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## 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 present were Kyra **Rohner** and Ashley **McClay**. One director, Joan **Spriggs** attended via Zoom. Also present in person were Perry **Stokes**, Director, and Christine **Hawes**, Business Manager.

No other members of the public were present in person or via Zoom.

President Kyra Rohner **called the meeting to order at 5:00 p.m.** A quorum was present.

**Roll call:** Kyra Rohner, Ashley McClay, Joan Spriggs, Perry Stokes, and Christine Hawes.

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## CONSENT AGENDA

Rohner asked whether there were any additions to or deletions from the agenda.

- There were no changes to the minutes or the agenda.

*McClay made a motion to approve the consent agenda as presented; Spriggs seconded; motion passed unanimously (3 yea).*

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## CONFLICTS OF INTEREST

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

- There were none.

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## OPEN FORUM / CITIZEN COMMENTS

Rohner asked whether there were any citizen comments.

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

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## OLD BUSINESS

Rohner stated for the record that there was no old business.

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## NEW BUSINESS

### 2026 SDIS Property/Casualty Insurance Renewal

Rohner moved to the next agenda item under New Business, the review of the Property/Casualty Insurance renewal.

Stokes asked the board to consider the 2026 insurance renewal through Special Districts Insurance Services (SDIS). The District received the **liability coverage invoice in the amount of \$33,418, due March 1, 2026**, which was presented for approval.

Hawes distributed copies of the current liability insurance invoice and policy declaration pages. The invoice included handwritten columns showing the prior year's costs for comparison and a column summarizing the total increase by category.

This year's policy includes:

- General liability
- Sexual misconduct coverage
- Auto coverage
- Crime and social engineering coverage
- Cyber coverage

Hawes reported the invoice represents an **increase of \$3,256 (10.8%)** over the prior year's liability premium of \$30,162. The increase is partially attributable to a reduction in the District's Best Practices credit. Overall, the renewal reflects a lower-than-anticipated increase compared to the projected 15% increase (\$4,524).

In addition to the reduction in the Best Practices credit, the **largest increases** were in **general liability, property coverage, and reinstating crime coverage.**

Stokes explained that approximately **\$880 in credits were lost** due to the reduction in the Best Practices credit from 10% to 8%. Under the Best Practices Program, the District chose not to complete one recommended item. The program suggested creating a separate policy for the Paid Leave Oregon program. Stokes and Hawes determined that existing District policies already address this program and that adding another policy would be redundant and potentially confusing.

Hawes also reported that Stokes has asked the Facilities Manager to video record the building, improvements, and contents. These records will be stored securely for insurance documentation purposes.

**McClay moved to approve and pay the 2026 Property/Casualty Insurance Renewal Invoice, including the liability coverage premium of \$33,418, as presented; Spriggs seconded.**

*The motion passed unanimously (3 yea).*

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### **Patron Code of Conduct Policy — First Reading**

Rohner moved to the next agenda item, the **first reading of the Patron Code of Conduct Policy.**

Stokes explained that he is using a **two-reading approach**, similar to an ordinance process, to allow additional opportunity for public notice and comment. The policy was last updated in **September 2016.**

The Patron Code of Conduct addresses patron behavior on library premises. The updated policy expands the scope to include **District grounds, programs, and events.** The revision organizes the policy into clear sections: **"Please," "Allowed," "Not Allowed," and "If There Is a Problem."** Stokes noted that using the word "please" encourages respectful behavior. The policy focuses

on **access, safety, sanitation, and operational continuity**, while adding explicit prohibitions addressing common modern library issues and reducing subjective language in favor of standards tied to disruption and wellbeing.

Stokes reviewed several updates, including guidance on **sharing library spaces, unattended belongings, keeping personal items with patrons, references to unattended children, appearance concerns, and conditions affecting safety, sanitation, or facilities**. Food and drinks remain allowed provided they do not create a mess.

The policy removes subjective language such as prohibiting behavior that “looks like sleeping.” Instead, it focuses on **wellbeing checks** when someone appears to have been sleeping for an extended period or may be experiencing a medical issue.

Stokes also explained that libraries operate as **limited public forums**, meaning patrons may not distribute pamphlets or leave materials throughout the library; such materials will be removed. He reviewed examples of **disruptive behavior**, including bullying and other conduct that interferes with library operations. Administrative procedures will be developed to guide staff in handling these situations consistently.

