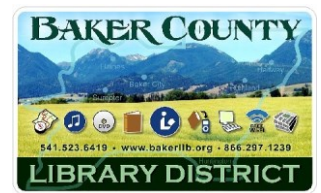


Baker County Library District
 Board of Directors
Regular Meeting Agenda
 Monday, Nov 14, 2016, 6:00 – 8:00 pm
 Riverside Meeting Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President



- | | | |
|--------------|---|--------------|
| I. | CALL TO ORDER | Dielman |
| II. | Consent agenda (ACTION) | Dielman |
| | a. Additions/deletions from the agenda | |
| | b. Minutes of previous meeting | |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Open forum for general public, comments & communications | Dielman |
| | 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. | |
| V. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| VI. | OLD BUSINESS | |
| | a. None | |
| VII. | NEW BUSINESS | |
| | a. PERS outlook & Assessor report | Stokes/Hawes |
| | b. Collection Development policy revision (ACTION) | Stokes |
| | c. Animals in the library policy (ACTION) | Stokes |
| VIII. | Agenda items for next regular meeting: Dec 12, 2016 | Dielman |
| IX. | ADJOURNMENT | Dielman |

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 6.00 to 8.00p 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 Notes

Monday, Nov 14, 2016, 6:00 pm

Notes prepared by Library Director Perry Stokes

As discussed in the October meeting, the agenda format is still evolving with use of a Consent Agenda and re-ordering of reports.

A Consent Agenda allows an assembly to move quickly through non-controversial issues with unanimous consent, so that more time can be spent on controversial issues. In general, ours will consist of the meeting agenda, previous meeting minutes, and any other non-controversial items. Any Board member can request that an item be removed from the consent agenda and transferred to the regular agenda for consideration and vote. The remaining consent agenda items are then unanimously approved as a unit without discussion.

Annotated Agenda

- | | |
|--|---------|
| I. CALL TO ORDER | Dielman |
| II. Consent agenda (ACTION) | Dielman |
| a. Additions/deletions from the agenda | |
| b. Minutes of previous meeting | |

Attachments:

- *II.b. Board meeting minutes, Oct 10 2016*

- | | |
|--|---------|
| III. Conflicts or potential conflicts of interest | Dielman |
| IV. Open forum for general public, comments & communications | Dielman |
| V. REPORTS | |
| a. Director | Stokes |

Friends & Foundation

The Friends group is making preparations for its Winter Book Sale. Some members question the group's continued ability to conduct a winter sale, given their own lack of time to participate and some difficulty reported with finding volunteers to help with set up, sales, and take down. I strongly encouraged the group to continue as a second sale helps redistribute some of the massive volume of donations being submitted annually to the library and nets about \$1,000 for the Friends to support library programs and services. If an insufficient number of volunteers are able to help, they may seek partnership with another local non-profit group. The Friends continue to seek recruitment of new members who wish to be active with the organization.

No report from the Foundation.

Circulation services & Collections

Development of graphic novel collections has been a focus of libraries across the state and country in recent years. When I started as Director, I found BCLD had a single Graphic Novel collection and it was undersized. I disassembled the one collection into three age-appropriate locations for graphics – juvenile, YA, and adult works which were embedded in the non-fiction collection. We now actively build each of these collections which has led to space challenges. John Brockman, our not-so-new cataloger, advocated

Library Board Meeting Notes

Monday, Nov 14, 2016, 6:00 pm

Notes prepared by Library Director Perry Stokes

moving the adult graphic works to their own shelving location and that has been accomplished recently. Adult Graphics feature “sequential art” works both fiction and non-fiction and have content recommended for “mature readers.” It is located at the end of the Oversize non-fiction run, which places it near the Quiet Study room.

Staff recently reported evidence of a type of censorship activity by someone at the Baker branch. DVD cases of films with GLBTQ subject matter are being removed from their shelving location and hidden or stolen. It is unknown whether the activity occurred on a single occasion or is ongoing. There is a person of interest with whom I may need to have a conversation about the matter. We may also have an additional security camera added to capture activity in the area.

Public services

LED open signs, which were purchased about a year ago, have finally been installed at front & rear entrances and public response has been positive. The delay was due to lack of power outlets available at the desired signage areas. Each has its own remote control and must currently be turned on/off by staff. I have ordered 7-day programmable timers so they don't mistakably get left on after closing.

Facilities

An assessor contracted by Special Districts Insurance Services (SDIS) visited Baker County on Oct 26 to conduct site visits of BCLD properties. In addition to the Baker City branch, I escorted him to each of the three other properties owned by the district – Haines, Halfway, and Huntington.

An incident of property damage due to vandalism was reported by Huntington staff on Friday, October 28. A plank on the exterior table/bench had been broken. I directed staff to report the criminal mischief to the Baker County Sheriff's office and made a special trip to retrieve security video footage. The area was in view of the camera system and all available evidence was turned over to law enforcement. Materials to repair the bench were ordered from the vendor and promptly delivered to Baker. Jim White will repair the bench on his next regular visit to Huntington.

As supplement to the LED lighting upgrade project, a work quote to install common light switches aside the electrical panel in the staff closet has been requested from Arros Electric. With the reduced power requirements per light, there is less need for so many fixtures to have separate wiring into the breaker panel. Installation of regular switches will help prevent further wear & tear on the aging breaker switches which are costly to replace.

