

**Board of Directors**  
**Regular Meeting Agenda**  
**Supplementary information**

Tuesday, September 15 2020, 6:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). In support of state and federal guidelines for physical distancing, the Hood River County Library District will hold this meeting by using Zoom Conferencing.

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/81098300619>

Meeting ID: 810 9830 0619

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|--|-----------|
| <b>I. Additions/deletions from the agenda (ACTION)</b>                     | Sheppard  |
| <b>II. Actual or potential conflicts of interest</b>                       | Sheppard  |
| <b>III. Consent agenda (ACTION)</b>  | President |
| <b>i. Minutes from August 26, 2020 meeting</b>                             |           |
| <b>IV. Open forum for the general public</b>                               | Sheppard  |
| <b>V. Reports</b>  |           |
| <b>i. Friends update</b>   | Fox       |
| <b>ii. Foundation update</b>   | Fox       |
| <b>iii. August 2020 Financial Statements</b>                               |           |
| <b>iv. Director's report</b>   | Fox       |
| <b>VI. Previous business</b>   |           |
| <b>i. Discussion bookmobile for the Hood River County Library District</b> |           |
| <b>VII. Agenda items for next meeting</b>                                  | Sheppard  |
| <b>VIII. Adjournment</b>   |           |

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Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

    ORS 192.660 (1) (d) Labor Negotiations

    ORS 192.660 (1) (e) Property

    ORS 192.660 (1) (h) Legal Rights

    ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

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**I. Additions/deletions from the agenda (ACTION)** Sheppard

**II. Actual or potential conflicts of interest** Sheppard

**III. Consent agenda (ACTION)** President

**i. Minutes from August 26, 2020 meeting**

Attachments: III.i. Minutes from the August 26, 2020, regular meeting

**IV. Open forum for the general public** Sheppard

**V. Reports**

**i. Friends update** Fox

- The Friends of the Library did not meet in September. The Board President Nadine Klebba emailed a report to the Friends of the Library member. The highlights of the report are below.
  - In July, Library Director Rachael Fox contacted some of the Friend's volunteers who have covered books and prepped materials for the library before COVID-19 entered our lives. Fox wanted to know if any of the volunteers would be willing to come into the library, masked and physically distancing themselves to help out with a back log of materials that needed to be prepped. The volunteers were able to meet twice in July to help the staff by preparing materials to be shelf ready.
  - In early Spring 2020, it was decided that the Friends would not be having their Annual Book Sale and they thought that they may be able to have a Book Sale in the Fall of 2020. Because of the continued concerns for public safety, they will not be going forward with the Friends Book Sale this fall.
  - The Friends of the Library approved their annual budget by email. They donated \$5,000 to the Library District as part of their annual donation. They will donate

another \$3,500 after their membership renewal drive in December. These funds will be saved to support Summer Reading 2021.

- At the Friends November 2019 meeting it was suggested, discussed and agreed upon at the November meeting, that the Friends consider donating a percentage of their end of the fiscal year balance towards the Pat Hazlehurst Endowment that is operated out of the Columbia Gorge Foundation. Because the Pat Hazlehurst Endowment is slowly increasing its balance, the Pat Hazlehurst Endowment is now able to donate to the library over \$7000 per year. The Friends' organization donation will continue to help with increasing the fund's balance. After looking over their end of the year budget the Friends had a balance of \$14,091. The Friends donated a little over 35% of their end of the fiscal year budget, or \$5000 to the Pat Hazlehurst Endowment.
- The Hood River Reads committee will meet in September to discuss hosting a virtual HR Reads program in the Spring. They will be using the same selection from this year, *The Highest Tide* by Jim Lynch, since all programming was canceled due to COVID-19.

## **ii. Foundation update**

Fox

- Foundation members discussed potential fundraising ideas. They decided to aim for a fundraiser in the Spring around the same time they usually hold the Feast of Words. Popular ideas included an online auction which included presentations by library staff and author readings. They will explore more ideas at their October meeting.
- Foundation members also discussed the focus of their annual fundraising event. I suggested potentially raising funds to purchase a bookmobile for the District. The District currently has \$38,000 the Foundation has already raised to support the community of Odell. I told the Foundation I would discuss this idea further with the Library Board and report back to the Foundation at their October meeting.

## **iii. August 2020 Financial Statements**

The August financial statements were unavailable at the time the meeting packet was distributed. Our accountant is waiting for Hood River County to release the August tax statements. I will distribute the financial statements prior to the board meeting if they are ready.

## **iv. Director's report**

Fox

### **Administration**

- The Hood River County School District invited library staff to attend their monthly board meeting on September 9 to express their appreciation of our partnerships. I attended the meeting with Bilingual Outreach Librarian Yeli Boots. The School District honored the partnerships we've had to provide services for migrant and bilingual children, Pop-Up Library/WiFi van, and distribution of Family Activity kits during the summer. We also discussed continuing our partnerships with the van, continuing services for migrant and bilingual children, providing free books/lego kits to children through the meal service bus routes during the school year and providing homework assistance and helping families sign up for free library cards.

