

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

Tuesday, May 11, 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

- |   |          |
|---|----------|
| <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>                                     | Sheppard |
| <b>i. Minutes from April 20, 2021 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. April 2021 Financial Statements</b>                             | Fox      |
| <b>iv. Director's report</b>  |          |
| <b>VI. Old business</b>   |          |
| <b>i. Annual Planning session discussion</b>                            | Sheppard |
| <b>ii. Reopening plans: Curbside Services and Browsing and Computer</b> |          |
| <b>Appointments</b>   | Fox      |
| <b>VII. New business</b>  |          |
| <b>i. Executive session: Library Director evaluation</b>                | Sheppard |
| <b>VIII. Agenda items for next meeting</b>                              | Sheppard |
| <b>IX. Adjournment</b>  | 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.

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

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

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

**i. Minutes from April 20, 2021 meeting**

Attachment: III.i. Minutes from the April 20, 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 May.

**ii. Foundation update** Fox

- The Library Foundation held their officer elections. They retained their current officers: Jen Bayer, Library Foundation President; Dawn Fitchen, Vice President; Cathi Lannon, Treasurer; and Anne Gehrig, Secretary.
- The Foundation Board will create an eNewsletter to update their members on Foundation and Library activities during the pandemic.
- The Foundation would like to hold a donor event in the library gardens in September if the statewide restrictions allow.

**iii. April 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**

- **Administration**

- Bookmobile procurement
  - We are going to purchase our Bookmobile from [Farber Specialty Vehicle](#) through a cooperative purchasing agreement. We do not need a Request For Proposal (RFP) since we will be using a cooperative agreement. Farber offers comparable pricing with other companies and they are well known in the Bookmobile community. I will reach out to Farber this week to start the process. I hope to have a contract and quote ready for the board to approve at their June 15, 2021 meeting.
  - I have formed a staff committee to help design the interior of the vehicle. I'll also work with library staff, Library Foundation Board members, Friends of the Library Board members and Library Board members to design the outside of the vehicle which will include the fruit tree motif with sponsor names. It will take 9-10 months to complete.
  - I anticipate we will launch the new bookmobile services in early Spring 2022!
  - Over the next 9-10 months, library staff will work on developing a plan for services. We'll involve community organizations and gather input from our patrons through interviews and surveys.
- Our annual interim audit was conducted the week of May 10<sup>th</sup>, 2021. There was no findings. Everything looked good and we are on track! We will complete the audit in October.

- **v. Facilities and Library Gardens**

- Our new concrete light pole will be installed in the library gardens at the end of this month. The light pole was removed two years ago because it showed signs of cracking and had become a safety hazard.
- Odell space
  - Jenny Logsdon from Wyeast Laboratories has offered the Library District free use of a space for library programming. This will be temporary for six months with the potential to renew the contract for (2) three month intervals. It will not exceed 1 year. I contacted the County of Hood River and discovered the area is zoned light industrial. Since library services do not fall into the light industrial zoning, the library will be allowed to use the space in Odell by applying for a minor modification permit. This is for temporary use for up to one year. It will involve a \$300 fee which the Library District can pay. I have reached out to Jenny Lodsdon to see if she would like to proceed with the District applying for the permit.

- **Programs and Services**

- **Hood River County Reads 2020-2021**

The Friends of the Hood River hosted a dynamic virtual Hood River County Reads program! Due to the cancellation of last year's Hood River County Reads, we read the 2020 book *The Highest Tide* by Jim Lynch.

You can watch the recorded presentations, including the author presentation, by visiting our website <https://hoodriverlibrary.org/friends/hood-river-reads/>.

- This year summer reading will look different. We will use the Beanstack, an online tracking tool for our program. Kids, teens and adults will sign up online to track their reading goals for prizes! If a patron does not have online access, they can still participate. Library staff will track their progress for them. We plan to offer limited in-person programming at the library and we are also exploring in-person outreach and in-person services in Odell.
- The program staff have been working hard to provide creative programming for this spring. It's a mix of online programs and small in-person outside programs for teens! We have distributed thousands of free books in our community! Please check out our newsletter for a full list of programs in May, <https://conta.cc/3h8hPMm>
- We are now offering our monthly eNewsletter in Spanish, too.
- **May programs**
  - **Adult programs**
    - **Cooking Together Zoom Class**
    - **Weeknight Bulgogi**
    - Impress your friends and family with this tasty tropical meal you can put together in an hour! During our rainy spring, these recipes will take you on a little mini-vacation to a sunny beach somewhere. This class features super-flavorful and healthy jerk-spiced broiled boneless chicken thighs served on a bed of simple slaw, topped with delicious mango salsa that you can adjust to your own spice level. On the side, you'll enjoy decadent coconut red beans and rice that perfectly balances the meal. This class is 100% gluten-free as long as you use GF soy sauce and chicken broth.
  - **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/>
    - **Friday Teen Gaming Hour [Zoom]**
      - Fridays in May at 3 pm. Stop by the Teen Zoom Room for some online games and socializing. Bring a device you can log into a game with and your own snacks. We will pick out games based on numbers and what people want that day.

