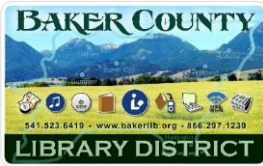


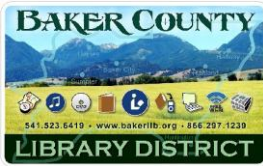
**Baker County Library District**  
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<b>Call to Order</b>	<p>The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Beth <b>Bigelow</b>, and Ashley <b>McClay</b>; one director attended via Zoom, Joan <b>Spriggs</b>. Also attending in person are Perry <b>Stokes</b>, Director and Christine <b>Hawes</b>, Business Manager. A quorum of at least 3 board members was present.</p> <p>Meeting called to order at 12:08 pm by Bigelow.</p>
<b>Consent Agenda</b>	<p>Bigelow asked if there were any additions or deletions to the consent agenda. There were none. Minutes from the previous meeting had been read.</p> <p><b>McClay made a motion to approve the Consent Agenda; Spriggs seconded; no discussion; motion passed unanimously</b> (3 yea votes: Bigelow, Spriggs, McClay), by those present.</p>
<b>Conflicts of Interest</b>	<p>Bigelow asked if there were any conflicts or potential conflicts of interest to be declared. There were none stated.</p>
<b>Public Comment</b>	<p>Bigelow asked if there are any public comments. No one from the public was present. Stokes had one follow-up on a letter of complaint. He explained the issue at hand regarding an article Gary Dielman had written on local history. Stokes has removed the article from the library website and has posted the complainant's letter. He will be working to remove family photos that the complainant didn't want included in the library photo archive per the request.</p>
<b>OLD BUSINESS: None</b>	<p>None</p>
<b>NEW BUSINESS: Resolution 2023-24.06 on Audit Plan of Action</b>	<p>Bigelow moved to New Business, the Audit Plan of Action.</p> <p>Stokes explained that this resolution is for a Plan of Action to address the deficiency noted in the management letter presented to the board at the</p>



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	<p>February 2024 meeting along with the fiscal year ended June 30, 2023 audited financial statements.</p> <p>At the February meeting, Mr. Gaslin reminded the board that this deficiency is not something we can reasonably fix, given the size of our agency and budget. Nevertheless, the State Audit Division requires submission of a planning document to address it. The resolution acknowledges the deficiency and our lack of capacity to fix it, and states that we rely on the annual audit for review of financial statements</p> <p><b>Bigelow made a motion to adopt Resolution No.2023-24.06 Resolution Adopting Plan of Action for Audit Division, dated March 12, 2024; no discussion; McClay seconded; the motion passed unanimously with 3 year votes (Bigelow, McClay, Spriggs).</b></p>
<p><b>FY2024-25 Budget Committee and Schedule</b></p>	<p>Bigelow moved to the Budget Committee agenda item.</p> <p>Stokes said the board packets include a calendar of legal publication window dates and meetings. The committee terms are for 3 years. We will invite back those on the committee last year. Only one committee person's term expires this year. He will contact the members and report on the results at the next meeting.</p> <p>The budget committee meeting is proposed for May 22nd. We can provide a remote attendance option with Zoom. We could also move it back one week to May 29. McClay had a conflict with attending on May 22, but said she is happy to do either. Spriggs is fine with the date. All agreed to leave the calendar dates as proposed. Stokes reminded the group that there are 5 committee members plus 5 board members, there is usually a couple that can't make the meeting but we always have a quorum.</p> <p>The board will finalize committee appointments at the April board meeting.</p>
<p><b>Revise Form for Review of Library Materials</b></p>	<p>Bigelow moved to the next agenda item, Form for Review of Library Materials.</p> <p>Stokes said the new form is modeled on the latest recommendation from</p>



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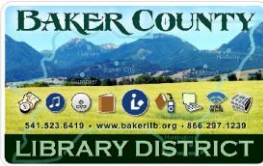
the OLA Intellectual Freedom Committee (IFC). Major changes include establishing eligibility standards for consideration, limiting the total number of requests within a time period, and clarification that the complainant's identity will be a matter of public record. The revisions are designed to mitigate the kind of abuse of the library challenge process that many libraries around the country have experienced.

Stokes described the significant cost of taxpayer resources that many libraries have incurred from receiving large batches of challenges from a few politically-motivated individuals. Traditional policy practices have been exploited and led to libraries being overwhelmed and unable to process them in a timely manner. Stokes reviewed the eligibility rules. The person submitting the form must be a Baker County resident and library card holder. A group or organization cannot submit a request. Each form can only be used for a single title at a time. A fee may be considered to cover the cost of having more than 3 challenges reviewed within a year.

