

Board of Directors
Regular Meeting Agenda

Tuesday, March 16, 2021, 7:00pm

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/88987942233>

Meeting ID: 889 8794 2233

- | | |
|---|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| VI. Old business | |
| i. Reopening plans: Curbside Services and Browsing and Computer Appointments | Fox |
| VII. New business | |
| i. Library Director Evaluation (ACTION) | Sheppard |
| ii. Budget Committee Discussion (ACTION) | Fox |
| iii. Request – remove bench in Reading Room (ACTION) | Fox |
| iv. Request Personnel to transport ballots in Odell | Fox |
| VIII. Agenda items for next meeting | Sheppard |
| IX. Adjournment | Sheppard |

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.

Board of Directors
Regular Meeting Agenda
Supplementary information

Tuesday, March 16, 2021, 7:00pm

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Meeting ID: 889 8794 2233

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

II. Actual or potential conflicts of interest Sheppard

III. Consent agenda (ACTION) Sheppard

i. Minutes from February 16, 2021 meeting

Attachment: III.i. Minutes from the February 16, 2021, 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 March.
- A group of thirteen Friends volunteers helped send over 500 letters to donors for the Bookmobile campaign.
- The Friends of the Hood River are hosting the Hood River County Reads program 2020-2021. Due to the cancellation of last year's Hood River County Reads, we will read the 2020 book *The Highest Tide* by Jim Lynch.

The Friends kicked off this year's program by distributing free books outside the Hood River Library on Saturday, March 6. Free copies will be available at all the library branches during Curbside Services.

The Friends of the Library will host virtual events throughout March and April for the 2020-2021 Hood River Reads program culminating in a virtual writing workshop with the author on Saturday April 17 and a webinar with the author on Sunday, April 18 at 2 p.m.

Please visit our website for a full schedule of events
<https://hoodriverlibrary.org/friends/hood-river-reads/>.

ii. Foundation update

Fox

- The Library Foundation has been busy with the Bookmobile campaign. Please see the Director's report for the full details!
- The Library Foundation approved donating \$3,000 to the Library District to purchase new books to be distributed over the next six months through the FISH distribution centers in Hood River, Parkdale, and Cascade Locks.
- The Foundation has set up a brokerage account. This allows them to accept donations of stocks, mutual funds and securities.

iii. February 2021 Financial Statements

Fox

The financial statements were not available at the time the board packet was released. I will send the statements when they become available.

iv. Director's report

Fox

- We launched the Bookmobile Campaign on Tuesday, February 16! Please visit <https://hoodriverlibrary.org/bookmobile/> for more details. Sponsors will be recognized on the Bookmobile using a fruit tree motif. Learn more about Sponsorships [here](#). The response from our community has been amazing!



donate.
books on the move.

The Hood River County Library District, Library Foundation and Friends of the Library are raising funds for the Library District to purchase a bookmobile.

Platinum Sponsor \$25,000

Doug & Leslie Campbell
Remembering Dorothy-John-Maureen

Gold Sponsor \$10,000

Mark Patterson & Beth Joyce

Silver Sponsor \$5,000

The Schaefer Family Gift Fund of the
Gorge Community Foundation -
Remembering Laura Douglass Schaefer

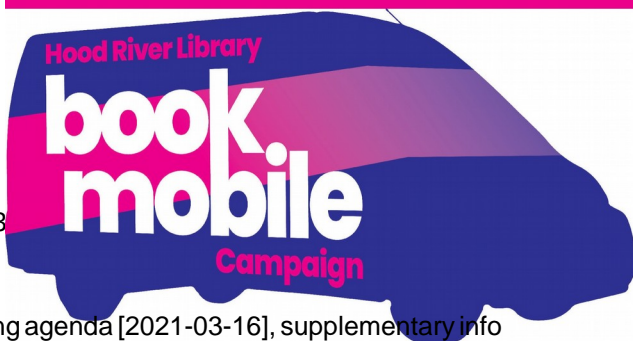
Ron Cohen and Christie Smith

Bronze Sponsor \$2,500

The Hood River Cultural Trust
Elaine and Scott Johnson
Cathi Lannon
Jean and Craig Sheppard
Waucoma Bookstore
Wyeast Laboratories, inc.



www.hoodriverlibrary.org/bookmobile



donate.
books on the move.