Rohner noted that several items referenced in the policy text were not included in **Exhibit A** and identified the missing items. Stokes noted the corrections.

Stokes reiterated that, because the Patron Code of Conduct is a **foundational policy**, he prefers to use the two-reading process to allow time for discussion and potential patron input before adoption.

Rohner asked about policies regarding **animals in the library**. Stokes explained that animals must be **service animals or must be carried while inside the library**.

Rohner also asked about **food or drinks in the Archives or Reading Rooms**. Stokes stated that this has not been an issue and therefore is not specifically addressed.

Rohner asked if there were additional comments for the purpose of the first reading. Spriggs noted two items that caught her attention: **patrons entering barefoot** and the **policy regarding weapons**. Stokes explained that the barefoot rule had been revised years ago following advocacy related to an autistic patron.

Spriggs also asked about **Oregon law regarding weapons**. Stokes explained that the policy addresses **dangerous weapons in library facilities**. Rohner asked whether staff would know if a person possessed a concealed weapons permit. Discussion followed. Stokes noted that the policy is intended to help staff respond appropriately and within the law.

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## REPORTS

### Director's Report

Stokes provided the directors report.

### Administrative & Finance

- **Local Option Levy renewal 2026:** Documents for placing the levy renewal on the May ballot were filed with the County Clerk. The notice was posted on the District website and open for public challenge for two weeks; no challenges were received.
- **Carnegie Corporation Grant:** The District received an unrestricted \$10,000 gift as part of the Carnegie Corporation’s recognition of the 250th anniversary of libraries. No reporting requirements are attached.
- **Policy stress test:** Staff reviewed BCLD policies following recent incidents in other Oregon libraries.

## Facilities & Vehicles

- **Baker Library: Security camera upgrades** are continuing. New cameras provide expanded coverage and improved incident review capability.
- **Branches:** Halfway staff are working with the Main Street Committee to pursue grant funding for an e-bike rack and charging station.
- **GMC Denali:** Repairs were completed, brakes were replaced, and a dash camera was installed.

## Friends & Foundation

The **Winter Book Sale**, held January 23 through February 1, generated approximately \$1,200, which is typical for the event.

## Marketing & Outreach

Stokes has been re-invited to participate in **Voices for Libraries 2026**, joining a group organized by the Oregon State Librarian to meet with federal representatives in Washington, D.C., to discuss the importance of federal library funding through the IMLS.

## Administrative Profiles

Two administrative profiles have been added to the website for Stokes and Cobb.

## Personnel & Training

- V. McClarin has been hired as the **new Library Technician**. She previously volunteered with the District and served as a substitute Library Assistant.
- **Two new substitute Library Assistants** have also been hired for desk services.

## Programs & Services

A public screening of the documentary **“The Librarians!”** will be held at the Churchill facility. The film is also available on the PBS YouTube channel for a limited time.

## Technology

Technology staff continue working on **server and network switch upgrades**.

With no further questions, Rohner moved to the financial report.

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## Financial Report

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

### General Fund

#### Resources:

- Received two tax turnovers totaling
  - **\$27,434.39 on February 3**
  - **\$8,422.91 on January 12**

#### Personnel Services:

- **65.3% spent** year to date.
- Spending remains **on target for the fiscal year**.

#### Materials & Services:

Check highlights include:

- **Book Purchases**
  - A check to **Ingram** for **\$11,114.63** covered monthly book purchases.
  - Ingram experienced delays in processing orders last month, resulting in a higher invoice.
- **Digital Media**
  - A check to **Midwest Tape LLC** for **Hoopla services** totaled **\$935.22**.
- **Book Budget**
  - The book budget is currently **101% expended**, overspent by **\$797**.
  - The budget will be **adjusted during the annual May review** to support purchases through the remainder of the fiscal year.
- **Facilities and Equipment**
  - **Branch Building**
    - A check to the **Sumpter Valley Museum** for **\$63.00** reimbursed half of the shared post office box renewal.
  - **Computer Maintenance**
    - Two Visa purchases were made:
      - **\$589 to B&H Photo** for a 48-port switch.
      - **\$278 for two network cameras** needed in the building.
  - **Vehicles**
    - **Bookmobile Maintenance**
      - **Grumpy's**: \$1,490.77 for two bookmobile service calls.
      - **Black's Distributing**: \$339.77 for fuel for the bookmobiles, van, and GMC.