Library Board Meeting Notes

Monday, Nov 14, 2016, 6:00 pm

Notes prepared by Library Director Perry Stokes

The City of Halfway sent Notice of Public Hearing for a meeting to be held on 11/10/16 regarding a proposal to install 68 foot wooden pole to be utilized to provide wireless Internet service and a webcam view of the city on property at 241 S Main St. BCLD was notified since the Halfway branch is within approximately 100 feet of the exterior boundary of that property. Halfway staff was aware of the proposal and had no objections. Christine and I reviewed the information packet and also had no objection.

Due to continued rainwater damage to eaves at the Baker branch, birds (starlings) regularly try to nest in the overhang. Facilities staff periodically apply wire mesh patches to block nesting but some begin nests before that work is done. Recently, noises were reported coming from inside the wall of the Meeting Room restroom. We suspect a bird may have entered through a new small nesting hole and found its way into the wall cavity. Facilities staff has attempted to spot it for rescue/removal but have thus far been unsuccessful.

Grants & gifts

On Gary Dielman's recommendation, staff will now have donors of archival materials complete a "Statement of Gift" form which will both establish district ownership of the materials and provide Gary with some contact information for the donor if follow-up is needed.

Marketing/Outreach

Live Homework Help brochures were delivered to Baker Middle and High Schools for the parent-teacher conferences this past month. A receptionist at BMS reported the math teacher was already referring students to it.

A lengthy, full-page(!) piece featuring BCLD and biographical information about me as Library Director was published in The Hells Canyon Journal, Nov 2 2016 edition. I am grateful to HCJ writer Sherrie Kvamme for the exposure; public feedback to date has been positive.

Personnel

We are utilizing the SDAO SafePersonnel online training resources for staff once again this year. With Christine's assistance and recommendations, we selected the new topics of ergonomics and proper lifting techniques and are having all take either the full or review course on bloodborne pathogens.

At the LEO meeting held in John Day on October 28, I was elected as LEO Board Chair. I am pleased to be working closely with new LEO Executive Director Brian Vegter of Baker City.

Library Board Meeting Notes

Monday, Nov 14, 2016, 6:00 pm

Notes prepared by Library Director Perry Stokes

Sage

No report.

Statistics

No report available at the time this document was distributed.

Technology

No report.

b. Finance

Hawes

Report documents to be distributed at the meeting.

VI. OLD BUSINESS

- a. None

VII. NEW BUSINESS

- a. PERS outlook & Assessor report

Stokes/Hawes

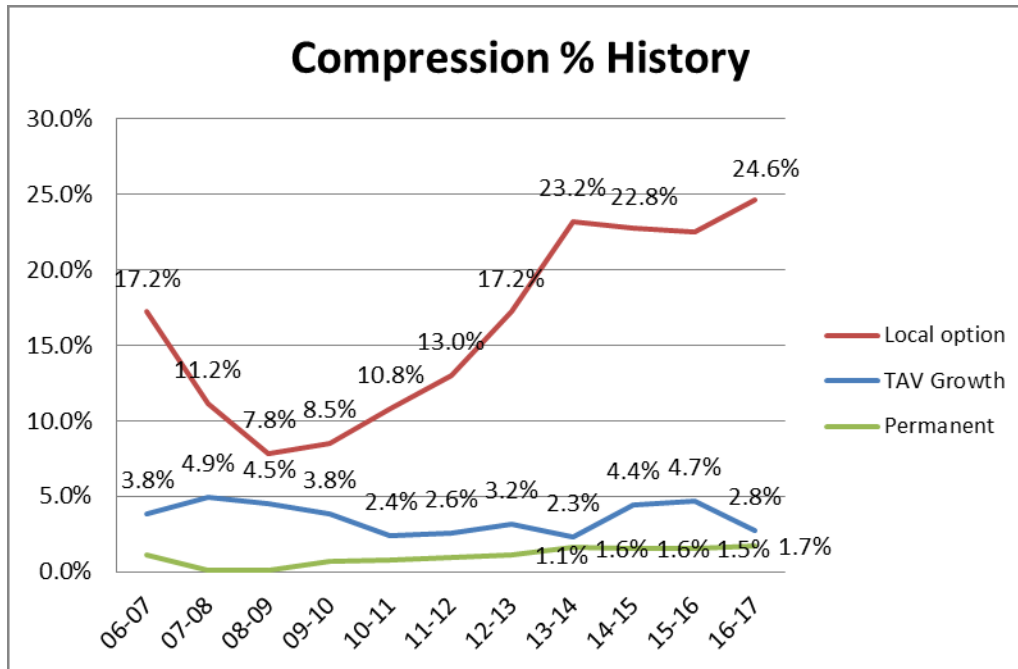
Christine has calculated that PERS costs for BCLD will spike by approximately \$19,000 in the next fiscal year and continue to increase for successive years, which will significantly strain the district's budget. Fortunately, the cash carryover for this fiscal year is approximately \$19,000 greater than anticipated so if preserved that can offset the increase for next year.

Unfortunately, the recent release of the Baker County Assessor millage report shows a significant drop in TAV growth. The budget is based on a 3.5% growth rate and it is actually 2.8%, down from 4.7% last year. This results in a surge of compression loss and revenue shortfall for this fiscal year of approximately \$15,000. At the January board meeting, I will propose a mid-year revised budget be adopted to accommodate this shortfall.