- Thank you to the Friends of the Library for donating \$8,500 to fund our Children's Summer Reading Program!
- The ethics training video is being updated by the Special Districts Association of Oregon. We'll review the new training video as soon as it is released.
- The Hood River Library Gardens will house a community display on the north side of the library lawn during the month of April. The SafeSpace Child Abuse Awareness Campaign is trying to raise awareness regarding child abuse in the gorge. They will place one pin wheel for every child that has experienced child abuse in the gorge. They are partnering with Art in Education in the Gorge to create the display. The pin wheels will be present for one week and a banner will be on the grounds for the month of April.
- **Facilities and Library Gardens**
 - We will be planting three birch trees this spring in front of the Hood River Library to replace the large maple we had to remove in 2019.
 - The Stoniferous Pine cairn in the library gardens needs repair. I've hired a stone mason to complete the repairs this spring.
 - Protective film was installed in March on the windows in the south side of the library atrium. The film will protect our teen book collection from UV rays and reduce the heat in the teen area.
 - This spring we will replace the concrete light pole in the gardens. It was removed in 2019 because it had several large cracks in the pole and was a safety hazard.
 - In December, our maintenance person Michael Peterson moved out of the area. I am currently working with John Isles to do our regular maintenance. I am pleased with his work. We pay for his services as needed.
- **Programs and Services**
 - **Hood River County Reads 2020-2021**
The Friends of the Hood River are pleased to announce Hood River County Reads program 2020-2021! Due to the cancellation of last year's Hood River County Reads, we will read the 2020 book *The Highest Tide* by Jim Lynch.

The Friends kicked off this year's program by distributing free books outside the Hood River Library on Saturday, March 6. Free copies are available at all the library branches during Curbside Services.

The Friends of the Library will host virtual events throughout March and April for the 2020-2021 Hood River Reads program culminating in a virtual writing workshop with the author on Saturday April 17 and a webinar with the author on Sunday, April 18 at 2 p.m.

Please visit our website for a full schedule of events
<https://hoodriverlibrary.org/friends/hood-river-reads/>.

- Tax forms have arrived at Hood River County Library District branches. We have the Federal 1040/1040 SR instruction booklets and forms available during Curbside hours. We can also provide printed copies of the Oregon Form 40. The AARP is not offering Tax Aide this year at the library. If you would like to schedule an appointment with them, please email gorgetaxaide@gmail.com. AARP will contact you to set up an appointment.
- The program staff have been working hard to provide creative programming for this spring. It's a mix of online programs and craft kits! We have distributed thousands of free books in our community! Please check out our newsletter for a full list of programs in March, <https://conta.cc/3by4OZq>.

▪ **March programs**

• **Teen programs**

- **Teen Hangout [Discord]**
 - Games, parties, bad jokes, and program planning always happening on the **Library Discord**. Sign up for the Discord here: <https://hoodriverlibrary.org/discord-form/>
- **Teen Drawing Contest** All month long. The only two rules are
 1. It must have some sort of fuzzy worm in the drawing somewhere.
 2. It has to be appropriate for general viewing. What is a fuzzy worm, you ask? Whatever you make it.
- Possible works of art: A Fuzzy Worm portrait. A find the Fuzzy Waldo Worm, Fuzzy Worms vs Angels and Demons. The options are endless. Judges will be the Hood River Teen Council and gift cards to Tokki's Art Supply for the top 3 winners. Entries accepted throughout March and with permission will be added to our Teen Art Gallery, Prizes awarded at the start of April. Please submit entries to rachelt@hoodriverlibrary.org
- **Among Us Keychains**
 - March Teen take-home craft is felted Among Us crewmate keychains. Everything you need will be in the take-home kit. No guarantee your crewmate isn't an imposter. Pick up the kit during Curbside Services.
- **Among Us Game Night** Friday March 26, 3 p.m.
 - Come try and survive (or make sure nobody else does) a night of Among Us. We will meet in the Teen Meeting room on Zoom. <https://zoom.us/j/91001800954> Meeting ID: 910 0180 0954. All you need is a way to play and some snacks.
- **Marvel Movie Bracket [Teen Page]**

