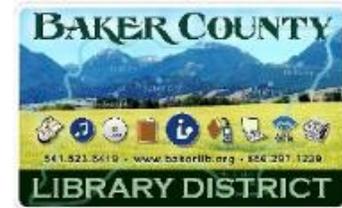


Regular Meeting Agenda

Baker County Library District

Board of Directors

Kyra Rohner, President



Tuesday, Aug 12, 2025, 12:00 – 1:00 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: 893 6905 7211

Passcode: 914748

- I. Call to Order
- II. Roll Call
- III. New Board Member(s) Oath of Office (**ACTION**)
- IV. Consent Agenda (**ACTION**)
 - a. Additions/deletions from agenda
 - b. Minutes of previous agenda
- V. Conflicts or Potential Conflicts of Interest
- VI. Citizen Comment (5-minute limit per speaker)
- VII. Old Business
 - a. Establishing regular meeting time (**ACTION**)
- VIII. New Business
 - a. Volunteer Policy and Volunteer Handbook (**ACTION**)
- IX. Reports
 - a. Library Director
 - b. Financial
- X. Next Meeting: **Sep 9 (?)**
- XI. Adjournment

The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's executive session.

ORS 192.660 (2) (d) Labor Negotiations

ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (e, j) Property

ORS 192.660 (2) (a, b, i) Personnel

The Board of Directors meets on the **2nd Monday each month from 12.00 to 1.00p** 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.

Director's Report

Aug 2025

Administration

IMLS funding for FY2026 remains pending before the U.S. House Appropriations Committee. Congressional recess runs through Labor Day, ending September 6, which delays any action until fall.

Business & Finance

Audit preparation begins next week in advance of the September on-site review. Insurance benefit coordination assistance is available for staff encountering prescription approval issues. Hotspot vendor negotiations have reduced data plan costs. Staff received a 2.5% salary increase effective July 1. Volunteer contributions for FY2024-25 totaled over 3,500 hours from 81 volunteers.

Collection Management

Large-print fiction weeding in Baker is complete for standalone titles; work continues on series. Recent donations include 26 boxes to Better World Books, 40 to Deseret Industries, and 3 to the county jail. The recent book sale generated \$2,140 in proceeds, which is low compared to prior years.

Facilities

Ongoing improvements include new trash bins for public areas -- replacing unsightly old bins of various sizes, HVAC servicing, and evaluation of rooftop climate-control unit upgrades to address Study Room and IT Office temperature issues. Bookmobile repairs are underway with parts ordered to replace recently stolen and vandalized parts; estimated cost is \$1,500. A solar array project for electric landscaping equipment is progressing. Security enhancements include installation of new exterior cameras at the Baker building and dashcams with 24/7 monitoring for the Bookmobile and GMC Denali. Discard of a large volume of surplus steel shelving currently being stored in the Haines basement is being planned for September.

Marketing & Outreach

Many thanks to staff and their families for representing BCLD in the Miners Jubilee Parade.

Personnel & Training

Three new front desk substitutes—Vanessa McClarin, Paige Cannon, and Isabella Good—have joined the team. The Haines Intern position remains open; Two new Student Page Interns were also hired. Preparations are underway for the Annual Staff Training Day on August 21. Topics being considered include: library usage trends, OSU food preservation basics, policies, review of account management procedures, an overview of privacy-focused Internet browsers, AI tools, and a strategic planning discussion.

Programs & Services

The Food Preservation Equipment Loan Program—offered in partnership with Oregon State University and supported by Libraries of Eastern Oregon—will soon circulate items such as dehydrators, canning pots, and food processors. The Dinosaur Traveling Exhibit from the Museum of Natural and Cultural History is now on display in the Children's Room for three

weeks. Summer Reading participation included about 70 adults. Prizes are to be awarded next week.

Safety & Security

Recent incidents include harassment and menacing in the parking lot involving off-leash dogs (two individuals trespassed) and reports of possible stalking of teen patrons by an adult male later arrested on unrelated charges. Vandalism to the Bookmobile was discovered on August 6, with engine parts stolen and coolant hoses damaged. Security footage of suspicious activity was turned over to police.

Technology & Systems

Evergreen ILS instability continues to occur but is less frequent and less disruptive than in recent months. IT staff are making progress on restoring network connectivity and public workstation functionality at branch locations.