Stokes reviewed each of the questions on the form. He described the primary Constitutional legal elements each question is attempting to establish. Questions aim to establish in a "contemporaneous record" that access of the material was voluntary, patrons are not coerced into reading or viewing materials they find objectionable, and that the complainant considered the work "as a whole" rather than focusing on segments out of context. Other questions are intended to help assess the reasonableness and objectivity of the request. First Amendment caselaw has established that any remedy must be narrowly tailored so as not to intrude on the rights of others.

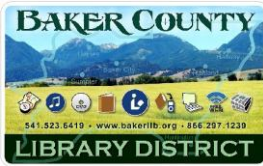
Stokes reviewed the attest statements which establish that anonymous and unsigned requests will not be considered. The form with a person's name may be disclosed as public record. Stokes said he has some late edits to the draft document, suggested by a library supporter. He will also present it to the Friends group for feedback. We can discuss this at the next meeting.

Some discussion on the form and process. McClay will be gone for the next meeting, she will review it and send comments prior to the next meeting. Bigelow also wants to receive the edited version ahead of time for the next meeting.



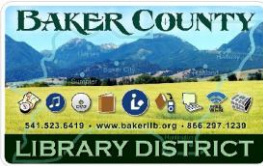
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	<p>Bigelow verified no action needed this time and moved to the next agenda item.</p>
<p><b>REPORTS:</b> <b>Director</b></p>	<p>Stokes gave administrative reports:</p> <p><b>Building and Safety</b> Prevention of youth vaping in the library is a continuing challenge. Stokes described a recent incident of cannabis use in a study room and red flag behaviors that signal vaping. For consequences, he is informing offenders their library use privileges are suspended indefinitely pending a discussion with their parents. When parents are contacted, he informs them the penalty for the first offense is 3 months suspension. The second offense is 6 months, and the third is 12 months.</p> <p>Stokes has implemented new study room rules based on the last incident. A new form was drafted for juvenile use of study rooms. It requires names for all authorized occupants in addition to the primary borrower. Study Room borrowers must be at least 14 to “check out a room”; the borrower agrees to be accountable for managing conduct in the room and loses borrowing privileges for a reasonable period depending on the severity of misconduct.</p> <p>Stokes reported that staff found a capped syringe in a library chair last month. It was capped, found wedged between the seat cushion and arm rest. It is unknown if it was for legal prescription or illicit drug use.</p> <p>Bike Repair station is out of order. The hose has cracked due to weather exposure and use. It will be replaced when Adamson returns.</p> <p>Personnel – Our Facilities Specialist is on medical leave due to a planned surgery. We anticipate he will return on a part-time basis in a couple weeks and work in a limited capacity.</p> <p>Policy changes – The practice of informally loaning in-library use only equipment, such as phone charging cables and bike locks, without a library card is being discontinued. Rather than accepting collateral, a library account will be required. This change removes the inconsistency of staff subjectively determining what collateral is acceptable and will help apply accountability when items are returned damaged, or not returned.</p>



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	<p>Programs - A new program is being launched in April thanks to a partnership with the Association of Financial Advisors. This program provides our community the opportunity to meet one-on-one with a financial advisor for free counseling. It is offered monthly, with four 30-minute sessions available in a two-hour window. If the demand is greater, we may increase the number of days it is offered. A press release will go out next week.</p> <p>Legislation - Senate Bill 1583 did not pass the Oregon legislature. This bill emphasized non-discrimination requirements for schools' and libraries' in regard to management of collections and curriculum, stating that materials cannot be removed or suppressed if discriminatory toward any protected class. Oregon was one of a handful of states considering such legislation as a way of discouraging book ban efforts; the topic will probably be revisited next session.</p> <p>Other library news:        Volunteers - our volunteer coordinator is working on an appreciation event. The board will be invited to attend.</p> <p>Periodicals – the trend of print magazines ceasing publication continues to be strong, limiting what we can offer patrons. Stokes is looking at adding a digital magazine service.</p> <p>Programs        The Children's Department has the spring break program planned and a schedule out. The Summer Reading Program (SRP) schedule is expected to be out in April. There will be baby goats in the library at Storytime next week, Friday at 10:00am. The Battle of the Books program is in progress; the teams go to regional competition next Saturday. The Winter Reading Challenge has ended with prizes available at the front desk. A SRP bookmark design contest is going on with submissions due March 30.</p>
<p><b>Finance Report</b></p>	<p>Hawes reported on the financial reports. Copies of the reports have been handed out and electronic copies are available.</p> <p>The <b>General Fund</b> received a second tax turnover on 02/05/2024 of \$15,632.89. This was in addition to the \$36,355.57 reported in February of a special turnover received as part of a tax appeal settlement. It was discovered when balancing the bank statements. We received the usual</p>