- We all know the best Marvel movie is Into the Spider-verse, but what if people think it's something else? Vote each week on the Teen Quiz Page as we get closer to the best of the best of the best.

- **Kids programs**

- **Storytime [Facebook]**

- Thursdays, 10:30 a.m.
 - Join Teacher Jana each week for stories and songs! Live on Facebook.

- **Do-It-Yourself Art Kit March 23-27**

- Kids can pick up their own Art Kit at the library branches during Spring Break! One per child. Each one unique. First-come-first-serve. March 23-27 during [curbside hours](#).

- **Outreach programs**

- The kids team continues to distribute free books and legos through the school district meal sites and meal delivery program and the FISH Food Bank! The free books were funded by the Library Foundation.
 - This fiscal year, we will be distributing free books through the school migrant head start program for ages 0-5 and through the high school for teens in the migrant education program. The books were funded by the Friends of the Library.

VI. **Old business**

i. **Reopening plans: Curbside Services and Browsing and Computer Appointments**

Fox

Attachment: VI.i. Reopening plan Hood River County Library District

We are currently offering Grab-and-Go Browsing and Computer appointments on Wednesdays and Saturdays at the Hood River Library. The main focus is offering Core Library Services.

Highlights of service:

- Browsing (30 minutes)
- Computer use (30 minutes)
- Restrooms closed
- Seating and tables have been removed from the public area in the Hood River Library to encourage the 30 minutes time limit for browsing.
- Plexiglass shields at all the service desks.

- Library bookshelves and self-check stations has been repositioned to encourage social distancing.
- Continue Curbside Services five days per week in Hood River.

Our trial run was successful! We made modifications to the time limits and use of timers based upon patron feedback. We had many happy patrons on our first day! One of our patrons cried she was so happy to be back in the library. She said it was like coming home. There was much gratitude expressed to library staff. We even saw a happy dance from one of our youngest patrons!

Our neighbor libraries in The Dalles and Fort Vancouver (Stevenson and White Salmon) are still offering Curbside Services, although, Fort Vancouver is allowing people inside the building to pick up holds.

Starting in April, I propose we add additional appointment days at the Hood River Library Branch. I anticipate the library will continue in Stage 4 services until at least June. I hope by summer, the restrictions will be lifted to increase our occupancy in the Hood River building. We are currently limited to 75% occupancy in our building at the Lower Risk level for our county. At this level, I estimate we can have 45 people in our building if everyone was evenly spread out among the entire public service floor. This includes staff members, too. Since this is highly unlikely everyone will be evenly spaced throughout the library, we need to operate as through all our appointments could be in our smallest area, which is the children's library. The maximum amount we can have in the children's library is 20 patrons six feet apart.

We are currently offering 3 browsing appointments each time slot. Patrons are allowed to bring up to five people or one family unit if it exceeds five people. We are exploring expanding to four appointments per time slot.

In order to operate Curbside and Appointment services we need four staff members on desk duty. On Curbside only days, we operate with three staff members on desk duty. Pre-Covid days we would operate the library with three staff members on desk duty for 2/3 of our open hours and two staff members on desk duty for 1/3 of our open hours.

In addition, library staff are currently doing all the work of our volunteers. I am exploring restoring volunteer services in April. Pre-COVID, our volunteers contributed almost 2,000 hours per year. This is almost the equivalent of a full time staff member. I'll be asking volunteers to cover and process new materials and shelve library materials.

