



## Regular Meeting Minutes

Mar 10, 2026

---

### 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 building for the District.

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

There were no additional guests attending either in person or via Zoom.

*The meeting was called to order at 5:02 p.m. by Vice President Beth Bigelow. Four directors were present, establishing a quorum.*

**Roll call:** Beth Bigelow, Ashley McClay, Joan Spriggs, Jacque Cobb, Perry Stokes, and Christine Hawes.

---

### CONSENT AGENDA

Bigelow asked if there were any additions or deletions to the agenda or the minutes from the previous meeting. Stokes stated that items b and c would be deleted due to insufficient preparation time and would be moved to next month.

*Cobb made a motion to adopt the consent agenda as corrected; McClay seconded; the motion passed unanimously (4 yea).*

---

### CONFLICTS OF INTEREST

Bigelow asked whether any conflicts or potential conflicts of interest should be declared.

- There were none.
- 

### OPEN FORUM / CITIZEN COMMENTS

Bigelow asked whether there were any citizen comments.

- No one from the public was present. Stokes reported no communications to share.
-

## OLD BUSINESS

### Patron Code of Conduct Policy Revision, 2nd Reading & Approval

Bigelow moved to Old Business, the second reading of the Patron Code of Conduct policy.

Stokes stated that this is a significant revision from the 2016 policy. Following the first reading, staff suggested additional changes. He reviewed the major sections and updates:

- The minimum age of children was specified as 9 and under (ORS Child Neglect statute is “under age 10”).
- Supervision requirements were consolidated to a single line, including expectations for both children in one’s care and animals.
- The hygiene standard now clarifies that patrons must wear enough clothing to provide a hygienic barrier between skin and library furniture; bare feet are allowed.
- Clothing is not regulated unless it creates an unsanitary condition; however, shoes are not allowed on furniture.
- Light snacks and covered drinks are allowed except in designated areas (e.g., during high-traffic events such as Miner’s Jubilee).
- Smoking and vaping are prohibited anywhere on library property.

Additional items were reviewed.

Stokes noted that staff were pleased with the updates and the addition of a quick-reference poster for display throughout library locations.

In the line on supervision, Cobb asked whether the term “dependent” will be clearly understood by patrons and staff. Stokes explained that it this can be defined for staff in the Administrative Rules supplement and is a broad term due to supervision being necessary not only to children under one’s care, but other individuals such as disabled adults. Discussion followed.

Cobb also questioned the allowance of bare feet in relation to hygiene standards. Stokes explained that exceptions have been requested (e.g., for an autistic child) and that policy has shifted away from traditional “no shirt, no shoes” rules. Cobb expressed satisfaction with the explanation.

Bigelow asked whether this is a common issue. Stokes noted that it occurs occasionally, primarily during summer river activities, but is otherwise rare.

**Cobb made a motion to approve the updated Patron Code of Conduct policy; McClay seconded.**

During discussion, Stokes referenced Resolution No. 2025-26.06, included in the packet, and explained its role as a foundational operational policy.

**Cobb amended her motion to adopt Resolution No. 2025-26.06, Adopting Revised Baker County Library District Patron Code of Conduct Policy and Rescinding Prior Versions, effective April 1, 2026, along with the attached Exhibit A. McClay seconded the amended motion.**

With no further discussion, the **motion passed unanimously (4 yea).**

---

## **NEW BUSINESS**

### **FY2026–27 Budget Officer, Calendar & Committee Membership**

Bigelow introduced the item and asked Stokes to present.

Stokes reviewed the budget calendar, publication requirements, and committee structure. He noted two vacancies on the budget committee and suggested recruiting members from Haines or Huntington. He proposed issuing a public invitation for applications.

Discussion followed. Cobb mentioned potential candidates and provided a name for Stokes to contact.

Stokes stated that the board needed to **approve the budget calendar and appoint the budget officer (himself)**. Three committee members will continue for another year.

**Cobb made a motion to approve the budget calendar and appoint Perry Stokes as Budget Officer; Spriggs seconded; the motion passed unanimously (4 yea).**

---

### **Circulation Policy Approval**

This item was tabled until next month.

---

### **Fee Schedule Approval**

This item was tabled until next month.

---

## **REPORTS**

### **Director's Report**

#### **Administrative**

- Stokes attended a recent advocacy trip to Washington, D.C., meeting with legislators and advocating for support of the courier system.
- Board biographies are being added to the website; two remain outstanding.

- Auditor Rob Gaslin has resigned; a request for proposals for auditing services will be issued.

## **Buildings & Vehicles**

- The GMC vehicle received electrical repairs and a new battery.

## **Technology**

- IT Manager Jim White has replaced multiple network cameras, including installing 360-degree units.
- Ongoing upgrades to branch technology, most recently in Richland.
- The Augmented Sandbox Display was returned from the Watershed Council. Plans are to restore it and place it with a school for science programming due to maintenance challenges and mess concerns in-library.

