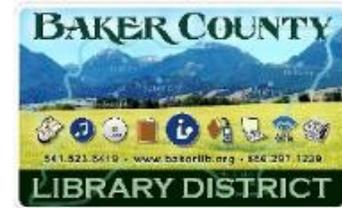


Regular Meeting Agenda

Baker County Library District

Board of Directors

Kyra Rohner, President



Tuesday, Oct 14, 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. Auditor Request for Nov 13 meeting time change to Noon (**ACTION**)
- VII. New Business
 - a. Policy Review and Revision (**ACTION**)
 - i. Intellectual Property Policy
 - ii. Library Use Restrictions
- VIII. Reports
 - a. Library Director
 - b. Financial
- IX. Next Meeting: **Nov 13**
- 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 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, Oct 14, 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

- a. Auditor Request for Nov 13 meeting time change to Noon (**ACTION**)

At the August meeting, the Board approved moving the November meeting to November 13 to avoid a conflict with Veterans' Day.

With the FY2024-25 financial audit report scheduled for delivery at that meeting, the District's auditor, Rob Gaslin, has reported that 12:00 pm would work best for his schedule on that date rather than 5:00 pm, but he can make either time work. The Riverside Room is available and tentatively reserved for both times, whichever the Board prefers.

Another option is to reschedule the December meeting to the evening of Thursday, Dec 11. Christine will speak more about these proposals at the meeting.

VII. New Business

- a. Policy Review and Revision (**ACTION**)

Periodically, the District reviews and updates its policies to ensure they remain current and effective. The two policies presented at this meeting are scheduled for revision as part of that regular review process.

- i. Intellectual Property Policy

- **Attachments:** Intellectual Property Policy DRAFT with changes in red

This revised Intellectual Property Policy (2025) updates and clarifies the Baker County Library District's approach to ownership and licensing of library-created materials. The revision incorporates potential use of **CC BY-SA (Attribution-ShareAlike)** and **CC BY-NC (Attribution-NonCommercial)** alongside the

Library Board Meeting – Annotated Agenda

Tuesday, Oct 14, 2025, 5:00 pm

Notes prepared by Library Director Perry Stokes

default **CC BY** license statement. This enhances the Library’s policy by adding flexibility and protection for different use cases:

- **CC BY-SA** ensures that any derivative works must be shared under the **same open terms**, preserving openness and preventing privatization of library-created resources. This aligns with public-interest values and supports collaborative reuse while maintaining a “give-back” requirement for downstream users.
- **CC BY-NC** allows the Library to share materials freely **for non-commercial purposes**, such as educational and community use, thereby restricting commercial exploitation. It’s useful for content such as staff-developed training materials or unique media that should remain non-commercial.

Together, these options provide **tiered licensing control**—enabling the Library to balance openness with stewardship, ensuring that materials are both accessible and responsibly reused in line with community and mission priorities.

ii. Library Use Restrictions

Attachments: A) [Current policy](#); B) [Draft revised policy](#)

The proposed revision is a significant change that restructures and modernizes the Library Use Restrictions Policy with clearer language, improved organization, and expanded guidance for staff and patrons. **Updates include a defined progressive discipline framework, a formal appeals process, clarified staff authority, and explicit commitments to fairness, privacy, and ADA compliance.** The policy also introduces consistent documentation standards and review schedule statement to ensure continued alignment with best practices and legal requirements.

VIII. Reports

a. Library Director

Administration & Finance

E-Rate Subsidy Termination for Hotspots

The FCC has voted to end E-Rate support for Wi-Fi hotspots and school bus Wi-Fi effective **September 30, 2025**. The library’s proactive decision to transition **12 of 17 patron loan hotspots** to Verizon’s **\$15 per-unit plan** next week was well-timed. T-Mobile’s discounted rate of **\$15.17 per unit**, which began in August, remains in place, though its continuation is uncertain.

Facilities & Vehicles

Baker Branch

Bookmobile Collision with Drive-Through Book Drop

On **September 16**, library staff accidentally damaged the drive-through book drop while maneuvering the bookmobile in the narrow parking area. A repair

Library Board Meeting – Annotated Agenda

Tuesday, Oct 14, 2025, 5:00 pm

Notes prepared by Library Director Perry Stokes

attempt proved unworkable, and the unit will need replacement at a cost of approximately **\$1,100**. Additional repairs will be required to address minor damage to the bookmobile's vinyl graphic wrap; cost to be determined.

Security Camera Upgrade

Ten new cameras have been purchased for the Baker branch. Installation is underway, prioritized by security need. Some cameras replace outdated units, while others cover previously unmonitored areas.

Bookmobile Suspension System

The District Facilities Manager is exploring options for replacing the bookmobile's suspension springs. The aging springs appear to be contributing to premature wear on tires and other components.

Branch Facilities

Haines Branch Repairs and Improvements

Ed is proceeding with installation of a **scupper gutter** to address a roof drainage issue in the space shared with the Haines Rural Fire Department. This smaller-scale project replaces a previously proposed roof extension, offering lower costs and avoiding Prevailing Wage Rule triggers that could have been activated by bundling it with other improvements.

Marketing & Outreach

Radio Advertising

To increase public awareness of library programs and services, the district has launched weekly radio advertisements on **Elkhorn Media** stations. We will also share press releases with the new local station, **KBZR**, in Baker.

Personnel & Training

Halfway Branch Emergency Closure

On **September 16**, the Halfway Branch closed for the day due to safety concerns involving a potentially violent individual who was later apprehended by law enforcement. The closure was authorized to ensure staff safety.

Programs & Services

Food Preservation Workshop Series

In partnership with **OSU Extension**, a three-part workshop series on food preservation began **October 10** with strong attendance. Two additional sessions are scheduled for later this month.

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Notes prepared by Library Director Perry Stokes

World Postcard Day Program

This passive program encouraged written correspondence with friends, family, and international “pen pals.” The library provided free postcards and covered postage for cards returned to the in-library mail drop.

Library Card Sign-Up Month

Each September, the library highlights the value of a library card and encourages new memberships. As part of our annual “**Clean Slate**” initiative, all overdue fees were forgiven for patrons with significant unpaid balances. Final figures for new accounts and total fees forgiven will be shared at a future meeting.

Let Freedom Read Week (Banned Books Week), October 5–11

With support from the **Friends of the Library**, over **100 free copies** of *1984* by George Orwell were distributed in celebration of this year’s theme, “*Censorship is so 1984.*” I also hosted a community book discussion on **October 9**, which was well attended.

Exploring Comics Plus Subscription

Staff are evaluating trial access to **Comics Plus**, a streaming media service offering digital comics for all age groups. The service is cost-effective and allows for collection curation through various filter options.

Med-Project Mail-Back Containers

Prepaid mail-back receptacles for safe disposal of used inhalers and sharps are now available for patrons to take home from all branch locations.

Safety & Security

During recent network upgrades, the IT Systems Manager discovered that many existing security cameras are incompatible with new equipment. Replacement of most units will be necessary, with total costs projected at approximately **\$15,000**.

b. Financial

Report documents to be distributed at the meeting

IX. Next Meeting:

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

Planned Topics: To be determined

X. Adjournment