Library Board Meeting Notes

Monday, Nov 14, 2016, 6:00 pm

Notes prepared by Library Director Perry Stokes



I asked Assessor Kerry Savage if he had any information about why the TAV growth dropped so sharply. In a 10/20/16, email he replied "I do not have any great insight other than centrally assessed properties were not up in comparison to the prior year and the amount of measure 5 compression has increased from last year. Also we have not seen a significant increase in market values and new construction has not been significant for the last few years."

b. Collection Development policy revision (**ACTION**)

Stokes

Attachments:

- VII.b.1. Draft Staff Development Policy (markup)
- VII.b.2. Draft Staff Development Policy (changes accepted)

This policy was last modified in 2009 so is overdue for review and revision. It is modeled after [policy](#) from Seattle Public Library. The significant changes I propose address the procedure for review of public challenges to materials in the district collection. As discussed in the October meeting, we recently received a challenge by someone who is not a Baker County resident. I've stipulated that material challenges must be from Baker County residents or property owners to eligible for consideration. I've also revised the challenge review, decision and appeal process for clarity and efficiency.

c. Animals in the library policy (**ACTION**)

Stokes

Attachments:

- VII.c.1. Animals in the Library policy *NEW*

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p 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.

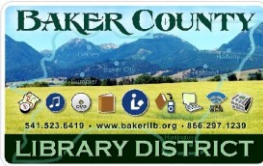
Library Board Meeting Notes

Monday, Nov 14, 2016, 6:00 pm

Notes prepared by Library Director Perry Stokes

This is a new [policy](#) modeled after one from King County Library System. It provides additional policy detail beyond what is described in the Code of Conduct. The topic of what animals are allowable in the library and how has come up with staff in recent months and was covered at the all-staff October training event. BCLD policy on this issue is more tolerant than many other libraries. We aim to strike a balance between strict ADA requirements and reasonable accommodation for small pets.

- VIII. Agenda items for next regular meeting: Dec 12, 2016 Dielman
- Digital Archive Copyright Statement / Rights Statements for digital cultural heritage object
 - Parking Lot Policy
 - Social Software
 - Staff Use of Collection Materials
 - Video Security & Records policy
- IX. ADJOURNMENT Dielman



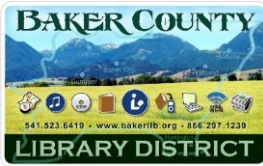
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Oct 10, 2016

Call To Order	Gary Dielman, President called the meeting to order at 6:03pm. The meeting was held in the Archive Meeting Room. Present at the meeting were Gary Dielman , Nellie Forrester , Della Steele , Kyra Rohner-Ingram and Betty Palmer, Directors ; Perry Stokes , Library Director and Christine Hawes , Business Manager.
Agenda Approved	Dielman noted there were no additions or changes to the agenda.
Potential or Actual Conflicts of Interest	Dielman noted that there were no conflicts of interest to be declared by those present.
Open Forum	Dielman stated for the record that there were no members of the public present. Stokes said that he had one comment in the suggestion box asking for signage in the reading room to keep it quieter. He has already acquired Quiet Area signs and plans to put them up in various appropriate areas.
Minutes Approved	Dielman noted that the agenda was in a different order with Consent Agenda following the open forum and administrative reports moved to the beginning of the meeting. After some discussion on the Consent Agenda, Dielman asked for a motion to approve the agenda and minutes. Palmer made a motion to approve the agenda and Regular Meeting Minutes of September 19, 2016 as presented; Rohner-Ingram seconded; motion passed unanimously.
Previous Business: New Personnel Policy Article for Remote Work	<p>Stokes said that this policy is primarily for Sage employee, Beth Longwell, who is moving to Idaho and will continue to manage the Sage System. He had SDAO legal counsel review the policy. A section on workers comp was described as unnecessary because as a district employee, she is automatically covered. The attorney saw no reason for required on-site visits unless there were concerns. Also, no other agencies were recommended to have review the policy.</p> <p>Stokes noted updates implemented since last presentation of the policy including replacing the word "Supervisor" with "Library Director" in a few places. The suggested edits are in red. Palmer suggested striking the first bullet in keeping with the attorney's advice; all agreed to remove the first bullet addressing workers comp. There was some discussion on the last paragraph to which Rohner-Ingram wanted to keep to retain the right to make on-site inspections should a concern arise.</p>



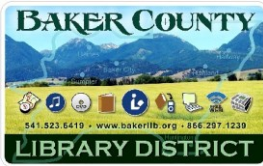
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Oct 10, 2016

	<p>With no further discussion, Palmer made a motion to approve Personnel Policy 6.5 Attendance – Remote Work thereby adding a new policy item to the Personnel Policy Manual under Article 6 – Attendance, Item 6.5 Remove Work, as revised above; Forrester seconded; motion passed unanimously.</p>
<p>New Business: FY2016-17 Potential Tax Anticipation Loan</p>	<p>Stokes said that he had contacted ZoeAnn Ligett at US Bank regarding a possible TRAN loan and found that the loan process had changed. Loan applicants must now hire an attorney to do the paperwork. The attorney minimum fee started at several thousand dollars. They don't work with small amounts or tax exempt loans. The attorney suggested it may be more convenient and cost-effective to just seek a short-term loan at a local bank. He asked Hawes to look into the options with the local US Bank where the district has existing accounts.</p> <p>Hawes distributed a memo with information attached outlining US Bank Short-Term Loan Options. She explained that at the time short-term loan were being considered, the district had funds pending that would necessitate a small loan to operate for a few weeks depending on the timing for cash flow. As it turns out, the anticipated funds have recently been received. The updated Cash Flow Projection confirms that the District will operate on its own resources. The District has not needed a TAN in at least three years.</p> <p>Hawes went over the two options US Bank offered: a revolving Line-Of-Credit and Municipal Leasing program. Discussion ensued on these topics. Since the District will not need a short-term operating loan this fiscal year, the group wanted to look at options at other local banks for comparison of rates and programs for future reference.</p>
<p>REPORTS: Friends & Foundation</p>	<p>Stokes said the Friends of Baker County Library group had acquired a new shelf for the book shop at the front of the library. They also approved purchase of "eclipse viewers" glasses, which they will sell to be used for the Solar eclipse event next August. He is also working with them on the book donations and how that system will work; there are overlapping duties in that area and there has been some confusion. There has also been some confusion related to their budget. He is working with them to create a process to balance operational efficiency while preserving Friends budget accountability and control.</p> <p>At a recent Foundation meeting, current President Aletha Bonebrake advocated that the Foundation pursue implementation of the Dolly</p>



