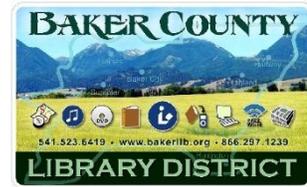


Baker County Library District
Library Board of Directors
Regular Meeting Minutes
August 12, 2025



Call to Order & Roll Call

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 attending the meeting in person include Beth **Bigelow**, Ashley **McClay**, and Jacque **Cobb**. Kyra **Rohner** attended through Zoom. Also attending in person are Perry **Stokes**, Director and Christine **Hawes**, Business Manager.

No other guests attended in person or on Zoom.

The meeting was called to order at 12:07 pm by President, Kyra Rohner. With four directors attending, a quorum was established.

Oath of Office

Rohner announced that one director needed to complete the oath of office. Stokes provided Cobb with the form, which she signed and returned.

Consent Agenda

Rohner asked if there were any additions or deletions from the agenda. There were no changes to the minutes. Stokes noted that one late item was added under Old Business: **Bank Account Changes (Action)**.

Cobb moved to approve the consent agenda with the revisions noted. Bigelow seconded. The motion passed unanimously (4–0).

Conflicts of Interest

Rohner asked if any board members had conflicts or potential conflicts of interest to declare. None were stated.

Open Forum, Public Comments

Rohner invited public comment. No members of the public were present, and Stokes reported no communications to share.

OLD BUSINESS:

Establishing regular meeting time

Rohner introduced the first item of business: establishing a regular meeting time. Stokes noted that the board's current meeting time is noon on the second Tuesday of the month.

Cobb expressed a preference for evening meetings, as noon was the most difficult time for her to attend. Discussion followed regarding alternative times and days. Rohner emphasized the importance of choosing a time convenient for Joan, who travels the furthest.

After discussion, all agreed on the second Tuesday at 5:00 p.m.

Stokes noted that the second Tuesday in November falls on a holiday, so the meeting that day may need to be rescheduled. Board members agreed to check their schedules for that week so that a best alternate date could be determined at the next meeting.

Bigelow moved to adopt the new regular meeting time of 5:00 p.m. on the second Tuesday of each month. McClay seconded. The motion passed unanimously.

Bank Account signature update

Rohner introduced the next item: bank account signatures.

Hawes reviewed necessary changes to the authorized signers on the two District checking accounts and asked whether the board wished to update signers on the Sage account as well. Following discussion, all agreed that all board members should be authorized signers on all three accounts.

Bigelow moved to remove Betty Palmer as an authorized signer and add Jacque Cobb to the General Fund (#5362) and Other Funds (#2211) checking accounts. She further moved to add all current board members as authorized signers on the Sage Account (#0487). This change ensures that all current board members are authorized on all three District checking accounts. ***McClay seconded. The motion passed unanimously.***

NEW BUSINESS:

Volunteer Policy and Handbook

Stokes presented the initial draft of a new **Volunteer Handbook**, modeled after the Hood River Library's version and incorporating staff feedback.

Key changes include:

- Requiring criminal background checks for applicants over 18.
- Requiring parental or guardian consent for applicants under 18.
- Clarifying that either the volunteer or library staff may end the volunteer relationship at any time.
- Establishing the use of generic volunteer/staff badges without individual names for safety.

The handbook is 7 pages, including the cover, and summarizes key information volunteers need without requiring them to read the full 40-page employee handbook. It outlines expectations, confidentiality requirements, policies, a trial period, dismissal criteria, and orientation.

Stokes asked board members to email comments for incorporation into the next draft, to be presented at the following meeting. Discussion followed, and Stokes reviewed suggested changes.

REPORTS:

Director's Report

Stokes delivered the Director's Report, summarized below.

Administration

- IMLS funding for the Sage courier remains uncertain until the House of Representatives returns from recess in September.
- Work continues on the state statistics report. Library traffic is up 2%.

Business & Finance

- Audit: Christine is preparing audit work early this year. The auditor will be onsite in September.
- Hotspots: Contracts are being renegotiated with two vendors to reduce costs.
- Volunteer program: Over 81 volunteers served across the District in the past fiscal year.