Based upon these factors I have mentioned, I suggest we continue with our current hours and add modified appointment hours.

- Tuesdays: 12:00-6:00pm (Curbside Only)
- Wednesdays: 12:00-6:00pm (Curbside and Appointments)
- Thursdays: 12:00-6:00pm (Curbside and Appointments)
- Fridays: 10:00-4:00pm Curbside and 10:00-2:00 Appointments
- Saturdays: 10:00-4:00pm Curbside and 10:00-2:00 Appointments

In addition, I have reached out to the Hood River County School District to request we be allowed to open the Cascade Locks Library on Tuesdays and Saturdays for appointments. The School District is reviewing our safety procedures and appointment process to ensure their students and staff will be safe. I have presented a plan for patrons to enter through the side door, which brings them directly into the library. Our hours of operation are outside of school hours. Patrons will not be allowed to use the restrooms or enter the rest of the school building. We will continue to offer Curbside Services during appointment hours.

VII. New business

i. Library Director Evaluation (ACTION)

Sheppard

Attachments:

VII.i.a. Library Director Evaluation Policy

VII.i.b. Library Director evaluation timeline

I will be reviewed annually at the May Board meeting. The process is delineated in the Library Director Evaluation Policy. It's a 360° process. I evaluate myself, the staff evaluates me, selected community members evaluate me, and finally, with those previous three evaluations, the Board evaluates me. The questions use a 1-5 scale, with optional comments. The process typically runs from April through May, with the review happening at the May regular Board meeting, usually in executive session (although my evaluation is considered a public record, unlike other staff). The process goes like this:

The Board reviews and approves the questions and Library Director evaluation timeline.

In April, I am given two weeks to complete my self-evaluation. It mainly consists of narrative.

At the same time, the staff and community members (which consists of the Presidents of the Friends and Foundation plus other individuals selected by the Board) are given their questions, which are distributed via online survey. The Library District Board President administers the online surveys using the District's SurveyMonkey account.

Once all three of those evaluations are completed, they're compiled by the Library District Board President and given to the entire Board to assist in completing their evaluations.

Once the Board evaluation is completed, I am given a week before the May meeting to review the evaluation.

At the May meeting, the evaluation meeting happens. At that time, the Board determines whether to renew my annual contract and if a step increase is warranted.

The evaluation goes into my personnel file.

The Library Director evaluation timeline needs to be approved by the board.

ii. **Budget Committee Discussion (ACTION)**

Fox

Attachment: VII.ii. 2021-22 budget calendar

With the start of the new year comes the start of the next fiscal year's budget process. Last month the Library Board approved the library budget calendar, which delineates when the budget committee will meet, when notices are published in the paper, and when the budget is approved by the Board. Our budget is reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members.

Budget committee members are appointed to 3-year terms. Angela Schock (fulfilled the remainder of Amber Bello's term) and Eric VonLubken terms ended in 2020. The board agreed to renew Angela Schock for another three year term.

Currently, our Budget Committee is Jen Bayer, Monica Hockett, and Lani Roberts. Last month the board decided to bring the names of potential candidates to the March meeting. If the board does not approve a candidate at the meeting, I recommend we do a formal search for candidates. I will post on social media and our website. We will request candidates submit their name and fill out a brief form stating their interest and qualifications. We would then review the candidates at the April board meeting.

iii. **Request – remove bench in Reading Room (ACTION)**

Fox

I am requesting we remove the long bench in the historic reading room in the Hood River Library. This area has been problematic for many years. We used to have the long mobile shelves arranged to allow a seating area on the north side of the room. The shelves created a barrier and a safety hazard. Patrons would often gather in this space and staff could not safely monitor their activities. In addition, the long bench is rarely, if ever used for seating. Instead, it is often used for sleeping, which is now prohibited in the library.