- As we discussed last month, we plan on moving the pickup location for materials into the library lobby for the Fall and Winter. We had originally planned to start September 15, but library staff discussed taking advantage of the warm weather and keeping the table outdoors as long as possible. We have added an outdoor tent for patron to escape the heat and rain.
- I want to thank the Library Board for your patience and understanding regarding the delay in reviewing policies and discussing the library going Fine Free. Due to the need to attend to developing new policies and procedures for library staff and patrons due COVID-19 and the personal time I have needed to take off over the past month, I have placed these things on hold. Please note, we have several items on our agenda for next month:
  - Hood River County Library District discussion Fine Free and automatic renewals
  - Library Card Policy
  - Financial Management Policy
  - Review: Policy Review Schedule
  - Discussion: RFP Audit Services 2021-2023
  - Health insurance renewal
  - Discussion: Bookmobile (Proposed Budget)

### **Programs**

- Library staff are busy planning fall programming which will include virtual programs, book giveaways, craft bags for kids and teens, Reader's Advisory help for students/families, and homework help for students.
- Library staff has reached out to the school district to determine how to best help support the parents and children in our community during this upcoming school year. We will continue this conversation throughout the school year.



- We have created a form on our website called ([Let Us Select Items For You](#)). The form is geared toward helping kids, teens and families provide information to library staff to aid in selecting library materials for their school work and it also can be used by adults, too. There are many families choosing homeschooling this year and families which are forming pods to work together. We'll be ready to support their requests. The school libraries will be offering Curbside Services and Pop-Up Library Services for their students and families. We receiving a few requests each day and anticipate

more request when school starts.

- Teen Librarian Rachel Timmons is putting together a new program to offer Homework Help Hours for students via Zoom. Our Library staff will help students with homework questions.
- Please read our latest newsletter for a details regarding great online library programs Enewsletter link: <https://conta.cc/3lLhRde> .

## **VI. Previous business**

### **i. Discussion bookmobile for the Hood River County Library District**

Fox

I would like to further discuss the Library District purchasing a bookmobile to serve Odell and other rural areas in our community.

The Library Foundation is excited at this possible venture and are interested in raising funds for this project. The District currently has \$38,000 the Foundation has already raised to support the community of Odell. If the board approves in investigating this option further, over the next month I would like to put together a proposed budget which outlines the cost of a new bookmobile and the ongoing costs associated with bookmobile, including staffing and maintenance. In addition, I would also like to explore the District potentially placing funds toward the purchase of the bookmobile. I will review our budget and determine if that is possible at this time. Library staff will also explore potential grants.

## **VII. Agenda items for next meeting**

Sheppard

- Hood River County Library District discussion Fine Free and automatic renewals
- Library Card Policy
- Financial Management Policy
- Review: Policy Renewal Schedule
- Discussion: RFP Audit Services 2021-2023
- Health insurance renewal
- Discussion: Bookmobile

## **VIII. Adjournment**

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**Board of Directors**  
**Regular Meeting Minutes**

Wednesday, August 26, 2020, 6:00pm

Zoom meeting

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Jean Sheppard President

Notes prepared by Library Director Rachael Fox

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Meeting ID: 883 1823 1689

**I. Additions/deletions from the agenda (ACTION)**

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:05pm. Janik made a motion to approve the agenda as amended. Marsden seconded. The motion carried unanimously.

**II. Actual or potential conflicts of interest**

Sheppard

None stated.

**III. Board officer elections (ACTION)**

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:05pm. Janik made a motion to approve the agenda as amended. Marsden seconded. The motion carried unanimously.

**IV. Consent agenda (ACTION)**

President

Marsden moved to approve the consent agenda. Janik seconded. The motion carried unanimously.

**V. Open forum for the general public**

President

None present.

**VI. Reports**

**i. Friends update**

Fox

There was nothing to add to the written report.

**ii. Foundation update**

Fox

There was nothing to add to the written report.

### **iii. July 2020 Financial Statements**

There was nothing to add to the written report.

#### **iv. Director's report**

Fox

The board discussed exploring a bookmobile to serve the Odell community. Due to the current pandemic and the potential economic impact of the pandemic, it appears unlikely the District will be able to invest in a physical building in Odell in the near future. A long term goal could still be to have a bricks and mortar library in Odell with the partnership of other organizations. A bookmobile will the allow the District to meet the people of Odell where they are and to also serve other rural areas of the county such as Parkdale and Dee.

Fox will discuss this option with the Library Foundation and explore the cost of purchasing a bookmobile, staffing the bookmobile and the cost of regular maintenance and up keep.

### **VII. Previous business**

#### **i. Discussion update Hood River County Library District Reopening**

The board discussed moving Curbside Services into the Lobby when inclement weather begins and they agreed the procedure put in place appears safe and a good option.

### **VIII. New business**

#### **i. Discussion of Friends of the Library and Library Foundation liaisons**

President

Fox stated the Friends of the Library do not have plans to meet by Zoom during this time. The Library Foundation will meet by Zoom. Marsden stated she could attend the meetings of the Friends if they resume. Marsden also stated Hackett mentioned last board meeting he could continue to be the liaison for the Library Foundation.

### **IX. Agenda items for next meeting**

President

### **X. Adjournment**

The meeting was adjourned at 7:36pm.

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