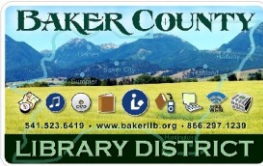
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Oct 10, 2016

	<p>Parton Imagination Library program. The group agreed, provided it could be realistically funded and operated by the Foundation. They approved exploration of fundraising to launch the program and to sustain it. They are looking for volunteers to help with that effort.</p>
<p>Finance Report</p>	<p>Hawes passed out financial reports and check packets to the Directors. The District has not received tax turnovers for October to-date in the General Fund. At this point, General Fund has borrowed \$50,000 from Other Funds for operating with another \$53,000 loan for operating anticipated for payroll and bills to get through the rest of the month. Looking at the cash flow report included in the packets, there is \$15,600 in bills being paid tonight with late monthly bills to come, a possible final invoice for the LED lighting project in progress and the November 1st payroll, the District will have sufficient funds to make it through the month.</p> <p>The General Fund financial report shows that Personal Services (page 3) is on target with the budget at 31.4% spent. PERS and health insurance are current. In Materials & Services, starting with the book budget, there were minimal purchases this month with Ingram at \$3,765.14, periodical renewals totaling \$880.77, audios totaling \$617.11, and a database subscription \$1,064.00. The book budget is at 28% spent and below budget at this time. In the Computer budget, there were annual subscription renewals that were due including SAM Comprise \$3,169.00, Open DNS \$880, SysAid administrative software \$342 and Tech Soup Windows licenses \$300. With recent projects in progress, the computer maintenance budget is at 67.9% spent. This line is over budget, for this time of the fiscal year, due to projects including the building Internet re-wiring and equipment update, most of which is being paid by the Schools & Libraries E-Rate program funded in Other Funds. There have been some unforeseen items that needed to be purchased and our Tech Manager has updated staff with new computers. Highlights in other budget line expenses include a reimbursement to Nellie Forrester for motel last month of \$59.84, YMCA swim passes (half supported by a grant) for the Summer Reading Program of \$225, and U of O Nero Network quarterly Internet billing of \$477.00 (billed at the discounted rate, most of this is paid directly by the E-Rate program). The current cash balance in this fund is \$6,430.38.</p> <p>Other Funds has applied for the remaining \$5,000 available from the Vroom grant; that program is making progress. Expenses paid by this fund include postage of \$107.04 to mail amazon book sales, Vroom</p>



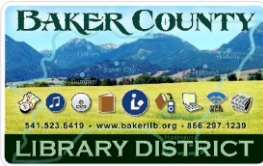
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Oct 10, 2016

	<p>program supplies \$244.87 and the other half of the YMCA swim passes \$225. Ending cash in this fund is currently \$91,763.38.</p> <p>Sage Fund has submitted a request for grant reimbursement of \$45,242.11 for courier services to-date. Expenses include Visa \$458.50 for courier program shipping labels. Ending cash in this fund is currently \$66,889.55. Membership billings typically go out in October, so I anticipate revenues coming in the next 30-60 days to fund operations the rest of the fiscal year.</p> <p>And finally, an update on the SDAO Best Practices program, Hawes said that she will be attending a Best Practices Regional Training in Ontario tomorrow. The workshop will be the final piece to meet all five of the requirements for the 10% insurance credit Special Districts offers annually. For the first two, Hawes submitted proof of affiliation with the Oregon State Library and a copy of the policy containing Oregon ethics reference mid-September. The board helped complete the Best Practices Checklist at the September 19 board meeting which was submitted. Hawes completed the online course Government Ethics through the SafePersonnel online software that satisfied the fourth requirement. The District has completed the program. Hawes thanked the board for their participation.</p> <p>Checks and the Approved Bills Checklist were signed by the Directors and returned to Hawes.</p>
<p>Director Report</p>	<p>Stokes started his report with facilities.</p> <p>Facility – The <i>LED Lighting Project is nearly complete</i>. A final walk through with the contractor identified a few fixtures that were missed. Facility staff, Sara Jury, trimmed back the Oregon Tall Grape bushes on the corner of Resort and Madison. It had gotten too tall and had become a safety hazard for automobiles using that stop sign. A group of 7 volunteers from Payne West Insurance came October 6 to do a community service project. They worked on weeding and winterizing the landscape beds at the front of the Baker Library along Resort Street. The Storytime Room is getting renovated with the assistance of the PRCF work crew who took out the tiered stage and carpeting on the walls. The vision for the room is a work in progress, but with the stage removed there will be a larger and safer area. The stage was a distraction for kids and a falling hazard. Our children’s staff wants to do presentations in the southwest corner to allow people coming in late to</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Oct 10, 2016

join at the back and for her to have a better line of sight. In the future, Stokes aims to acquire wall-mount interactive learning panels for that room. Shelving for collections and seating to accommodate parents are challenges that are still being worked out.

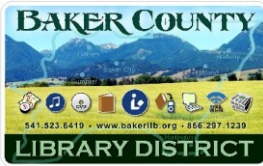
Grants – A grant for Leo Adler has been submitted requesting \$2,000 for special shelving to house the Record Courier archive volumes.

