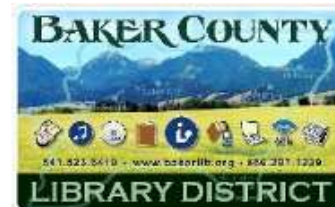


# Regular Meeting Agenda

## Baker County Library District

### Board of Directors

Kyra Rohner, President



**Thursday, Dec 9, 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

None
- VII. New Business
  - a. SDIS General Liability Insurance Renewal 2026 (**ACTION**)
  - b. Resolution to Renew Local Option Levy in May 2026 (**ACTION**)
  - c. New Policy– Employment Reference Requests and Info Release Form (**ACTION**)
  - d. 2026 Holiday Closure Schedule (**ACTION**)
- VIII. Reports
  - a. Library Director
  - b. Financial
- IX. Next Meeting: **Jan 13, 5:00 pm**
- X. Adjournment

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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 (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 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

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Tuesday, Dec 9, 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

None

## VII. New Business

### a. SDIS General Liability Insurance Renewal, Information

#### *Attachments:*

- VII. a.i. SDIS Liability Premium History
- VII. a.ii. SDIS Endorsement App for Sexual Misconduct Liability Insurance
- VII. a.iii. SDIS Cyber Coverage App
- VII. a.iv. SDIS Crime App

**Action item:** Approve property and liability insurance renewal and coverage endorsements.

### **Background and Overview**

The District's annual renewal for Property and Automobile Liability Insurance through SDIS will take effect on **January 1, 2026**. Renewal documents ("2026 SDIS Property/Casualty Renewal Update") were received via email on **November 12, 2025**, later than the typical October delivery.

Several components of the renewal process had already been completed by the District's Business Manager, **Christine Hawes**. The **Best Practices Program** was submitted on **October 29**, earning the District an **8% discount** on the upcoming liability premium. Required items this year included implementation of Paid Leave Oregon (completed) and completion of

# Library Board Meeting – Annotated Agenda

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Employment Practices Online Training by supervisors (four supervisory staff completed the training).

The **SDIS Membership Renewal** form was submitted on **October 27, 2025**, providing updated contact information, employee and volunteer counts, operating budget data, and a copy of the approved operating budget.

A full review of the **property and automobile schedules** was completed on **December 3**, resulting in one correction that has been forwarded to our liability insurance agent. Our new agent, **Guy Kennerly**, met with Christine on December 3 to review materials and answer questions.

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## Renewal Cost Expectations for 2026

Special Districts Association of Oregon (SDAO) reports industry-wide increases due to higher-than-normal reinsurance and claims costs. For 2026:

- Property values will be increased by **5%** due to inflation and appraisal trends.
- SDIS anticipates an **average premium increase of 10–15%**, with 15% estimated at approximately **\$4,500** for the District.
- Historically, the District has experienced one 15% increase (2024) and four of the last five years have remained below 10%.

## Historical Premium Changes (Past 5 Renewals)

Fiscal Year	Premium Change	Dollar Change	Notes
FY2024–25	+7.3%	+\$2,056	Cyber coverage reduced from \$5M to \$2M; Flood & Cyber included
FY2023–24	+15.4%	+\$3,766	Longevity credit discontinued Jan 2024; Flood & Cyber included (first year Cyber carved into premium)
FY2022–23	+9.1%	+\$2,040	Received longevity refund of \$2,157.50; Flood included
FY2021–22	+9.1%	+\$1,865	Received longevity refund of \$2,157.50; Flood included
FY2020–21	+0.02%	+\$435	Received longevity refund of \$1,425.50; Flood included

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## New Sexual Misconduct Liability Coverage Endorsement

For 2026, SDIS is separating **Sexual Misconduct Liability Coverage** into a distinct endorsement. Coverage remains included at no additional cost this year, with limits matching the District’s general liability coverage (**\$5 million**).

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The endorsement application focuses on interactions with minors and requires confirmation of:

- Employment of minors (**yes**)
- Criminal background checks for employees (**yes**) and for volunteers who interact directly with minors (**not typically**)
- Training on child abuse and sexual misconduct reporting (**yes**)
- Policies guiding staff and volunteer interaction with minors (**yes**)

Relevant District policies include:

- **Unattended & Missing Children Policy**
- **Code of Conduct for Patrons**
- **Personnel Policy Manual – Article 13 (Safety), including Section 13.3 – Suspected Child Abuse Reporting**
- **Personnel Policy Manual – Article 3 (Workplace Harassment), Section B – Sexual Harassment**

These policies collectively address reporting responsibilities, expected conduct, and procedures for suspected abuse. Staff receive periodic training on mandatory reporting obligations.

