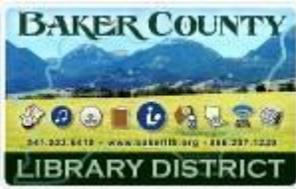


Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, Feb 10, 2014, 6:00 – 8:00 pm

Call To Order	Gary Dielman, President called the meeting to order at 6:06 pm . The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Gary Dielman , Nellie Forrester , Kyra Rohner-Ingram , and Betty Palmer (arrival at 6:36 pm), Directors. Also present was Perry Stokes , Library Director; Christine Hawes , Business Manager, was absent.
Agenda Approved	Dielman asked for additions or changes to the agenda. None were suggested.
Conflicts of Interest	Dielman asked if there were any potential conflicts of interest to be declared. None were stated.
Minutes Approved	Dielman asked for corrections to minutes. No changes were noted. Rohner-Ingram made a motion to approve the Agenda as presented and the January 13, 2014 Regular Meeting Minutes; Forrester seconded; motion passed unanimously.
Public Comment	Dielman stated for the record that there were no other members of the public present for comment. Stokes had one item of correspondence to share which was included in the Board packet. The letter of appreciation was from a Bookmobile user expressing gratitude for the services to Durkee and complimenting the Bookmobile staff.
New Business : Code of Conduct Review – Smoking Revision	<p>Dielman turned the floor over to Stokes who directed the board’s attention to two Code of Conduct policy drafts in the board packet materials. One draft included markup with suggested changes, the other presented the policy as it would appear in final form if approved with revisions highlighted in yellow.</p> <p>Stokes stated that while the smoking element was the impetus for revising the policy, after discussing matters with Dielman, he found a need for several other additions and revisions.</p> <ul style="list-style-type: none"> • In the introductory line, the word “clean” is added to make the phrase, “make sure that our libraries are safe, clean and welcoming environments...” This helps emphasize the expectation that library users will leave the library as clean as they find it. <p>In the Please Do section:</p> <ul style="list-style-type: none"> • A new line is added to encourage reporting and feedback about problems, “Report immediately any behavior or situation that is disruptive, hazardous, threatening, abusive, bothersome, or questionable in any way.” • On the dress standards line, the phrase “appropriate clothing” is changed to “sufficient clothing.” Also, the “shoes and shirts” requirement is changed to “tops, bottoms and footwear.” Swimwear will be considered “insufficient” clothing. • On the conversational volume line, the phrase “with people” is removed since some visitors do converse with themselves, inanimate objects or



Baker County Library District

Board of Directors

Regular Meeting Minutes

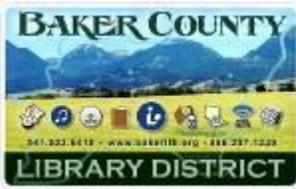
Monday, Feb 10, 2014, 6:00 – 8:00 pm

entities unseen by others. The area of volume control is expanded from just “in the library” to “in *and around* the library” to control disruptive noise near the entrances and in proximity to quiet areas of the meeting and reading rooms.

- A new line is added to “Check out your library materials before leaving.” While this is generally assumed, it is helpful to explicitly state in policy, especially as progress is made toward implementation of self-checkout stations.