Marketing & Outreach – Stokes said that he was interviewed by a reporter from the Baker County Press about the record courier archives. The article ended up being a headline story on the 10/7/16 edition. The article written by Todd Arriola was well done, Stokes said. The reporter indicated he would like to do more articles on the library.

Statistics – Stat report highlights. Several key indicators are down for this past fiscal year. Adult and YA circulation is down while the Children’s checkouts are up 11%. Stokes is pleased with the latter as additional efforts have been focused on kids the past couple of years. Interlibrary loans continue to skyrocket. One issue is a growing demand for TV series. Due space issues primarily, however, BCLD doesn’t collect many TV series but other libraries do. Traditionally, more items are borrowed from other libraries than are loaned from our District, but the FY14-15 stat report saw that ratio reversed. This past year the ratio returned to the number loaned being fewer than borrowed. The visitor count is down 5% which he attributes to a malfunction in the door traffic counter equipment this past year. Public Computer usage continues to decline matching a national trend as people log into the WiFi and use their own devices; another factor is that user sessions were changed from 60 minutes to 90 minute sessions. Volunteer hours have increased although the number of volunteers is about the same; he believes we are doing a better job of having them log their volunteer hours.

Staff Training – The annual fall staff training event was today. Special guest presenters talked about Baker County resources for at-risk youth and the Vroom program for parents to engage children with brain building activities. Technology training covered computer network basics and tablet computers. Collection changes to graphic novels and procedures for movie circulation were among other topics covered.

Other News – Stokes said that last month he received a formal challenge to an item in the BCLD collection. The foreign film, Amores



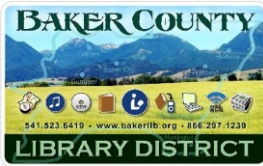
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Oct 10, 2016

	<p>Perros, was the target; the complaint alleged promotion of animal cruelty. Stokes' has researched the work and found that it meets the district's collection development criteria so it will be retained.</p> <p>BCLD is one of seven libraries in the Sage Library System that have this movie in its collection. The film was nominated for an Academy Award for Best Foreign Language Film in 2001. It is an early work by director Alejandro Iñárritu, a prominent filmmaker who has won four Oscars and many other awards and nominations. Iñárritu is particularly hot in the film industry right now. In the last two years, he has won Best Director twice and Best Film once. The American Humane Society is satisfied that no animals were injured though it did have concerns with use of tranquilizers. Stokes has reported the challenge to the ALA Office of Intellectual Freedom and is now reporting to the Board. The complainant will be notified of Stokes decision by letter.</p> <p>Stokes added that the incident has revealed a need for clarification in the Collection Development Policy about who is eligible to submit a challenge to library materials. The complainant in this case is not a Baker County resident, but does have an account with a Sage partner library. Stokes plans to recommend that the district will only consider challenges from Baker County residents.</p>
<p>NEW BUSINESS: New Programming & Outreach Policy</p>	<p>Stokes introduced a new policy for Programming and Outreach. The district currently has no policy on this service. He reviewed the highlights; it is adapted from models found at other libraries. The policy establishes general parameters for library sponsored programs and outreach efforts in the community. Directors read the policy individually. With little discussion, Dielman called for a motion. Rohner-Ingram made a motion to approve the Programming and Outreach Policy as presented; Forrester seconded; motion passed unanimously.</p>
<p>Fines & Fees Schedule Policy Revision</p>	<p>Stokes passed out copies of the Fines & Fees Schedule policy that were not included in the Board packets. The revisions update the policy for current practice and new items. There is a new section for Launchpads which are 5x7 tablet computers that have been circulating for about 2 months. They are occasionally returned with missing or damaged parts; the most common parts that require billings are the AC adapter and cable. The tablets themselves cost \$80-\$140 to replace. Staff have found an inexpensive vendor for some of the peripheral part replacements. Dielman asked what age can check out these</p>



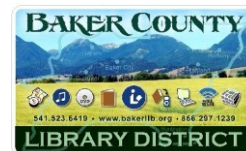
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Oct 10, 2016

	<p>Launchpads. Stokes replied any age, though checkout is limited to one per child unless accompanied by an adult; adults can check out multiple units. Dielman suggested borrowers be alerted to replacement costs at checkout. Forrester asked if there was a sheet inserted that shows the cost of items if they are lost. Stokes said that as with multimedia items, staff contact borrowers about missing parts and give them an opportunity to return them. Discussion ensued on making the patron aware of replacement costs and whether to have an agreement to sign that they will pay for lost parts. Stokes said no units have been lost yet, just parts. The library does have other pricey items that circulate such as oversize and audiobooks, as well as a high maximum total checkout of 50 items, but does not warn borrowers about replacement cost risk at checkout based on the idea that it would unnecessarily cause a usage chilling effect. Currently, non-returned DVDs comprise the bulk of losses for the district and a trial collections agency service for recovery assistance will be put into effect this coming year.</p> <p>With discussion concluded, Rohner-Ingram made a motion to approve the revised Fines & Fees Schedule; Palmer seconded; motion passed unanimously.</p>
	<p>Dielman asked if there were any further items before the meeting was closed.</p> <p>Stokes said that he did see an article in the paper on the cost increase of PERS for the City. He anticipates a 20% cost increase for the District which we will look at the next meeting. He read highlights in the article that the increase may cause the City to cut staff.</p>
<p>Next Meeting Date</p>	<p>The next Board meeting will be November 14, 2016 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 6:57pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>



Materials Selection and Withdrawal Policy

~~Approved by Library Board: 8-13-2007~~ ~~Date(s) of Revision: 3-09-2009~~

GENERAL STATEMENT OF PURPOSE

Baker County Library District strives to inform, enlighten, and empower all patrons in our community. The Library and its Board of Directors uphold the right of all Americans to freely express their thoughts and ideas, both popular and unpopular. We support the right of each individual to privately read, listen, and view the full range of published thought and ideas.

