adoption (ACTION)
- Adoption of revised Circulation Policy (ACTION)

X. Adjournment