Both Perry and Christine have reviewed the proposed endorsement. **Staff recommends adding this endorsement to the District’s coverage.**

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## Cyber Coverage Application (Required)

SDIS requires all members to complete an annual **Cyber Coverage Application** to maintain coverage. The District currently carries **Option A**:

- **\$50,000 first-party coverage**
- **\$100,000 third-party coverage**
- Provided **free of charge** to all members.

Higher levels of coverage (Options B and C) are not available this year due to insufficient participation statewide.

Our IT Manager assisted in completing the questionnaire. Responses included:

- Multi-factor authentication for email/network login (**no**)
- MFA for critical system access (**yes**)
- Password changes every 90 days (**no**; critical passwords updated annually)
- Administrative rights restricted on District computers (**yes**)
- Daily off-site backups using Carbonite and server backups (**yes**)

# Library Board Meeting – Annotated Agenda

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Notes prepared by Library Director Perry Stokes

**Recommendation: Continue Cyber Coverage at Option A.**

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## Crime Coverage and Questionnaire

The District has carried Crime Coverage through SDIS intermittently, with the most recent coverage in 2024. Crime Coverage is now provided through **Travelers** and will appear on the annual invoice. Thirteen coverage levels are available from **\$5,000 to \$1 million**; amounts at **\$750,000 and \$1 million** require additional application materials.

Historically, the District carried:

- **\$1 million** limit
- **\$10,000** deductible
- Coverage previously included under the property policy but is now excluded.

Crime Coverage provides protection against:

- Employee theft (automatically included)
- Third-party crimes such as forgery, counterfeit currency, fraudulent transfers, computer fraud, and identity fraud
- Optional “Social Engineering Fraud” coverage, requiring a separate application

Staff recommendation: **Add Crime Coverage at the \$100,000 level** to ensure baseline protection. A quote can be requested if the Board wishes to compare costs across coverage tiers.

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## Existing Administrative Theft Bond (CNA Surety)

The District also maintains a separate **\$100,000 administrative theft bond** through CNA Surety, covering the Director and Business Manager. The annual cost is **\$350**, and the policy remains active and renewable.

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## Fiscal Impact

- Total impact will reflect SDIS’s final rate adjustments (estimated **10–15% increase**).
  - Crime Coverage will add cost based on the selected limit.
  - Sexual Misconduct and Cyber Coverage endorsements add **no additional cost** this year.
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# Library Board Meeting – Annotated Agenda

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Tuesday, Dec 9, 2025, 5:00 pm

Notes prepared by Library Director Perry Stokes

## Staff Recommendations & Draft Motions

1. **Approve renewal of District liability coverage with anticipated rate changes.**
2. **Approve adding the Sexual Misconduct Liability Coverage Endorsement.**
3. **Continue Cyber Coverage at Option A.**
4. **Add Crime Coverage at the \$100,000 level**, or provide direction on an alternate amount.
5. **Continue maintaining the CNA Surety administrative theft bond.**

### Action 1: Approve SDIS Liability, Property, and Automobile Insurance Renewal for 2026

**Motion:**

*I move to approve the renewal of the District's 2026 SDIS liability, property, and automobile insurance coverage, including anticipated premium adjustments.*

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### Action 2: Approve Addition of the Sexual Misconduct Liability Coverage Endorsement

**Motion:**

*I move to approve adding the Sexual Misconduct Liability Coverage Endorsement to the District's SDIS general liability policy.*

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### Action 3: Approve Cyber Coverage at Option A

**Motion:**

*I move to approve continuation of Cyber Coverage under Option A (\$50,000 first-party / \$100,000 third-party) at no additional cost through SDIS.*

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### Action 4: Approve Crime Coverage (Recommended: \$100,000 Level)

**Motion (recommended):**

*I move to approve adding Crime Coverage to the District's SDIS policy at the \$100,000 coverage level.*

**Alternative motion template (if the Board selects another amount):**

*I move to approve adding Crime Coverage to the District's SDIS policy at the \$\_\_\_\_\_ coverage level.*

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# Library Board Meeting – Annotated Agenda

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Notes prepared by Library Director Perry Stokes

## Action 5: Continue CNA Surety Administrative Theft Bond

### Motion:

*I move to approve the continuation of the District's separate \$100,000 administrative theft bond through CNA Surety.*

### b. Resolution to Renew Local Option Levy in May 2026 (ACTION)

#### Attachments:

- VII. b.i. Resolution 2025-26.04
- VII. b.ii. SEL803 Notice of District Election Measure – Proposed Text and History
- VII. b.iii. Local option levy collections estimate

**Action item:** To sustain current operations capacity, BCLD will need to renew its Local Option Levy in the next fiscal year. For the 2026 May election, the Baker County Clerk will need the district's local option levy ballot measure form to be submitted around the end of Feb. The first step in the process is for the board to approve placement of the levy measure on the May 2026 ballot by resolution. **I request approval of the Resolution in the board packet for this purpose.**

The next step will be to file the ballot measure form with the County Clerk. In preparation for that, I have prepared two versions of ballot measure language for the board to consider. The document in the board packet includes the text of the measures passed in 2011, 2016, and 2021 for comparison. I request review, discussion, and direction from the board on their preference. Note, I can submit either or both versions to the Department of Revenue for compliance review and will report on the results of that determination at the next meeting.