## **Programs**

- A documentary screening was held February 25 at Churchill, with strong attendance and discussion afterward.
- Discussion included adding hotspot replacement costs to the upcoming fee schedule.
- Board discussed patrons holding multiple library cards for digital access; Stokes indicated this is acceptable within current policy structures.

Bigelow asked about July 4 programming. Stokes indicated no firm plans but welcomed ideas; discussion followed.

---

## **Financial Report**

Hawes presented the financial reports, with copies provided and displayed via Zoom.

## **General Fund**

The General Fund has not yet received notification of tax turnovers for March.

- Through the USAC E-Rate program, refunds totaling **\$2,632.11** were submitted on February 12 for internet services covering December, January, and February.
- Partial reimbursements of **\$985.11** have been received for the five branch libraries.
- The Baker Library refund (**\$1,647**) is currently under review. Requested information has been provided, and reimbursement is anticipated.
- The delay is related to the installation of a second static IP address and associated December billing costs, which were not included in the original funding request but are under review.

## Personnel Services

Personnel Services expenditures are on target, with **71.5% of the annual budget spent to date**.

- A payment of **\$470.45** was issued to SAIF Corporation for quarterly workers' compensation insurance.
- PERS for March has been submitted; the statement will post for payment on March 12.

## Payroll Processing Update

A significant procedural change has been implemented:

- QuickBooks no longer allows payroll processing in two separate sets of books using the same Federal ID number.
- Effective March 1, all payroll must be processed through the General Fund.
- This requires:
  - Removing Sage-related payroll and expenses via journal entry
  - Re-entering them into the Sage books via journal entry
- While this approach is less streamlined, it remains manageable and comparable in workload.

## Materials & Services

Several notable expenditures and budget variances were reported:

- **\$6,161.91** paid to Ingram for monthly book purchases
- **\$932.09** paid to Midwest Tape LLC for Hoopla usage

## Budget Notes:

- The book budget is currently **107.5% spent** and will be adjusted at fiscal year-end in May.
- Equipment Maintenance is **144% spent**, due to renewal of the DAIDA Company ScanPro service agreement; adjustment planned in May.
- Vehicle Maintenance is also over budget and will be adjusted in May:
  - **\$583.96** paid to Grumpy's for GMC repairs and battery replacement

## Additional Expenditures:

- **\$350.00** to CNA Surety for annual bond renewal
- **\$1,650.12** to Able Card LLC for 3,000 new patron library cards
- Utilities and Telecommunications remain within budget, with no unusual activity.

## Other Funds

- Pool interest of **\$779.62** was received and allocated across four departments.
- No checks were issued, except for a **\$59.67** Visa online payment.

## Capital Investment Fund

- Received **\$623.10** in pool interest
- No expenditures were recorded

## Sage Fund

- Received **\$1,086.78** in pool interest

## Expenditures:

- Courier payments totaling **\$1,693.33**
- **\$464.00** to Sherman County Public Library for courier mileage
- **\$288.40** to Backstage Library for monthly record updates

## Operational Update:

- Payroll and one monthly contract payment will now be recorded via journal entry
- Payroll taxes may continue to be paid directly from the Sage Fund
- All other related expenses are reimbursed to the General Fund

## Administrative Items

- Approved Bills Reports for each fund were included in the board packets for review and initials during check signing.
- The District Visa statement dated March 6 has been reconciled and is ready for board review:
  - Payment is scheduled for the end of the week
  - Statements are typically due around the 20th of each month

## Recognition

- Hawes shared a **Gold Star Award** thank-you card from Oregon PERS recognizing **100% on-time report submission for 2025**.

## Legislative Update

Hawes shared an update from Special Districts regarding **HB 4161**:

- The bill clarifies that:
  - Food and beverages are permissible during public meetings and events
  - Gifts to public officials are limited to **\$100 per calendar year**
- This change reverses prior restrictions based on Ethics Committee guidance.
- As noted by Stokes, the district had discontinued refreshments; the new bill will allow refreshments to be served at board and committee meetings.

## NEXT MEETING

The next regular board meeting will be held April 15 at 5:00 p.m.

Cobb asked whether board members attend both regular and budget committee meetings; Stokes confirmed participation is required.

## ADJOURNMENT

Bigelow **adjourned the meeting at 5:49 p.m.**

Planned topics include approval of Budget Committee membership and review/adoption of the revised Circulation Policy and Fee Schedule.

---

Respectfully submitted,

Perry Stokes  
Secretary to the Board

PS/ch

---

***AI disclosure:*** These minutes were edited with the assistance of an AI-based language tool to support grammar, clarity, formatting consistency, and professionalism. All substantive content, decisions, and financial figures were reviewed and approved by library staff.