- **Property Insurance**
  - A payment to **Special Districts Insurance Services (SDIS)** for **\$33,418** covered the annual renewal of the District’s liability insurance reviewed earlier in the meeting.
- **Marketing**
  - Checks issued:
    - **Elkhorn Media:** \$225 for monthly radio advertising.
    - **Hells Canyon Journal:** \$87.40 for Halfway library ads and a subscription renewal.
    - **Baker City Rotary:** \$45 for flag service.
  - Visa charges included:
    - **Chicago Books (ALA Store):** \$140.93 for posters.
    - **Instaheads:** \$59.00 for a tool used to create professional profile images for the website.
- **Association Dues**
  - A payment to the **Oregon Government Ethics Commission** totaled **\$1,310.09**.
  - This represents an **increase of \$336.41 (38%)** over the fee charged during the previous two years.
- **Transfers**
  - Budgeted transfers were made on **January 16** to:
    - **Other Funds**
    - **Capital Investment Fund**

#### Other Funds:

- The **Carnegie Corporation** sent gifts to Carnegie-descended libraries in honor of **250 years of library history**.
  - **Baker County Library** received **\$10,000**, which was deposited into the Other Funds account.
- Other Funds also received:
  - **Pool interest of \$860.46**, allocated by department.
  - **Amazon Book Sales revenue of \$312.25 in January**.
- Budgeted transfers recorded:
  - **\$5,000 to Technology**
  - **\$10,000 to Severance**
- A **Visa payment of \$59.67** was made for book shipping.
- **No checks were written** from this fund.

#### Capital Investment Fund:

- The Capital Investment Fund received:
  - A **budgeted transfer of \$100,000 from the General Fund**
  - **Pool interest of \$535.27**
- **No checks were written.**
- A **cash balances report** followed for both Other Funds and the Capital Investment Fund.

## Sage Fund:

- Received the **balance of the courier grant, \$34,450, on February 9.**
- **Payments included:**
  - **\$1,905.54** to four small couriers.
  - **\$800** check written on **January 30** for January courier services.
  - **\$541.50** check to **Backstage Library** for records maintenance.
  - **\$6,675.03** regular electronic payment to the **Sage Tech Support contractor.**
- **Cash balance reports** for both checking and LGIP accounts were provided.

**Approved Bills Reports** for each fund were included with the check packets for board members to initial while reviewing and signing checks.

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## Attendance note and Director Report addendum

- Rohner **left the meeting at 5:50 p.m.**
- Stokes reported that Congress has authorized a budget **fully funding the IMLS**, and the **Sage Courier program is expected to remain funded.**

## Policy Discussion – Jackson County Library Incident

Stokes revisited an earlier note regarding an incident at the **Jackson County Library** involving a patron reportedly viewing images of nude children. After investigation, library staff suspended the individual's privileges for one week. The images appeared to involve routine situations such as bathing or diaper changes; however, the individual was later identified as a sex offender.

The situation became controversial within the community, and county commissioners suspended the library director for not taking stronger action.

Stokes explained that he is reviewing how BCLD policies would address a similar situation. He believes the District's policies already provide appropriate tools but intends to meet with the Baker County **probation department** to better understand restrictions placed on registered offenders.

McClay shared information about typical restrictions placed on sex offenders, including limitations on entering locations where children commonly gather, such as libraries or parks.

Stokes noted that this incident is being used as a **policy stress test** to evaluate whether the District's policies provide adequate guidance and protection. Further research will continue.

McClay recommended asking for Rohner's perspective on the topic at the next meeting.

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## NEXT MEETING

- The next regular board meeting will be held **March 10 at 5:00 p.m.**
- Planned agenda items include
  - Patron Code of Conduct Policy second reading and adoption
  - Revised Circulation Policy adoption

## ADJOURNMENT

There being no further business, *McClay adjourned the meeting at 6:02 p.m.*

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Respectfully submitted,

Perry Stokes  
Secretary to the Board

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***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.*