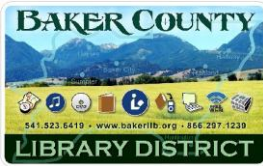
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notification of the two tax turnovers in February, but the 2/05/24 turnover only included the general tax report. The 2/13/2024 regular turnovers totaled \$44,898.65 and the special turnover 2/05/24 now totals \$51,988.46. It is always good news to discover additional income. In March, the tax turnover was just posted to the pool totaling \$33,010.21, which is why it is not shown on the board financial reports. Looking at the online account, the current pool cash balance is at \$1,019,517.87. Compared to one year ago, on the same date of \$1,001,168.97, that's an increase of \$18,349. Once these additional funds are posted to the books, the collection percentage will increase to around 91% (last year we were at 95% in March). In addition, the pool account received \$4,386.86 in interest in February; plus the past two months have also been over \$4,000 a month, compared to November \$1,924 and October \$984; the total interest income to date is \$22,317.84, 74% of the budget for this line. Another \$10,000 is anticipated between April-June, so we will likely have a surplus from this line.

**Personnel Services** is on target with the budget at 64.3% spent. The March PERS reporting will be done this week and paid in at the end of the month.

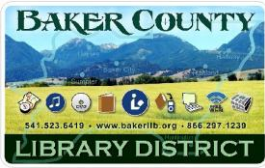
The General Fund **Materials Services** includes the monthly book purchases from Ingram of \$4,508.06 and VISA purchases of \$3,260.51 for this category, In Building Maintenance, a check was written to Heaven's Best of \$2,009 for the bi-annual cleaning of the library furniture, and on VISA \$600.06 to the FilterGuy for new building filters. In Computer Maintenance, two checks were written for software subscriptions; SenSource \$1,320 for the traffic counter and Springshare \$1,137 for meeting room booking software. In the Bookkeeping expense line, two HR newsletters were renewed on VISA for HR Specialist \$135 and Employment Law \$97; Hawes said that she did not intend to renew these at \$300 a piece, but the vendor kept coming down in price after the subscription expired, and finally offered them at a discounted price that was reasonable. These newsletters have good information about what is going on in the HR world as well as online access to related articles. In Youth Programs, a check was written to Shameless Tees of \$122.32, these were team shirts for the Battle of the Books competition.

The **Other Funds** received \$328.64 in net book sales revenues and paid one bill to VISA of \$102.72 for shipping expenses of books sold. There was no other activity in this fund.



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	<p>The <b>Capital Investment</b> fund received interest income on its pool account of \$436.95, bringing the total interest income-to-date of \$3,023.04.</p> <p>The <b>Sage Fund</b> had no dues income this month although it did receive interest income of \$1,159.12 from its pool account (totaling \$6,411.84 in interest revenue year-to-date). That has been a good investment for Sage. We have submitted the grant reimbursement of \$67,893 at Beth’s instructions; those funds should come this month. Sage fund wrote 6 checks to small couriers totaling \$3,217.75 plus a last minute check of \$78.60 for courier mileage. This fund also wrote two reimbursement checks to Beth Ross for travel \$471.56 to a member library for training and a new computer of \$1,816.98 for her use. It also made an online payment to VISA for record maintenance of \$172.30 to Marcive Inc plus courier labels of \$134.30 to Amazon, totaling \$306.30.</p> <p>The Approved Bills Reports were included with the check packets to be signed by the board members present. The VISA bill was available for review and is paid in full for the current month.</p> <p>In other news, Special Districts sent us a letter with estimated membership dues for the upcoming billing in October. The estimated dues was \$1,851, this was an increase of \$846 in one year. The prior year was \$1,005, the prior 4 years had been around \$900 annually. The letter explained that they had restructured their dues calculation with moving out of the workers compensation insurance area. Stokes picked up on the fact that the letter stated dues were based on operating budgets. Hawes sent a response requesting they reconsider the dues calculation based solely on our operating budget; whereas, prior years had included the total budget. With that change, they approved a reduction of the membership dues, our new dues amount is \$1,444 (a \$439 increase), which is reasonable.</p> <p>The ERATE bid window is open for another week (closes March 21). At this point, we have one serious bid for Internet at this site. No other bids received to date. Some discussion on Internet providers.</p>
<b>Next Meeting</b>	The next regular board meeting will be April 9, 2024 at noon.
<b>Adjourn</b>	Rohner adjourned the meeting at 1:01 pm.



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	<p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>
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DRAFT