Library staff rearranged the mobile shelves to create a better line of site to allow us to safely monitor the area. I would like to remove the long bench. When we add our seating back in the library, we'll place the chairs and end tables we have stored in our meeting room, directly under the windows. The shelves form an arch which creates a welcoming seating area. We hope this will encourage our patrons to safely enjoy this area which houses our Spanish adult collection.

If the board approves, I will request our new maintenance person John Isles remove the bench and patch the wall behind the bench.



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iv. **Request Personnel to transport ballots in Odell**

Fox

Last month, I presented a request from Fran Finney (League of Women Voters) regarding assisting with transporting ballots from Odell to Hood River County election office on election days. Finney is working on having a ballot box installed in Odell so it is easy for residents to cast their ballots, especially for last minute voters.

Finney reported the Elections Office told her they don't have the staff to pick up and deliver ballots in Odell on election evening at 8 pm. Finney had inquired if two library staff employees could pick up the ballots at 8 pm and deliver them to the Elections Office on Election day. It will probably take an hour to complete the loop.

The board decided at the February 16, 2021 meeting to explore the idea further by consulting with our legal counsel Ruben Cleaveland.

Cleaveland he did not have concerns regarding the legality of paying library staff to transport the ballots, he did raise concerns regarding a few potential issues.

First, we could open the Library District up to liability issues if there are accusations we tapered with ballots, etc. I was informed by Fran Finney the library staff would need to be deputized.

Cleaveland also mentioned while Multnomah County Librarians have done this service in the past, they did it because they are under the umbrella of Multnomah County. We are a Special District (independent government entity) and are no longer affiliated with the county. Since our primary purpose is to fund library services, we should strongly consider whether we want to use the funds for purposes outside of what the tax payers voted to approve.

I would like to discuss this further at the meeting.

VIII. **Agenda items for next meeting**

Sheppard

- Budget committee approval
- Review Janitorial Maintenance bids and contract

IX. **Adjournment**

Sheppard

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

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Board of Directors
Regular Meeting Minutes

Tuesday, February 16, 2021, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

Present: Jean Sheppard, Karen Bureker, Brian Hackett, Megan Janik, Sara Marsden, Rachael Fox (Staff).

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<https://us02web.zoom.us/j/83767002300>

Meeting ID: 837 6700 2300

I. Additions/deletions from the agenda (ACTION)

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:03pm. Fox stated the ethics video was still not accessible but the hosting company was still working on resolving the issue. Marsden made a motion to approve the agenda as amended. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

i. Minutes from January 19, 2021 meeting

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

IV. Open forum for the general public

Sheppard

V. Reports

i. Friends update

Fox

There was nothing to add to the written report.

ii. Foundation update

Fox

Fox updated the total raised for the Bookmobile to \$91,250.

iii. January 2021 Financial Statements

Fox

There was nothing to add to the written report.

iv. **Director's report**

Fox

There was nothing to add to the written report.

VI. Old business

i. **Reopening plans: Curbside Services and Grab-and-Go Services by appointment**

Fox

The Board discussed opening the Hood River Branch by appointment for Browsing and Computers on Wednesdays and Saturdays. The first day will be Wednesday, March 10. We'll have a trial run with Friends of the Library, Library Foundation members, Library Board members, friends and family on Wednesday, March 3 and Saturday, March 6. Participants will be asked to fill out a survey. Library staff are striving to add at least two browsing appointments per 20 minutes and 2 computer computer appointments per 45 minutes.

VII. New business

i. **Renew contract legal counsel Ruben Cleaveland (ACTION)**

Fox

Hackett made a motion to approve the contract renewal with Ruben Cleaveland. Janik seconded. The motion carried unanimously.

ii. **Garden's Maintenance Bids (ACTION)**

Fox

Bureker made a motion to approve Crystal Greens bid and contract. Marsden seconded. The motion carried unanimously.

iii. **Budget calendar approval and Budget Committee Discussion (ACTION)**

Fox

The Library Board discussed seeking a replacement for the open position on the budget committee that was held by Eric VonLubken. Fox will post on Facebook. Board members will bring recommendations to the next board meeting.

