



## 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**, Jacque **Cobb**, and Ashley **McClay**. Director Joan **Spriggs** attended via Zoom. Also present were Perry **Stokes**, Director, and Christine **Hawes**, Business Manager.

No other guests attended in person or online.

*The meeting was called to order at 5:03 p.m. by President Beth Bigelow.* With four directors present, a quorum was established. It was noted that regular meetings are now held at 5:00 p.m. on the second Tuesday of each month, per board approval at the August meeting.

To satisfy roll call, those present were Beth, Ashley, Joan, Jacque, Perry, and Christine. No other guests were in attendance.

## Consent Agenda

Bigelow asked if there were any additions or deletions to the agenda. There were none.

*Cobb moved to approve the consent agenda and minutes as presented. McClay seconded. The motion passed unanimously (4 yea).*

## Conflicts of Interest

Bigelow asked if there were any conflicts or potential conflicts of interest to declare. There were none.

## Open Forum / Citizen Comments

Bigelow asked if there were any citizen comments. No members of the public were present.

Stokes reported no direct communications from the public but informed the board of an emerging discussion on the Library's Facebook page related to a **Freedom to Read Week** post. The post shared an article about a psychology study indicating that censorship efforts in the U.S. originate from both the political right and left. Comments on the post appear to focus primarily on one of the books depicted in the "banned books" stock image, reflecting community concerns regarding youth access to certain library materials.

## OLD BUSINESS

### Reschedule of November Meeting

Bigelow introduced the item regarding the auditor's request for a November 13 meeting at noon.

Stokes reminded the board that at the August meeting, the board had approved moving the regularly scheduled meeting from Tuesday, November 11, to Thursday, November 13, at 5:00 p.m. to avoid conflict with Veterans Day. The District's auditor, Rob Gaslin, requested that the meeting be held at noon instead, to accommodate his schedule. The Riverside Room is available and tentatively reserved for both times.

Gaslin noted that he will be in Portland taking a class on December 11 and is unavailable on the second and fourth Tuesday evenings due to other work commitments. The November meeting works best, though it could be postponed to January if needed.

Cobb, McClay, and Spriggs each confirmed their availability for the noon meeting on November 13.

*McClay moved to approve changing the November 13 meeting time from 5:00 p.m. to 12:00 p.m. Bigelow seconded. The motion passed unanimously (4 yea).*

## NEW BUSINESS

### Policy Review and Revision

Bigelow introduced the policy review agenda item.

Stokes stated that he periodically reviews and updates District policies to ensure they remain current and effective. Two revised policies were presented for review and approval.

### **Intellectual Property Policy**

Stokes noted that the policy had not been reviewed in ten years and required only minor updates. The policy clarifies the District's approach to ownership and licensing of library-created materials. Updates include authorization to use two services for sharing licenses.

Cobb confirmed that the main change allows the Director to approve licensing decisions, which Stokes verified. He explained how such authority would be applied, citing examples. A brief discussion followed about AI usage and associated risks, particularly regarding how AI learns and interacts with systems like Evergreen.

*Cobb moved to approve the revised policy as presented. Spriggs seconded. The motion passed unanimously (4 yea).*

### **Library Use Restrictions Policy**

This revision represents a major update, expanding the policy from one page to three. It provides clearer guidance for enforcing rules and laws and introduces a repeal process that was previously absent.

Section 5, 'Types of Sanctions,' now details the severity of various violations.

Cobb asked whether law enforcement involvement was specified in the policy. Stokes explained that police are occasionally contacted depending on the incident and that this could be clarified for public awareness. He noted that most incidents are handled internally, often involving communication with parents. Photos and names of restricted individuals are posted on the staff intranet.

Bigelow asked whether violations have increased in recent years. Stokes said that while he has improved incident tracking, overall incidents have significantly decreased compared to when he began 18 years ago.

*Cobb moved to approve the revised Library Use Restrictions Policy as presented. McClay seconded. The motion passed unanimously (4 yea).*

## REPORTS

### Director's Report

Bigelow invited the Director's report. Stokes provided updates under several categories:

#### **Administration & Finance**

E-Rate Subsidy Termination for Hotspots: The FCC voted to end E-Rate support for Wi-Fi hotspots and school bus Wi-Fi effective September 30, 2025. The District's proactive transition of 12 out of 17 hotspots to Verizon's \$15-per-unit plan was well timed. T-Mobile's \$15.17 plan remains in place but may not continue indefinitely. Hotspots remain in high demand with long waiting lists.

#### **Facilities & Vehicles**

Bookmobile Accident: On September 16, staff accidentally damaged the drive-through book drop while maneuvering the bookmobile in a tight parking area. Repairs cost approximately \$1,100, with additional work pending to fix minor vinyl wrap damage.

Security Camera Upgrade: Ten new high-resolution cameras have been purchased for the Baker Library, with installation underway. Additional cameras will cover previously unmonitored areas, including the bookmobile area and the roof.