In support of these ideals, Baker County Library District offers a collection of materials that is diverse, inclusive and protected by the First Amendment of the United States Constitution and Article I of the Oregon State Constitution. The Library Board endorses the American Library Association's Library Bill of Rights as pertinent to the selection and use of Library materials.

OBJECTIVES OF THE COLLECTION

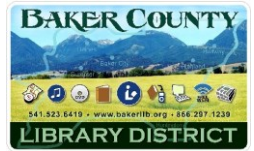
The Library is responsible for providing materials to residents and taxpayers of all ages, backgrounds, and opinions. The Library collection taken as a whole will be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth within existing financial resources to meet anticipated and expressed individual and community needs.

The collection is presented to provide individual access to information and materials in various formats to serve a wide variety of needs:

- To Provide opportunity for the pursuit of happiness, education, entertainment, and enjoyment of life according to the full exercise of free choice.
- To assist in developing the skills and abilities needed for economic success.
- To develop the social awareness and knowledge needed for self-government and successful participation in a diverse community.
- To encourage and enhance personal, artistic, and intellectual growth.

The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

The Board recognizes that Library resources are not unlimited. Selection of materials must be consistent with budget allocations. Resource sharing with other libraries, and electronic



Materials Selection and Withdrawal Policy

~~Approved by Library Board: 8-13-2007~~ ~~Date(s) of Revision: 3-09-2009~~

and other methods of information access, are valid and necessary ways of meeting patron needs.

SELECTION

The responsibility for the collection rests with the Library Director under the authority of the Library Board of Directors. Direct selection of Library materials is delegated to staff members qualified for this duty by education, training, interest and job classification.

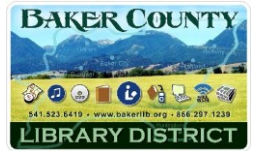
Factors considered when adding specific material to the Library collection include, but are not limited to:

- Collection objectives
- Present collection composition
- Current or historical significance of author or subject
- Timeliness
- Public interest
- Level of demand
- Audience for material
- Community relevance
- Diversity of viewpoint
- Effective expression

The nature of the media and the technical quality of production are additional factors to be considered in selecting audio, video, electronic, and other non-print formats. Internet sites ~~selected from the World Wide Web and~~ linked from the Library's homepage are subject to the same selection criteria as other materials.

The Board of Directors recognizes that full information on issues of public concern may require access to information sources which exemplify those concerns. Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may appropriately be selected if their inclusion will contribute to the balance and effectiveness of the Library collection as a whole.

The Library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries, electronic retrieval or other means.



Materials Selection and Withdrawal Policy

~~Approved by Library Board: 8-13-2007~~ ~~Date(s) of Revision: 3-09-2009~~

Gift items are subject to the same selection criteria used for purchased materials.

ACCESS

The ~~Board of Directors~~Library Board considers reading, listening, and viewing to be individual, private matters. The Board believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (*in loco parentis*).

The Library collection will be organized, marked, and maintained to help people find the materials they want. Staff may not label, sequester, or alter materials because of controversy surrounding the author or the subject matter except when conducted in an educational context.

CONSTITUTIONAL PROTECTION

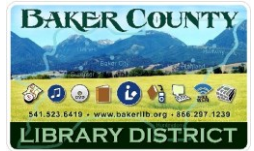
The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Oregon State Constitution.

If a court having jurisdiction over Baker County Library decides that any material in the collection is not constitutionally protected, such material will be removed. Material under court consideration will remain available to patrons unless otherwise ordered by the court.

COLLECTION REVIEW

The Library Board ~~of Directors~~ recognizes the right of individuals to question the inclusion of materials in the Library collection. The Library will give serious consideration to ~~each patron's opinion~~the opinion of individuals who reside or own property in Baker County.

Individuals questioning material in the Library collection may ask Library staff about such material. The staff ~~person~~ in charge of the Library at the time will hear and record these concerns, give the patron a copy of this policy, and refer the patron to the Library Director for further discussion or written response.



Materials Selection and Withdrawal Policy

~~Approved by Library Board: 8-13-2007~~ ~~Date(s) of Revision: 3-09-2009~~

Individuals still questioning Library materials may submit their opinion in writing on a form provided by the Library (~~Statement of Concern About Library Material~~). The form will be sent to the Library Director who will consult with staff to review the patron's concern and material in question and make a determination, or refer the matter to a Library staff member committee. If referred, a Library staff member committee will provide a recommendation to the Director as to whether the material was appropriately selected and made accessible under this policy.

~~The Director will review the recommendation, make the final decision, and reply to the individual in writing. Upon receipt of this formal, written request, the Director will appoint an ad hoc committee from the professional staff including the acquisition staff member for the subject area of the item in question.~~

~~The review committee takes the following steps:~~

~~reads, views, or listens to the material;~~

~~checks general acceptance of the material by reading reviews and consulting recommended lists;~~

~~determines the extent to which the material fits the selection policy;~~

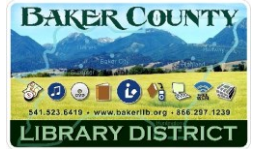
~~discusses materials confidentially.~~

~~files a written report.~~

~~The Director will, upon receipt of the committee's written recommendation, then make a decision regarding the disposition of the material. The director will communicate this decision and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date.~~ The Director will keep the Library Board of Directors informed of all requests for reconsideration of library materials and their disposition. The Director will also report the challenge incident and outcome to the ALA Office of Intellectual Freedom.