Janik made a motion to approve the budget calendar. Marsden seconded. The motion carried unanimously.

iv. **Art installation request (ACTION)**

Fox

The Board discussed the request for the art installation. Fox presented the ten different criteria listed in the Gift and Donation Policy. The Board discussed the limited connection to the local community and the art not conforming with the general architecture of the building in the proposed location. The board discussed the beauty of the art but they decided to deny the request. They wish to have another rotating art in the area. Fox will explore the possibility.

v. **Request assist voter ballots Odell**

Fox

Sheppard stated she could see a potential issue if library staff were accused of voter fraud. Marsden asked if there would be staff interested in transporting the ballots. Fox stated she would be willing to do it and was confident another staff member would be willing. Fox will discuss this further with the Library District legal counsel and report back to the board.

vi. **Ethics Training video**

Fox

Fox stated the issued with the training video had not been resolved. The company that created the training video would be reaching out to Fox the next day.

VIII. **Agenda items for next meeting**

Sheppard

IX. Adjournment

The meeting was adjourned at 8:05pm.

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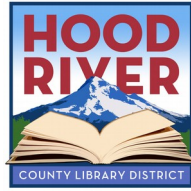
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Hood River County Library District Reopening Plan



The Hood River County Library District leadership team has developed a staged approach to providing library services to our community in response to the COVID-19 pandemic. This plan is a work in progress and will be updated as new information is available and new health and safety guidelines and regulations are released.

Stage 1

Library Branches Closed, Virtual Library Services

Date: March 14, 2020

- Most staff work remotely, some staff work in the building
- Volunteer services suspended
- Take care of fiscal, personnel, maintenance and statistical tasks
- Offer virtual programs for all ages
- Call center and email assistance to patrons
- Staff processing new physical library materials at home
- Physical branches closed
- Outdoor book returns closed
- Preparation for next phase

Stage 2

Library Buildings Open to Staff Only

Date: March 26, 2020

- Continue services offered in Stage 1
- Collections work caught-up
- Office work routines restored
- Outdoor book returns closed
- Preparation for next stage

Stage 3: Library Services Restored Out of Building

Date: March 28, 2020

- Continue services offered in Stage 1
- Pop-Up Library/Mobile Wi-Fi Hotspot – Partnering with Hood River County School District to send a van to specific neighborhoods in Odell and Hood River
- Curbside Services (Hood River Library: Lobby pickup during inclement weather in the fall/winter months. Masks are required and available at the entrance, if needed)
- Patrons can visit their branch library to pick up holds
- Telephone reference/research assistance/reader's advisory services offered during Curbside hours
- Printing capability for Curbside Pickup

- Library material returns accepted in outdoor book returns
- SAGE Library Consortium interlibrary loan services restored
- Outdoor Wi-Fi Zones with laptops for day use
- Senior outreach to assisted living facilities
- Library of Things items for checkout
- Volunteer services suspended

Stage 4

Grab-and-Go (Browsing) and Computer use by appointment and Curbside Services

Date: March 10, 2021

- Continue services offered in Stage 1
- Library branches open to public and library services for the general public are provided on a limited schedule to allow for enhanced cleaning and physical distancing requirements
- Limit the number of people allowed at one time in each building by 30 minute appointment to facilitate physical distancing.
- Most seating will be removed from the public floor to reduce sanitation requirements and to limit the amount of people in the building due to physical distancing requirements
- Programs and most services remain virtual
- Meeting room is designated for materials quarantine and furniture storage and will remain closed for reservations for the foreseeable future
- Study rooms will not be available
- Children's toys, costumes and coloring crayons/sheets will not be available
- Makerspace will be closed
- To limit cleaning/disinfecting requirements, bathrooms closed to the public. A public restroom is located on State Street.
- Limit computer time/wifi use in the building to 30 minutes by appointment so that sanitation can take place between users.