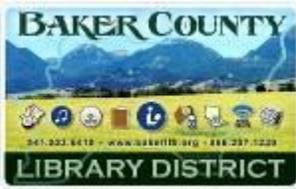
In the “You may not” section,

- The term “harass” is changed to “[be] disrespectful to” in the second element. Harassment is unlawful and already prohibited in the general prohibition against illegal conduct.
- A new line states “[may not] Use or exhibit hostile, aggressive or obscene language or gestures.” This will aid to address “play fighting” and belligerent exhibition of offensive text or imagery by hand, on screens, print signs or by other means such as gang colors and signs.
- In the litter line, “mess” is changed to “nuisance or hazard from” food, beverage or debris.
- The smoking prohibition is expanded from a range nearby entrances to include all library grounds. It is changed from “[May not] Smoke or use tobacco in buildings or within 25 feet of any entrance” to “Use tobacco products or smoke in any form, including e-cigarettes.” The intro to the list of prohibitions stipulates “*While on library property, you may not*” so this element applies to interior and exterior spaces of libraries. It will be enforced on library properties *owned or occupied* by the district.
- The sleeping prohibition is expanded to include “appear to be sleeping, lie down” or loiter. This will help address situations where persons have their eyes closed and are in repose but claim they are not in fact sleeping.
- To address unattended belongings, the element about unattended animals is moved to its own line and reads “[May not] leave animals or personal belongings unattended.” There was a suspicious backpack incident recently where police were called to investigate a military-style pack that was abandoned at the riverside entrance for nearly 24 hours.
- The obstacle element line is changed to “[May not] Create an obstacle or take up seating with personal belongings.” The preface is dropped (“bring into the library anything which...”).
- On the “sexual conduct” line, the element was proposed to be changed from “[May not] Engage in sexual conduct as defined in ORS 167.060” to “[May not] Engage in excessively intimate public displays of affection such as prolonged or French kissing.” The phrase “public display of affection” is more vague but consistent with terminology used in school systems. Also, Public and Private Indecency and other sexual offenses are already prohibited under the general exclusion of unlawful acts and the board wishes to avoid referring patrons to the step of looking up an ORS statute. Dielman recommended dropping enumeration of the examples, “such



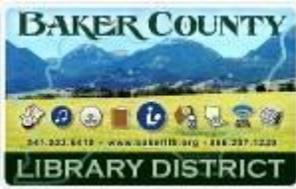
Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, Feb 10, 2014, 6:00 – 8:00 pm

	<p>as...French kissing”. Other board members supported the suggestion. If it does prove to be too generic for staff to enforce, they invited Stokes to bring it back for revision in the future.</p> <ul style="list-style-type: none"> • A new line states “[May not] Engage in, or simulate, sexually explicit conduct or visible display sexually explicit materials.” This will help to address activity that may not rise to the legal definition of public indecency such as lewd gestures, clothed sexual simulations and public exhibition of sexually explicit imagery on screens or in print. Patrons will be referred to ORS statutes for definitions of “sexually explicit”. • The element “[May not] Disturb other library patrons or staff through extremely poor personal hygiene” is changed to “[May not] Create a disruptive scent in the library from strong body odor, personal care product or personal belongings.” The most common problem that needs to be addressed is from individuals who need their clothing, body, or belongings cleaned. But the revised wording is also intended to deal with persons applying perfume or deodorant spray in the library, or wearing so much of a personal care product as to disturb others – which is a serious concern for some library users with health conditions such as asthma, allergies, or Multiple Chemical Sensitivity. • “Shaving” is added to the prohibited conduct in library restrooms. This has occurred at the Baker County Public Library as indicated by remnants in the lavatory sink. • A new line states “[May not] Neglect a reasonable staff request to cease behavior that interferes with library operations.” • A new line establishing an appeals procedure is added to the concluding paragraph. It reads “Appeals of disciplinary actions imposed may be made to the Library Director.” <p>Forrester moved to approved the Code of Conduct revisions as amended; Rohner-Ingram seconded. Motion passed unanimously.</p>
<p>New Business : Consideration of Sage fiscal agent proposal</p>	<p>The board packet included a letter of inquiry from Sage Library System Chair Buzzy Nielsen regarding the feasibility of BCLD becoming the fiscal agent for the Sage Library System. Stokes recommended that the board invite a Sage delegation to present their proposal with additional details at a future meeting. Stokes said clarification is needed on the amount of additional labor required for Sage invoicing and billing. The additional labor will need to be manageable by Ms. Hawes and the District will need to be reasonably compensated in some fashion for all extra responsibilities.</p> <p>Dielman suggested that the set-up of fiscal agency may be demanding but it should level out in subsequent years. He would also like clarification about the supervisory responsibilities for BCLD staff over Sage employees which are 1.5 FTE. Kyra asked about the financial stability of Sage; Stokes replied that recent reports showed it has operated with a carryover of approximately \$30,000 for the past three years.</p>



Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, Feb 10, 2014, 6:00 – 8:00 pm

	<p>Forrester wants reassurance that the District will suffer no real liability. Kyra asked if financial statements would be made available for review. Stokes said he has the impression that actual financial reports are difficult to cleanly extract from the EOU business office since Sage is not a separate agency or department in EOU or within the Pierce Library. Kyra recommended an opinion from Christine and Kent Bailey.</p> <p>Betty Palmer joined the meeting at approximately 6:36 pm. Dielman informed her of the meeting topic under discussion and the general view of the board.</p> <p>Palmer also supported receiving the Sage delegation. She asked if Hood River County Library was still under consideration as fiscal agent, as well. Stokes confirmed that it is.</p> <p>Hood River and Baker County Libraries are in very similar positions in regards to Sage, he said, with Hood River already acting as fiscal agent to a 0.5 FTE Sage Technical Support staff and Baker soon to be managing the Cataloging Specialist for a 2-year cataloging cleanup/training project.</p> <p>Umatilla County Special Library District (UCSLD) was also a finalist for consideration but Stokes believes it has declined.</p> <p>Dielman stated that the board consensus was to invite the Sage presentation and directed Stokes to make the invitation; Stokes agreed.</p>
<p>New Business : Board membership published list & contact review</p>	<p>Stokes asked all board members to confirm the current address and contact information the library has on file for them. It was recently discovered that at least one address on file was outdated. Rohner-Ingram updated her contact information; Palmer confirmed that her updated address is now correct.</p> <p>Stokes showed the board how their contact information is made available on the library website and offered the option of having bakerlib.org work emails listed instead of addresses and phone numbers. The consensus was for display of work email only. Stokes will make those changes.</p>
<p>Administrative Reports:</p> <p>Director’s Report</p>	<p>Stokes began administrative reports with an update on the High School Yearbook Digitization Project done by Oklahoma Correctional Industries. All yearbooks (about 70) were received back in good condition. The digitized files are on CD-R discs in pdf format and appear to be of excellent quality. Stokes will now be processing them through OCR (Optical Character Recognition) software to make them searchable. The files are extremely large so will be made available to the public on designated library computers.</p> <p>There have been several large Buildings & Grounds expenditures recently. The perpetual problem of water seepage into the eaves damaged one of the security cameras and may have caused or contributed to a burnout of the</p>



Baker County Library District
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	<p>power supply unit on the system. That repair cost \$500. Replacement of the leaking radiator on the Bookmobile cost \$1,200 and a condenser motor on the compressor unit for the HVAC system cost \$2,381 to repair. Funds will need to be moved to the B&G line to meet needs for the rest of the fiscal year.</p> <p>Consultations with OTEC are underway on financial support available to implement LED lighting upgrades to the building. The first priority is lights along the Leo Adler pathway and boardwalk alongside the meeting room.</p> <p>Internet service at the Huntington Library has been vastly improved with high speed (10MB) and at a much lower rate (\$60/mo) than the satellite provider by the availability of service from CenturyTel. Service has already been transferred from the dual satellite/school feed and is reportedly working very well.</p> <p>Dielman asked about Internet Service bids at the Richland Library. Stokes said that the bid window has been opened and posted per the annual E-rate requirements. The matter is addressed in Christine’s business report.</p>
<p>Business Report</p>	<p>Since Hawes was unable to attend the meeting, Stokes distributed her prepared financial report. Board members read through it and had no comments or questions.</p> <p>Checks were signed and approved by those present.</p> <p>Dielman asked if there were any other items to address. Palmer relayed a suggestion given to her from a couple of different people that a portrait of Aletha Bonebrake be commissioned to honor her significant contributions to the library. The suggestion was supported by all. There was some discussion of possible artists that could be used and placement of Aletha’s portrait.</p>
<p>Next Meeting Date</p>	<p>The next regular Board meeting will be March 10, 2014 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:00 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS</p>