

1. Call the Meeting to Order and Roll Call

- Bobbi Childers (C)  Betty Rietmann (VC)  Anne Morter (T)  Margo Sherer
- Deb Campbell  Becky Doherty (HL)  Rachell Hughes (AL)

Zoom link: Ione Library is inviting you to a scheduled Zoom meeting.  
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Topic: Sept. Board Mtg  
Time: Sep 18, 2023 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://us06web.zoom.us/j/88466855162?pwd=bnMvejZOYVINZVZKM1dMZzU3UGVCdz09>  
Meeting ID: 884 6685 5162  
Passcode: 869354  
Find your local number: <https://us06web.zoom.us/u/kkQCdQGLX>

2. Approve minutes of August 21 Library District Board Meeting

3. Treasurer’s Report

- a. Checking balance \$ 7154.10 (9-11-23)
- b. County Investment Fund 662 \$
- c. Building Reserve Fund 686 \$

4. Librarian’s Report

- a.

5. Old Business

- a. Policy Review: Meeting Space and Oregon Ethics Law
- b. Officers term of office
- c.
- d.
- e.

6. New Business

- a.
- b.
- c.

7. For the good of the order

January (Employee evaluation)  
January, April, June, **September** (Safety Committee )  
July (Election of Officers: Board Governance Policy page 2)  
July (Resolution to set meeting day and time: Board Governance Policy page 4)  
November/December (Cost of Living)  
December (Salary Adjustment)

Ione Library District Board Meeting  
August 21, 2023  
Ione Library

The meeting was called to order at 6:05 by Vice Chairperson, Betty Rietmann

Roll was called. Board members present : Betty Rietmann (VC), Anne Morter (T), Margo Sherer and Deb Campbell. Librarians Becky Doherty and Rachell Hughes also attended.

The minutes from the July 17, 2023 meeting were approved as presented.

### **Financial Report:**

The checking balance is \$9,903.55 (8/15/23), the County Investment Fund (CIF) \$52,392.35 and the reserve fund balance is \$211,848.79 (7/31/23).

### **Librarians Report:**

- The issues from the flash flood on 8/7/23 have all been resolved. Water and silt seeped into the back room from the storage room in the city hall. 2 dehumidifiers and 2 fans were placed in the back room and a heater and fan were placed in the city storage room to dry out the water. O-So-Kleen has shampooed the carpets throughout the library and moisture tested. The carpets are dry though there is some moisture in the kick plates of the back and side shelves that has caused the vinyl covering to separate slightly. Any damage is visual and not structural. A fan and one dehumidifier will be run for awhile longer. The city will pay all costs.
- The windows were washed and the hard water buildup removed. The city will pay.
- Rachell has provided the board with a written report on the Summer Reading Program and has nothing more to report.
- Pens have been purchased with the library address, phone number and hours. They are very nice gel pens and are being handed out to adult patrons. They are well received.

### **Old Business:**

- The Library Director Evaluation Policy and the Library Restrictions Policy were discussed. No changes were identified.
- Officers for 2023-2024 were elected. Anne moved and Deb seconded that we keep the same slate of officers. The vote was unanimous. The Officers are Bobbi Childers, Chairperson, Betty Rietmann, Vice-Chairperson and Anne Morter, Treasurer. Anne asked if we have a list of the officers by year and Becky will compile one. Anne also asked if there is anything in our policies that restrict the number of times one person can hold the same office. That will also be researched and addressed at the September meeting.
- Anne Morter moved and Deb Campbell seconded that we adopt Resolution #2023-04:  
*Be it resolved that the Ione Library District board of directors will meet monthly on the 3<sup>rd</sup> Monday at 6:00, at the Ione Library located at 385 W. 2<sup>nd</sup> Street, Ione Oregon.* The motion passed by unanimous vote.

### **New Business:**

- Stephanie Chase, the Executive Director of Libraries of Eastern Oregon, meet with Library Director Becky Doherty earlier in August. LEO is developing a new Strategic Plan and was looking for input. Becky had no specific requests. She identified the need for Spanish Language materials and shorter waiting periods for hold as areas of concern. A discussion on Spanish language material followed. Spanish Language books are available through the inner library loan system. E-books and audio books are available through Libraries2Go and Overdrive. Our issue is to identify the Spanish

speakers and encourage them to get library cards and make use of the resources available. It was suggested that a flier be prepared that could be given to these folks and to assist them with getting a library card learning the system. Anne will talk to someone she knows about getting a flier made (in Spanish) and we will work on identifying individuals and families that we need to reach.