Stage 5

Majority of Library Services Restored

Date: TBD

- Majority of library services and programs are restored
- Some virtual programs may continue
- Public meeting room and study rooms may open with limited capacity
- Some seating will be restored
- Makerspace will reopen with restrictions
- Programs for children, teens, and adults may be offered in open spaces in the library and outdoors
- Some children's toys and coloring crayons/sheets may be available
- No appointment necessary for computer use but physically distancing and sanitation procedures still are in place
- Some volunteers services continue

Stage 6: Full Library Services (All restrictions lifted)

Date: TBD

- All library programs library services are restored with new changes in place based upon new health and safety recommendations
- All volunteer services are restored

Cleaning, Disinfecting, and Safety Guidelines for all Stages

For staff:

- Each staff person disinfects their work area at the beginning, ending and hourly during their shift and will clean shared surfaces and equipment often
- Wears face coverings when working in the building and community
- Wash hands often and use alcohol-based hand sanitizers
- Work stations are set up to accommodate physical distancing between individuals
- Adhere to the Hood River County Library District COVID-19 Employee policy

For Public Areas:

- Rearrange library furniture to establish proper physical distancing
- Increase cleaning and disinfecting, especially door handles, light switches, faucets, railings, elevator buttons, high touch tables/counters, seating and tables
- Staff will wiping down computer keyboards, work station surfaces and public service desks after each patron use
- Staff will wear gloves when emptying book drop and providing Curbside and In-Person Services
- Quarantine returned materials for a minimum of 24 hours

For patrons we highly encourage the following:

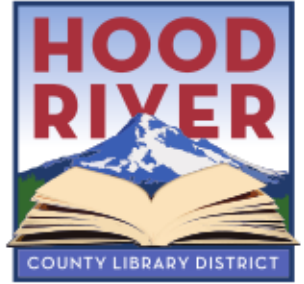
- Face coverings are required in the building. Paper masks will be provided.
- Use hand sanitizer when entering and leaving the building
- Do not enter the building if you are sick
- Keep six feet of distancing from people who do not live in your household
- If able, please only send one representative from your household during Stage 4

The Hood River County Library District would like to thank the Wyoming State Library, and the Cook Memorial Library and Jackson County Library System in Oregon for sharing their reopening plans. This plan was created by drawing from their plans.

This document is a work in progress. We will update the document as new reopening plans are shared and new health and safety guidelines and regulations are released.

Draft: Last revised 3/11/21

Library Director Evaluation Policy



The Board of Directors of the Hood River County Library District has one senior management staff position, Library Director. The Library Director reports to the Board of Directors and is responsible for the day-to-day operations of the District. The Board of Directors has the authority and responsibility to administer the annual evaluation process of the Library Director.

Frequency

The District will evaluate the Library Director's performance as it relates to the duties in the job description and goals established for the District and Director at the six month hiring anniversary, again at twelve months, and annually thereafter. In addition to evaluating performance, the review will include opportunity to create annual goals and identify training needs or opportunities for the Library Director. The annual evaluation timeline shall be created and changed as needed by the Board President and approved by the Board of Directors.

Procedure

The Board of Directors shall complete the Library Director evaluation using the following procedures:

1. The Board of Directors shall establish the evaluation and criteria in consultation with the Library Director. Any changes to the criteria or goals shall become effective after mutual agreement between the Board and the Library Director.
2. The Library Director shall complete a self evaluation form and submit it to the Board.
3. District staff shall be requested to supply anonymous written input on approved evaluation forms, which shall allow for standard ratings and space for written comments.
4. The overall results of a feedback survey from community members selected by the Board of Directors may be used as a source of input in the evaluation process.
5. Board members shall complete individual evaluations, on forms with standard ratings and space for written comments, following receipt of evaluations from the Library Director, District staff, and community members.
6. The input from the Board, staff, Library Director, and community evaluations, as well as the forms themselves, shall be compiled by the Board President.
7. The final draft of the evaluation is then presented to the Library Director. Scored areas will be averaged as appropriate. The written statements of the evaluations shall be included.
8. The Library Director shall have one week to review the final draft of the evaluation and develop written comments in response. These comments shall be submitted first to the Board of Directors with the proposed evaluation.
9. The evaluation shall at all times be reviewed in executive session meetings unless the Library Director requests that it be conducted in public.
10. The President will meet with the Library Director to review the evaluation, develop goals, and identify training needs to be included in the final evaluation document.

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11. The Board of Directors shall review and accept or reject the evaluation or any portion thereof as compiled by the President. At this time, the Board of Directors shall determine the amount of salary increase (if any) in the Library Director's compensation to be awarded in the next fiscal year (July 1). The salary increase shall be in compliance with the established salary structure system. The salary deliberations shall be held in public session.
12. The evaluation, once approved by the Board of Directors, is then presented to the Library Director for his/her files and the personnel file. The evaluation is subject to disclosure under public records laws.

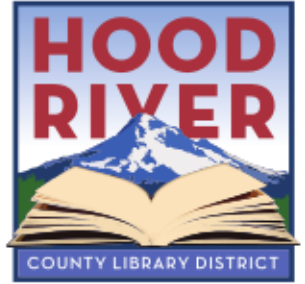
Approved by the Board of Directors, June 19, 2012

Last amended: January 15, 2018

Last reviewed: January 15, 2018

Library Director Evaluation Timeline

2020-21



Library Staff and Community Member Surveys

- **Monday, April 19, 2021** *Library Director*
 - Email Library Staff - Upcoming Library Director evaluation
- **Wednesday, April 21, 2021** *Library District Board President*
 - Email survey monkey link and explanation to library staff and community members
- **Wednesday, April 28, 2021**
 - Evaluation due
 - Library Staff
 - Friends and Foundation presidents

Library District Board Survey

- **Friday, April 30, 2021**
 - Email board survey monkey form and compilation of survey from staff and Friends and Foundation presidents *Library District Board President*
- **Friday, May 7, 2021**
 - Evaluation due from Library District Board

Library Director reviews compilation

- **Friday, May 7, 2020 – Thursday, May 13, 2021**
 - Library Director reviews compilation of staff, community and District board surveys
- **Tuesday, May 18, 2021**
 - Library District Board conducts Library Director evaluation in Executive session at the regular monthly board meeting

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2021-2022 Budget Calendar



Wednesday, April 21, 2021

Publish Website Notice of First Budget Committee Meeting
(5 - 30 days before hearing)

Wednesday, April 28, 2021

Publish Newspaper Notice of First Budget Committee Meeting
(5 - 30 days before hearing, at least 5 days apart)

Tuesday, May 11, 2021, 6:00 – 8:00pm, Zoom meeting

First Budget Committee Meeting

- Receive budget message
- Presentation of budget document
- Budget Committee deliberations and questions
- Public comment

Tuesday, May 18, 2021, 6:00 – 7:00pm, Zoom meeting

Second Budget Committee Meeting

(if necessary)

- Budget Committee deliberations and questions

Wednesday, June 2, 2021

Publish financial summaries and Notice of Budget Hearing
(one publication, 5 – 30 days before hearing)

Tuesday, June 15, 2021, 7:00pm, Zoom meeting

Public hearing

- Meeting to adopt budget, appropriate funds, and levy property taxes

Thursday, July 1, 2021

Deliver notice of property tax form LB-50 to County Tax Assessor

(by July 15)

- LB-50 (2 copies)
- Resolution passing budget (2 copies with original signatures)
- Budget (2 copies)
- Affidavits of publication (Budget Committee meeting & Budget Hearing)

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