In **Version 1** of the proposed measure language, the **only change is to the estimated revenue.**

**Revisions in Version 2 include,**

#### 1. Neutrality & statutory compliance

- Oregon law requires ballot summaries to be **factual, impartial, and free of advocacy.**
- Revised text avoids words like “*severe,*” which can be perceived as persuasive. Instead it uses neutral phrasing such as “*substantial reductions.*”

#### 2. Clarity

- Uses plain language to help voters quickly understand what the levy does and what the consequences of non-renewal are.
- Groups similar impacts together (services, programs, collections, facilities) for readability.

#### 3. Maintaining required content

- Revenue projection table is preserved verbatim.
- Statement that rate does **not increase** is retained and clarified.

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Notes prepared by Library Director Perry Stokes

- Required explanation that this **renews** an existing levy (not introduces a new one) is kept prominent.

#### 4. Improved flow

- Summary follows a logical structure:
  1. What the measure does
  2. Why renewal is needed
  3. Potential impacts if it fails
  4. Revenue estimates

#### c. New Policy– Employment Reference Requests and Info Release Form (**ACTION**)

*Attachments:*

- VII.c.i. Proposed New Policy - Employment Reference Request and Info Release Form

**Action item:** Consider approval of a new policy governing responses to employment reference requests and adoption of an accompanying “Authorization to Release Employment and Performance Information” form.

#### **Background**

The district periodically receives requests from outside employers for employment references regarding current or former staff. Historically, responses to these requests have been handled on a case-by-case basis without a formally adopted board policy.

To ensure consistency, protect employee privacy, and reduce legal risk, staff have drafted:

1. **Employment Reference Requests and Release of Information Policy** – establishing a standard practice of providing employment verification only (dates of employment, position, employment status, and rehire eligibility) unless the employee authorizes broader disclosure; and
2. **Authorization to Release Employment and Performance Information Form** – a written consent form that employees may sign to allow BCLD to share documented, job-related performance information with a prospective employer or other requesting party.

The policy designates the Library Director or a designated HR representative as the official responder to reference requests and clarifies that supervisors may only provide performance information when a valid authorization is on file and with approval.

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#### **Rationale**

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Notes prepared by Library Director Perry Stokes

- Promotes **consistent, professional handling** of reference requests.
  - Protects **employee privacy** and clarifies when performance-related information may be shared.
  - Reduces **legal exposure** related to informal or undocumented reference responses.
  - Aligns with **HR best practices** for public entities.
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## Fiscal Impact

None anticipated.

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## Recommendation

Staff recommend that the Library Board **approve the Employment Reference Requests and Release of Information Policy and the associated Authorization to Release Employment and Performance Information form** as presented (with changes discussed at the meeting), and direct staff to incorporate them into the district's personnel policies and procedures.

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## Suggested Motion

*I move that the Board of Directors approve the Employment Reference Requests and Release of Information Policy and the associated Authorization to Release Employment and Performance Information form, and direct staff to implement and incorporate them into the district's personnel policy manual.*

# Library Board Meeting – Annotated Agenda

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Tuesday, Dec 9, 2025, 5:00 pm

Notes prepared by Library Director Perry Stokes

## d. 2026 Holiday Closure Schedule (ACTION)

Attachments:

- VII.d.i 2026 Planned Closures List with Calendar

Staff are presenting the proposed 2026 Planned Closure Schedule for board approval.

For 2026, staff recommend adopting the standard 11 holidays and the annual in-service training day, scheduled for August 20. Due to July 4 falling on a Saturday, this results in a total of 14 full closure days: 12 holidays (including the standard two-day Thanksgiving closure plus the extra observed day holiday for July 4) and one special closure for in-service training.

In addition, two partial-day early closures are proposed in alignment with holiday operations: a 3:00 p.m. closure on December 24 and a 5:00 p.m. closure on December 31.

The district reserves the right to close on short notice or in emergency situations due to inclement weather, or when facility or technology maintenance needs create unsafe conditions for staff or the public.

## 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:** Jan 13, 2026, 5:00 pm

**Planned Topics:** Approve final draft of SEL803 NOTICE of Ballot Measure

## X. Adjournment