- **May Clay!**

This month's take home craft is bake-able clay. The theme is whatever you want to make. Each packet will come with a variety of colored clay and instructions on how to bake the final creation. If any teens need a place to bake their clay, ask for Rachel the Teen Librarian and we can do it here at the library. Available from May 7th as long as supplies last.

- **Kids programs**

- **Storytime [Facebook]**

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

- **Outreach programs**

- The kids team continues to distribute free books through the school district meal sites and the FISH Food Bank! The free books were funded by the Library Foundation.
- The kids team made a short video for the library board regarding outreach services. You can view it at <https://youtu.be/Nw4hojpQSgM>.

## VI. **Old business**

- i. **Annual Planning session discussion**

Sheppard

According to the Board Governance Plan, section M, the Board shall undertake an annual planning session. The District Board have completed the following planning sessions:

- Strategic Planning Session with Mary Kay Dahlgreen, Oregon State Librarian (2011-2012)
- Planning session for young adult services with Katie Anderson, Youth Services Consultant at the Oregon State Library (2012-2013)
- Facilities planning session with architect Rich Turi (2013-2014)
- Technology Planning Session, Darci Hanning, Technology Development Consultant in Library Support & Development at the Oregon State Library (2014-2015)
- Strategic Plan with Penny Hummel (2015-16)
- Technology Replacement Planning Session with Ken Jacobs (2016-17)
- Special District Insurance Services Board Practice Assessment (BPA) (2017-18)
- Marketing audit and discussion with Penny Hummel (2021-22)

Last month I recommend use our annual planning session to discuss updating our mission, vision, and values. I would like to request to the board we forgo a planning session this fiscal year. Due to the unprecedented year, I have needed to focus the bulk of my attention on library operations. We have went through several phases of reopening, each level involves a significant amount of planning and training for staff. I would like to use the bulk of my energy

over the next few months on restoring library services/hours and getting our bookmobile ordered.

I recommended to the board last month that we focus on updating our mission, vision and values. I believe this is still extremely important. Now I realize it would be more efficient to potentially include this process in our strategic planning next fiscal year since we will be reaching out to library staff, library board, stakeholders and our patrons. Next year our planning session will be used for our strategic plan. I would like to discuss this further at our board meeting.

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

Fox

We are offering Browsing and Computer Appointments and Curbside Services at the Hood River Library five days per week and two days per week at the Cascade Locks Library. I would like to add Browsing and Appointment Services to the Parkdale branch starting June 1. We moved to Stage 4 of our [reopening plan](#) on Wednesday, March 10.

Highlights of service:

- Browsing (30 minutes)
- Computer use (30 minutes)
- Restrooms closed
- No furniture - seating and tables have been removed from the public area in the Hood River Library and Cascade Locks Library to encourage the 30 minutes time limit for browsing.
- Plexiglass shields at all the service desks.
- Library bookshelves and self-check stations have been repositioned to encourage social distancing.

**Curbside Services**  
**Browsing & Computers**

SCHEDULE AN APPOINTMENT

WALK-IN VISITORS WELCOME  
AS ALLOWED BY CAPACITY

Click here for more details & to make an appointment

<b>Hood River</b> Tues, Wed, Thurs 12pm-6pm Fri, Sat 10am-4pm	<b>Cascade Locks</b> Tues 2pm-6pm Sat 10am-2pm <b>Parkdale</b> <b>CURBSIDE ONLY</b> Tues 2pm-6pm Sat 10am-2pm
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At the April 20, 2021 meeting, the Library Board approved our next phase of reopening. We have seen a huge increase in patrons visiting the library in-person and requesting Curbside Services less often. I would like to discuss expanding the reopening the board approved in April and request we potentially move to this new phase on Tuesday, May 25.

Next phase

- Eliminate appointments at the Hood River Branch.
- Patrons will enter through the main door but they may exit through any door in the library. We have this system to ensure patrons to limit occupancy in the kids library. When occupancy limits are lifted, we can allow patrons to enter and exit through any door in the library.

- 30 minute time limit for browsing and computers and no seating. We would potentially eliminate these or modify these options when restrictions are lifted or changed.
- Curbside by request only.
- Limit occupancy in the children's library. We will make announcements when we near capacity. If we reach it, a sign will be placed at the top of the stairs to alert patrons we are full in the kids library.
- We do not anticipate reaching occupancy limits in the other areas of the library because we do not have seating available.
- Open restrooms and drinking fountains.