- Becky reviewed the budget for the 2024 Sumer Reading Program and pointed out that the costs for producing that program are rising. She requested that the board increase the amount they provide for the SRP to \$2,500, up from the usual \$2,000. A significant amount of donations were received for 2023, which enabled us to stay within our total budget of \$3,000 (\$1,000 from the State and \$2,000 from the Ione Library District). Anne moved and Deb seconded that \$2,500 be provided for the SRP. The vote was unanimous in favor.
- SDIS has announced a grant opportunity for Safety and Security. Neither the board nor the librarians could identify any projects that are needed and no action was taken.

**For The Good of the Order:**

Becky talked briefly about her wish to establish a library of seeds. We have no room for a library of things, but seeds would need only a recipe card box to house donated seeds. LaGrande and Enterprise are also interested in a seed library and perhaps we can join forces with them. The cost should not be significant and the program would be open to everyone in the district, no library card needed.

The next meeting will be on September 18, 2023, at 6:00.

The meeting adjourned at 6:50.

Respectfully Submitted,

Becky Doherty  
Librarian

## **MEETING SPACE POLICY**

Meeting Space is available at the Ione Public Library to promote the Ione Library District's mission to provide access to the power of information and imagination. Meeting Space furthers the District's mission through enriching lives and encouraging self-education.

Meeting Space is primarily reserved for Library District, District-sponsored, and Topic Club activities. In addition, non-profit, civic, and community organizations, or government entities may use the library Meeting Space without charge for non-commercial uses such as meetings, lectures, or similar activities whenever a conflict does not exist with District activities. Such events must be open to the general public to be eligible for free use of the Meeting Space.

Public Meeting Space use does not constitute District endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Events or meetings will not be publicized in a manner suggesting library sponsorship or affiliation. The District's name, address, email, or phone number may not be used as the contact information for any meeting except that which is sponsored by the District or affiliate groups.

### **Rules on using the Meeting Space**

Space is available to the public on a first-come, first-served basis and may be reserved up to 6 months in advance. In order to allow maximum access to the space, regular weekly bookings are discouraged. Groups wishing to use the Meeting Space may be required to complete a Meeting Space Application of Use if using the Space when the library is normally closed. The representative for any group is responsible for ensuring that the group abides by the terms of this policy and any accompanying rules of use. Violation of these terms may result in denial of future access to the Space.

The representative for any group wishing to book the Space must be a responsible adult over age 21. This person shall assume full responsibility for any injury or damage to District property, building, furnishing, artwork, or equipment that results from the group's use of the facility.

When library Meeting Space is to be used by groups, organizations of students, or others younger than age 18, the following number of adults are required for each age group of children:

- Ages 0-2: 1 adult per 4 children
- Age 2: 1 adult per 5 children
- Ages 3-4: 1 adult per 10 children
- Ages 5-17: 1 adult per 15 children

People attending meetings must make their own provisions for child care and supervision. Children under the age of 10 must not be left unattended in the library.

Users are responsible for setting up chairs or tables. All furniture and equipment must be returned to their original locations.

Materials are not to be attached to walls, windows, doors, or furnishings except at the direction of Library Director or designee. Activities which the Library Director determines would adversely impact the facility or furnishings will not be allowed.

Meeting Space users may put up directional signs slightly before and during the event to direct people to it. However, library staff may remove the signs if they interfere with regular District operations or imply District sponsorship. Such signs must be removed promptly after the event is finished.

The District does not assume liability for personal injuries, nor does it assume liability for damage or theft of personal property which occur as a result of the actions of the sponsors or participants in meetings scheduled in District facilities.

No alcohol is permitted within the facility unless specifically approved in writing by the Library Director. Approval will be subject to compliance with any laws and regulations of the State of Oregon, and may require proof of insurance.

Unauthorized reproduction or public display of any material in the Meeting Space is prohibited if it is not covered by a public performance license for the District or the organization or for which a written waiver of the applicable rights has not first been obtained.

The Meeting Space is open for use at any time that does not interfere with regular library hours. However, certain after-hours usage may require additional approval by the Library Director or designee.