Bookmobile Suspension System: The Facilities Manager is exploring options for replacing worn suspension springs, which may be causing premature tire wear.

Haines Branch Repairs: Improvements are underway to address drainage, facade, and porch issues while remaining below Prevailing Wage Rule thresholds.

#### **Marketing & Outreach**

Radio Advertising: The library has contracted about \$2,000 in radio advertising on Elkhorn Media stations and will share press releases with new local station KBZR.

## Personnel & Training

Halfway Branch Emergency Closure: The branch closed on September 16 due to safety concerns involving a potentially violent individual later apprehended by police. The closure was authorized for staff safety.

## Programs & Services

Food Preservation Workshop Series: A three-part lecture and workshop series focusing on home food preservation techniques and safety began October 10 in partnership with OSU Extension.

World Postcard Day: In recognition of the art and tradition of handwritten mail, the library supplied free postcards and postage for cards returned to the library drop box. Postcards could be sent to friends and family, or to new “pen pals” found through an online service.

Library Card Sign-Up Month: The 'Clean Slate' initiative waived fines in September; a full report will follow.

Let Freedom Read Week (Banned Books Week): Over 100 free copies of 1984 by George Orwell were distributed and a community discussion was held October 9, which was sparsely attended but went well.

Comics Plus Subscription: Stokes is preparing to begin a new digital collection in November which provides curated comics for all ages.

Med-Project Mail-Back Containers: Free prepaid mail-back containers for safe disposal of inhalers and sharps are now available to patrons.

## Safety & Security

Network upgrades revealed that many security cameras were incompatible with new systems. Replacement costs are projected at \$15,000. A new server was purchased for \$2,000.

## Financial Report

**Hawes presented the financial reports. Printed and electronic copies were distributed.**

### General Fund

- The District had not received the October tax turnover report until today. A total of **\$4,772.75** was received on **October 6**, which will be recorded accordingly.
- **Personnel Services (Salaries)** are at **33.3% spent**, which is on target with the budget. The **October 1 wages** have been posted to the PERS website and entered in the books. The invoice is scheduled for payment on **October 27**.
- **Materials & Services:**
  - **Books & Periodicals:** Payments include:
    - **Ingram** – \$7,685.11 for the monthly book order
    - **Midwest Tape LLC (Hoopla)** – \$895.71 for monthly usage
    - **EBSCO** – \$2,731.00 for the Novelist subscription
  - **Sage Library System:** \$16,626.00 for Baker Library’s annual membership
  - **Visa Account:** \$17,142.99 payment scheduled for October 16. Notable purchases include:

- **Ubiquiti Store:** \$6,560.30 for 10 security cameras for the Baker branch
- **Additional IT cameras:** \$915.40 for branches
- **Haines branch cameras:** \$344.40
- **Low Brothers Tires:** \$1,116.94 for two new bookmobile tires
- **Stan's Heating:** \$550.50 for two outstanding HVAC maintenance invoices for the Huntington Library
- Hawes noted issues processing certain utility payments online. E-check payments to **Reliance/Cascade, Rally/Pine Telephone, and Idaho Power** were rejected and will continue to be paid by paper check.
- The General Fund currently holds a **cash balance of \$367,127**, compared to **\$280,045** on the same date last year.
  - The projected **month-end balance for October 31** is **\$307,127**, compared to **\$221,731** last year — an **increase of approximately \$85,000** in operating funds.

### Other Funds

- Earned **\$878.13** in pool interest in July.
- One online payment to **Visa** for **\$126.31** (book shipping expenses) was made on October 8.

### Capital Investment Fund

- Received **\$374.38** in pool interest in October.
- No other activity was recorded for the month.

### Sage Fund

- Received **LSTA Courier Grant funds** totaling **\$34,450** on October 1.
- **Beth Ross** mailed **membership billings** totaling **\$277,989** on October 8.
- An **Accounts Receivable report** was provided for review.
- **Personnel costs** are on target at **17.6% spent**.
- Five checks totaling **\$2,078.04** were issued for small courier payments.
- **Tech Services Contracted Services** increased by **2.5%** effective September 1, from **\$6,561** to **\$6,675.03** per month.
- On September 29, Sage issued:
  - **Backstage Library Works:** \$316.10 for record maintenance
  - **Baker & Taylor:** \$920.96 for the Content Café subscription renewal
- The Sage Fund currently holds a **cash balance of \$177,703**, with additional membership revenue expected soon.

### Additional Notes

- Approved Bills Reports for each fund were included in the check packets for board review and signature.
- **U.S. Bank signature update:** One final signature remains outstanding to complete the update process.
- **Financial Statement:** The District's auditor plans to complete the audit in time for presentation at the **November board meeting**.

### Next Meeting

The next regular board meeting will be held on **November 13 at 12:00 p.m.**

## Adjournment

There being no further business, *Bigelow adjourned the meeting at 5:51 p.m.*

Respectfully submitted,  
Perry Stokes  
Secretary to the Board

PS/ch