Collection Management

- Ongoing weeding, currently in large print.
- 26 boxes of books sent to Better World Books (revenue share), 40 boxes donated to Desert Industries, and 3 boxes donated to the jail.
- Summer book sale raised \$2,140, slightly less than last year. Stokes noted reduced foot traffic as the outside walkway door was not opened.
- Bigelow and McClay suggested placing a sandwich board signage in the park to promote the book sale.

Facilities

- New trash bins purchased for all locations for a more professional presentation.
- HVAC system serviced; bids being sought for rooftop unit replacement.
- Bookmobile vandalism: engine parts stolen and hoses damaged. Cameras did not capture the incident; additional cameras are being installed.
- Facility manager is developing a solar-powered charging station for equipment.
- Dashcams with motion sensors are being installed in the Bookmobile and GMC.
- Surplus shelving from branch remodels has been discarded after re-use where possible.

Outreach

- The Bookmobile participated in the Miner's Jubilee parade, with family of staff distributing candy.

Personnel

- Three new desk substitutes hired.
- New page interns hired for Baker and Haines; positions are renewable until graduation.

Programs & Services

- BCLD is joining a food preservation equipment lending program launched by Libraries of Eastern Oregon (LEO) in partnership with OSU. Liability forms will be required.
- Staff training scheduled for August 21 will cover library usage trends, food preservation basics, account management procedures, AI tools, and strategic planning.
- Youth: The traveling dinosaur exhibit from MNCH is now on display.

Safety & Security

- A harassment incident involving a false claim of an off-leash service dog in the parking lot was addressed.
- Bookmobile vandalism noted above.

Technology

- Evergreen system instability continues but is less frequent.
- Libraries across the system are experiencing automated bot attacks, requiring multiple system restarts.

Finance Report

Hawes reviewed the financial reports. Copies were distributed in print and electronically.

General Fund

- Received \$5,863.68 in tax turnovers on July 29.
- Cash carryover of \$838,754.56 exceeds the budgeted \$775,000 by \$63,754.
- Personnel Services is on target at 16.3% spent. PERS line is temporarily low, as August payroll will be posted at month-end.
- Materials & Services highlights:
 - \$4,154.25 paid to Ingram for monthly book order.
 - \$811.18 to Midwest Tape (Hoopla).
 - Annual subscriptions paid July 1: Newsbank \$5,989; Library2Go \$3,160; Magazines \$1,106; OCLC \$1,603.
 - VUDU digital movie purchases: \$1,750.56 (July 1) and \$1,801.28 (August 1).
 - Building & Grounds: Visa purchases included 7 office chairs (\$1,021) and new trash bins for all locations (\$6,556).
 - Computer Maintenance: Network upgrades at branches (\$3,369), new computers (\$631), and tech supplies (\$707).
 - Vehicle Maintenance: \$842.86 paid to Grumpy's Repair for GMC Denali AC and sensor repair.
 - Youth Programs: \$486 spent in July; bulk supplies (\$4,047) purchased in June for Summer Reading Program. Total program cost: \$4,534.

Other Funds

- Two donations totaling \$300 received.
- Online payment of \$55.95 for Amazon shipping.

Capital Investment Fund

- No activity to report.

Sage Fund

- Cash carryover of \$275,757, exceeding the \$265,000 budget by \$10,757.
- Personal Services: one paycheck processed (July hours, paid August 1).
- Courier payments:
 - \$1,843.54 paid to small couriers.
 - \$800 courier payment on July 29.
 - \$57,557 paid to Orbis Cascade (annual delivery contract). Payment sent July 31 and delivered August 1.
 - \$18,240 paid to Umatilla County Special Library District for FY24–25 courier services (invoice received July 14, paid end of July).
- Accounts Receivable: \$4,700 outstanding as of June 30. Beth contacted one member library regarding unpaid dues; payment is expected. \$2,798 in Wowbrary reimbursements billed in July; most payments received, one pending.
- Accounts Payable higher than usual due to the \$18,240 courier invoice.

Approved bills reports for each fund were included in the check packets for board members to review and initial.

Next Meeting

Rohner asked if there were any further questions before adjourning. None were raised.

The next regular board meeting will be held September 9 at 5:00 p.m. McClay will join via Zoom.

Adjourn

Rohner adjourned the meeting at 1:05 pm.

Respectfully submitted,

Perry Stokes
Secretary to the Board
PS/ch