Attendance is limited by the maximum room capacity of 20 people. Meeting sponsors and/or organizers are responsible for crowd control.

Exceptions to these policies and rules are at the discretion of the Library Director.

# Oregon Ethics Law Policy

## Overview:

Oregon Government Ethics Law

- Applies to all elected and appointed officials, employees, and volunteers
- Prohibits use of public office for financial gain
- Requires public disclosure of financial conflicts of interest
- Limits gifts that an official may receive per calendar year
- Found in Oregon Revised Statutes, Chapter 244

## Purpose:

The purpose of this policy is to establish ethical standards of conduct for all district public officials in accordance with Oregon Government Ethics Law.

## Financial Gain:

Each public official is prohibited from using the position as a public official to receive certain financial benefits if the opportunity for the financial benefit would not otherwise be available but for the position held by the public official. In addition, each public official is prohibited from using or attempting to use the official position to obtain financial benefits for a relative or a member of the public official's household, or for a business with which the public official, a relative, or a member of the public official's household is associated.

The following is a list of financial benefits that may be received. These include:

- Official compensation
- Reimbursement of expenses
- Honorarium
- Unsolicited awards for professional achievement
- Some gifts

## Gifts:

No public official shall solicit or receive any gift(s) with a total value of more than \$50 from any single source who could reasonably be known to have a financial interest in the official actions of that public official. A gift is defined as something of value given to a public official, for which the official does not pay an equal value. Gifts of entertainment are included in the \$50 gift limit.

This does not mean that an official cannot receive any gifts. The law only restricts gifts from sources that have an administrative or legislative interest in the public official's actions, and does allow the public official to receive up to \$50 worth of gifts from each source. In addition, unlimited gifts may be accepted from a source that does not have a legislative or administrative interest in the public official, and the public official may accept unlimited gifts from specified relatives.

## **Conflict of Interest:**

Oregon Government Ethics law identifies and defines two types of conflicts of interest: actual conflict of interest and potential conflict of interest.

The difference between an actual conflict of interest and a potential conflict of interest is determined by the words “would” and “could”.

A public official is met with an **actual** conflict of interest when the public official participates in action that **would** affect the financial interest of the official, the official’s relative or a business with which the official or a relative of the official is associated.

A public official is met with a **potential** conflict of interest when the public official participates in action that **could** affect the financial interest of the official, a relative of that official or a business with which the official or the relative of that official is associated.

A public official must announce or disclose the nature of a conflict of interest. The way the disclosure is made depends on the position held. The following public officials must use the methods described below:

- Potential Conflict of Interest: Following the public announcement, the public official may participate in official action on the issue that gave rise to the conflict of interest.
- Actual Conflict of Interest: Following the public announcement, the public official must refrain from further participation in official action on the issue that gave rise to the conflict of interest.

If a public official is met with an actual conflict of interest and the public official’s vote is necessary to meet the minimum number of votes required for official action, the public official may vote. The public official must make the required announcement and refrain from any discussion, but may participate in the vote required for official action by the governing body. These circumstances do not often occur. This provision does not apply in situations where there are insufficient votes because of a member’s absence when the governing body is convened. Rather, it applies in circumstances when all members of the governing body are present and the number of members who must refrain due to actual conflicts of interest make it impossible for the governing body to take official action.

~~May 26, 2016~~ September 18, 2023

The Board of Directors of the Ione Library District hereby unanimously vote to adopt the Oregon Ethics Law Policy.

The purpose of this policy is to establish ethical standards of conduct for all district public officials in accordance with Oregon Government Ethics law.

Ione Library District  
Board of Directors

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Anne Morter

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Margo Sherer

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~~Naney Anderson~~ Bobbi Childers

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~~Lisa Rietmann~~ Betty Rietmann

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~~Betty Gray~~ Deb Campbell



# Safety Committee

Safety Committee Meeting Minutes  
June 19, 2023  
Ione Public Library

The meeting was called to order at 6:50 by Bobbi Childers

Present: Bobbi Childers, Anne Morter, Margo Sherer, Betty Rietmann and Deb Campbell. Librarian Becky Doherty was also in attendance.

The minutes were dispensed with.

The board did a walk through. No safety violations were found.

The meeting was adjourned at 7:00. The next meeting will be in September, 2023

Respectfully Submitted,

Becky Doherty, Librarian