~~In the event that the person who initiated the request is not satisfied with the decision of the Director, he/she may appeal for a hearing before the Board of Directors by making a written request to the President of the Board. The Library Board of Directors reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Baker County Library District. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.~~

Persons still wishing to express concerns to the Library Board about materials in the collection will be heard during a regular meeting under the agenda item "Public Comment" or at another time designated by the Library Board for public expression. The Library



Materials Selection and Withdrawal Policy

~~Approved by Library Board: 8-13-2007~~ ~~Date(s) of Revision: 3-09-2009~~

Board, after receiving testimony from the public and from the Library Director, may decide whether the Library's actions are in accordance with Library policies or may refer the matter to a Review Committee.

The Materials Review Committee will consist of three or five persons appointed ad hoc by the Library Board and will include the Library Director or professional library staff member for the subject area of the item in question.

The review committee takes the following steps:

- a. checks general acceptance of the material by reading reviews and consulting recommended lists;
- b. reads, views, or listens to the material;
- c. determines the extent to which the material fits the selection policy;
- d. discusses materials confidentially.
- e. submits a written recommendation report to the Library Board.

If the Library's actions are determined to be in conflict with Library policies, the Library Board will direct the Library Director on another course of action.

WITHDRAWAL OF MATERIALS

The Board of Directors recognizes that withdrawing materials from the collection is an important part of maintaining the Library collection. Withdrawal of Library materials is vested in the Library Director who may authorize qualified staff to assist. The withdrawal policy of the Library shall include the same factors as the selection policy and is not intended to sanction removal of Library materials based upon any controversy.

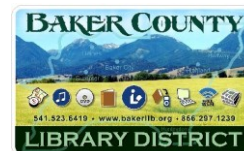
POLICY REVIEW

This Policy for the Selection and Withdrawal of Materials will be reviewed at least every five years and revised or reaffirmed by the Library Board.

Date of Origin: 8/07

Date(s) of Revision: 3/09; 11/16

BAKER COUNTY LIBRARY DISTRICT



Materials Selection and Withdrawal Policy

GENERAL STATEMENT OF PURPOSE

Baker County Library District strives to inform, enlighten, and empower all patrons in our community. The Library and its Board of Directors uphold the right of all Americans to freely express their thoughts and ideas, both popular and unpopular. We support the right of each individual to privately read, listen, and view the full range of published thought and ideas.

In support of these ideals, Baker County Library District offers a collection of materials that is diverse, inclusive and protected by the First Amendment of the United States Constitution and Article I of the Oregon State Constitution. The Library Board endorses the American Library Association's Library Bill of Rights as pertinent to the selection and use of Library materials.

OBJECTIVES OF THE COLLECTION

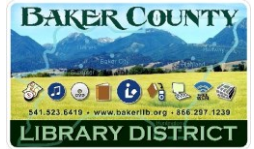
The Library is responsible for providing materials to residents and taxpayers of all ages, backgrounds, and opinions. The Library collection taken as a whole will be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth within existing financial resources to meet anticipated and expressed individual and community needs.

The collection is presented to provide individual access to information and materials in various formats to serve a wide variety of needs:

- To provide opportunity for the pursuit of happiness, education, entertainment, and enjoyment of life according to the full exercise of free choice.
- To assist in developing the skills and abilities needed for economic success.
- To develop the social awareness and knowledge needed for self-government and successful participation in a diverse community.
- To encourage and enhance personal, artistic, and intellectual growth.

The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

The Board recognizes that Library resources are not unlimited. Selection of materials must be consistent with budget allocations. Resource sharing with other libraries, and electronic and other methods of information access, are valid and necessary ways of meeting patron needs.



Materials Selection and Withdrawal Policy

SELECTION

The responsibility for the collection rests with the Library Director under the authority of the Library Board of Directors. Direct selection of Library materials is delegated to staff members qualified for this duty by education, training, interest and job classification.

Factors considered when adding specific material to the Library collection include, but are not limited to:

- Collection objectives
- Present collection composition
- Current or historical significance of author or subject
- Timeliness
- Public interest
- Level of demand
- Audience for material
- Community relevance
- Diversity of viewpoint
- Effective expression

The nature of the media and the technical quality of production are additional factors to be considered in selecting audio, video, electronic, and other non-print formats. Internet sites linked from the Library's homepage are subject to the same selection criteria as other materials.

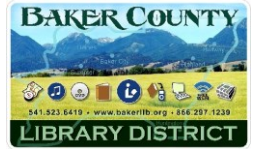
The Board of Directors recognizes that full information on issues of public concern may require access to information sources which exemplify those concerns. Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may appropriately be selected if their inclusion will contribute to the balance and effectiveness of the Library collection as a whole.

The Library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries, electronic retrieval or other means.

Gift items are subject to the same selection criteria used for purchased materials.

ACCESS

The Library Board considers reading, listening, and viewing to be individual, private matters. The Board believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select



Materials Selection and Withdrawal Policy

or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (*in loco parentis*).

The Library collection will be organized, marked, and maintained to help people find the materials they want. Staff may not label, sequester, or alter materials because of controversy surrounding the author or the subject matter except when conducted in an educational context.

CONSTITUTIONAL PROTECTION

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Oregon State Constitution.

If a court having jurisdiction over Baker County Library decides that any material in the collection is not constitutionally protected, such material will be removed. Material under court consideration will remain available to patrons unless otherwise ordered by the court.