#### Restore full operational hours

- I would like to restore our full operational hours at all our branches when the Governor lifts most of the health and safety restrictions imposed by the Risk Level framework. It sounds like the restrictions will be lifted when Oregon reaches 70% of the population 16 and older has their first vaccine dose, which may occur in perhaps June or July. Or, perhaps it will happen sooner based upon the recent announcement regarding no mask or physical distancing for vaccinated individuals.

#### Masks and physical distancing in the library

- For now, our libraries will require masks for anyone coming inside our buildings, or for curbside service, while we wait for further guidelines from the Oregon Health Authority. I hope the guidelines will be released before Tuesday, May 18. This way we can discuss it further at the board meeting.

### **VII. New business**

#### **i. Executive session: Library Director evaluation**

Sheppard

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

Sheppard

- 2021-22 budget approval
- Salary Schedule approval
- Approval of recurring payments for 2021-22
- Discussion of 2021-22 President and Vice-President positions
- Discussion of 2021-22 regular meeting time
- Library Director Contract approval

### **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 Meetings**  
Tuesday, April 20, 2021, 7:00pm  
Zoom meeting  
502 State St, Hood River  
Karen Bureker Vice President  
Notes prepared by Library Director Rachael Fox

Present: Brian Hackett, Megan Janik, Karen Bureker, Rachael Fox (Staff), Jana Hannigan (Staff), Sarah Ryan (Staff), Yeli Boots (Staff).

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- I. Additions/deletions from the agenda (ACTION)** Bureker  
Library Board Vice President Karen Bureker called the meeting to order at 7:03pm. Janik made a motion to approve the agenda. Hackett seconded. The motion carried unanimously.
- II. Actual or potential conflicts of interest** Bureker  
None stated.
- III. Consent agenda (ACTION)** Bureker  
**i. Minutes from March 16, 2021 meeting**  
Hackett moved to approve the consent agenda. Janik seconded. The motion carried unanimously.
- IV. Open forum for the general public** Bureker  
None present
- V. Staff Member Presentation: Jana Hannigan, Children's Services Librarian**  
Hannigan gave a presentation on outreach services. Hannigan requested the kids' team be allowed to make a short five minute presentation each month on outreach services. Bureker said a short presentation would be okay or a report.
- 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. **March 2021 Financial Statements**

Fox

There was nothing to add to the written report. Bureker stated she was surprised we had received almost twice as much as anticipated from past year taxes. Fox stated she was surprised too.

iv. **Director's report**

Fox

There was nothing to add to the written report.

VII. **Old business**

i. **Reopening plans: Next phase – Hood River Branch**

Fox

The board supported the plan to eliminate appointments at the Hood River Branch and monitor occupancy as the next step in reopening. They also supported continuing with appointments until we are confident we will not encounter a fourth wave in Hood River County resulting in increased restrictions.

VIII. **New business**

i. **Annual Planning Session**

Bureker

The Board supports using our annual planning session to update the library's mission, vision, and values. Hackett suggested hiring a consultant to assist Ungar and I. Bureker stated it might be beneficial to have the consultant at the board meeting. Fox stated she would explore hiring a consultant.

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

Fox

The Library Board approved the library budget calendar at the February Board meeting. Janik made a motion to appoint Angela Schock to the budget committee. Hackett seconded. The motion carried unanimously.

iii. **Salary Schedule and Salary Analysis discussion**

Fox

The District board discussed the increase. Bureker, Hackett and Janik agreed it was important to be fiscally responsible. Janik asked if the District could afford the pay increase long term. Fox stated the District should continue to receive more money each year and the estimate this year includes the additional money we will receive moving forward due to the ending of the Urban Renewal Cascade-Columbia District. Bureker stated it would be best to present two options: 3% increase with a merit based step increase and 6.25% with no merit based step increase. For comparison, Hackett stated he would like to also see the cost if the District was to compensate the staff at the recommended wages. Fox stated she would present the three options to the budget committee.

iv. **Potential space in Odell discussion**

Fox

The board agreed to accept the offer for the use of the space in Odell. Fox will move forward with checking with the county planning department to make sure the space can be used to offer library programs.

**IX. Agenda items for next meeting**

Bureker

- Library Director Evaluation
- Tuesday, May 11, 2021, 6:00-8:00p: First Budget Committee meeting
- Tuesday May 18, 2019, 6.00-7.00p: Second Budget Committee meeting, if needed.
- 2021-22 salary schedule

**X. Adjournment**

Bureker

The meeting was adjourned at 8:47pm.

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