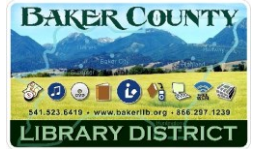
COLLECTION REVIEW

The Library Board recognizes the right of individuals to question the inclusion of materials in the Library collection. The Library will give serious consideration to the opinion of individuals who reside or own property in Baker County.

Individuals questioning material in the Library collection may ask Library staff about such material. The staff Person In Charge of the Library at the time will hear and record these concerns, give the patron a copy of this policy, and refer the patron to the Library Director for further discussion or written response.

Individuals still questioning Library materials may submit their opinion in writing on a form provided by the Library. The form will be sent to the Library Director who will consult with staff to review the patron's concern and material in question and make a determination, or refer the matter to a Library staff member committee. If referred, a Library staff member committee will provide a recommendation to the Director as to whether the material was appropriately selected and made accessible under this policy.

The Director will review the recommendation, make the final decision, and reply to the individual in writing. The Director will keep the Library Board of Directors informed of all requests for reconsideration of library materials and their disposition. The Director will also report the challenge incident and outcome to the ALA Office of Intellectual Freedom.



Materials Selection and Withdrawal Policy

Persons still wishing to express concerns to the Library Board about materials in the collection will be heard during a regular meeting under the agenda item "Public Comment" or at another time designated by the Library Board for public expression. The Library Board, after receiving testimony from the public and from the Library Director, may decide whether the Library's actions are in accordance with Library policies or may refer the matter to a Review Committee.

The Materials Review Committee will consist of three or five persons appointed ad hoc by the Library Board and will include the Library Director or professional library staff member for the subject area of the item in question.

The review committee takes the following steps:

- a. checks general acceptance of the material by reading reviews and consulting recommended lists;
- b. reads, views, or listens to the material;
- c. determines the extent to which the material fits the selection policy;
- d. discusses materials confidentially.
- e. submits a written recommendation report to the Library Board.

If the Library's actions are determined to be in conflict with Library policies, the Library Board will direct the Library Director on another course of action.

WITHDRAWAL OF MATERIALS

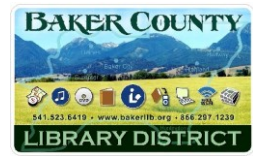
The Board of Directors recognizes that withdrawing materials from the collection is an important part of maintaining the Library collection. Withdrawal of Library materials is vested in the Library Director who may authorize qualified staff to assist. The withdrawal policy of the Library shall include the same factors as the selection policy and is not intended to sanction removal of Library materials based upon any controversy.

POLICY REVIEW

This Policy for the Selection and Withdrawal of Materials will be reviewed at least every five years and revised or reaffirmed by the Library Board.

Date of Origin: 8/07

Date(s) of Revision: 3/09; 11/16



BAKER COUNTY LIBRARY DISTRICT

Animals in the Library Policy

Baker County Library District (BCLD) recognizes that some patrons with disabilities may have service animals, which are trained to assist or accommodate a person with a sensory, mental, or physical disability or to perform tasks for the benefit of a disabled individual. BCLD recognizes legal rights under federal and state laws regarding use of service animals. The district considers the safety and health of all of its patrons, the public and library staff to be of utmost priority. BCLD also recognizes that animals may enhance one's experience in the library whether through involvement in a library program or as companion. This policy aims to establish safe and reasonable accommodation for all our users.

STATEMENT OF POLICY

Service animals, service animals in training, small pets and animals other than service animals (see definition below), are allowed in BCLD libraries under the conditions set in this policy.

Small pets and non-service animals must be personally carried or enclosed in a carrier at all times. Caretakers of uncontained or disruptive pets will be asked to remove them from the library.

Individuals with disabilities may bring their service animals into all areas of the library where members of the public are normally allowed to go. All service animals must be under the full custody and control of their handler at all times. Also, all service animals must be on a leash or harness at all times unless the handler is unable to leash or harness the animal because of a disability or use of a leash or harness would interfere with the animal's safe, effective performance of work or tasks. If the service animal cannot be leashed or harnessed, it must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). Owners of the service animals are solely responsible for the supervision and care of the service animal. Therefore, owners must keep the service animal directly with them at all times.

A service animal is defined as: "an animal that is trained for the purpose of assisting or accommodating a person's sensory, mental, or physical disability."

Users of service animals are not required to show papers or to prove a disability. Service animals are not required to be licensed or certified by a state or local government or training program, or be identified by a special harness or collar.

Staff may ask if an animal is a pet or a service animal required because of a disability; they can also ask what tasks the animal has been trained to perform. Owners of service animals or service animals in training will indicate that they are working animals and not pets. Terms used may include assistance, service, guide, hearing or helping animal. Staff may not ask about the owner's disability.

A person with a disability cannot be asked to remove his or her service animal or service animal in training from the library unless the presence, behavior or actions of the service animal constitutes an unreasonable risk of injury or harm to property or other persons.

In these cases, library staff should give the person with the disability the option to obtain library services without having the service animal or service animal in training on the premises. Fear of allergies, annoyance on the part of other patrons or employees or fear of animals are generally not valid reasons for denying access or refusing service to people with service animals or service animals in training.

DEFINITIONS (if applicable)

Service Animal: Any animal that is trained for the purpose of assisting or accommodating a person's physical, sensory, or mental disability.

Disability: A physical or mental impairment that substantially limits one or more major life activities, or any abnormal sensory, mental or physical condition that 1) is medically cognizable or diagnosable; 2) exists as a record or history or 3) is perceived to exist.

Date of Origin: 11/16

Date(s) of Revision: