

Board of Directors
Regular Meeting Agenda
Supplementary information

Tuesday, August 17, 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

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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 July 20 2021 meeting | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. July 2021 Financial Statements | Fox |
| iv. Director's report | Fox |
| VI. Previous business | |
| i. Library Services during the pandemic discussion | Fox |
| VII. New business | |
| i. Discussion of Friends of the Library and Library Foundation liaisons | |
| ii. Hood River County Library District COVID-19 Volunteer Policy (ACTION) | |
| VIII. Agenda items for next meeting | Sheppard |
| IX. Adjournment | |

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 July 20 2021 meeting

Attachment: III. Minutes from the July 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 August

ii. Foundation update Fox

- The Library Foundation did not meet in August.

iii. July 2021 Financial Statements Fox

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

iv. Director's report Fox

Administration

- Our Assistant Director Arwen Ungar's last day at the library is August 14, 2021. The hiring committee did not find the right fit with the first round of candidates. The position

has been reopened and we are currently accepting applications and plan to interview candidates this month.

- We have hired a new a Public Service Clerk and Public Service Clerk Substitute.
 - Alexandra Ljungquist will be filling the 30 hour per week position. She most recently served as a teller at First Community Credit Union. Prior to that she has worked in retail and food service establishments. She has an Associate's Degree from Mt. Hood Community College.
 - Daphne Struck has filled our Public Service Clerk Substitute position. She comes to us most recently from Windmere Real Estate. She has also worked at the Husum Golf Course. She has a Bachelor's degree from the University of Washington.

Facilities

- The Hood River County School District will install two new air conditioning window units in the Cascade Locks Library. We currently have two portable air conditioning units we have been using in the library for three years. The units have struggled with warm weather this summer and there have been issues with the unit hoses staying attached and excessive water production with the units.
- The protective film was installed last month on the windows in the north side of the Atrium. The film will reduce heat and glare for our patrons in the seating area. It will also protect our library materials stored in the area.
- The space in Odell which was offered for free by Wyeast Laboratories is still undergoing construction. The owner will contact me when the building is ready. I told her we will most likely not be offering large group in-person programming this fall and I would let her know if the space is still needed by the library.
- In the meantime, another opportunity was recently discussed with the School District. This summer we have offered an outdoor lending library and free meals provided by FISH food bank to the children in Odell at the Mobile Home park. We have 17 to 30 children visit every Wednesday and Saturday. We have asked the School District if we can use their STEM bus on Saturdays from October-May to continue to serve the children in Odell. We would offer our free lending library, food from FISH food bank and perhaps take home art kits to children. Our program staff feel this would be the best way to reach our patrons in Odell by continuing to bring library services directly to them. This would also be a seamless transition to our bookmobile. The School District would provide a driver since they the driver must have a Commercial Drivers License. We would pay for the driver with our Ready to Read grant money from the State of Oregon.

Programs and Services

- The library has served as an additional cooling center during the last two heat waves in the gorge. We offer free water in a small fridge in our lobby and plenty of space for patrons to stay cool.
- We are wrapping up our Summer Reading Program this month. This year we used Beanstack, an online tracking tool for our program. Kids, teens and adults signed up online to track their reading goals for prizes! If a patron did not have online access, they could still participate. Library staff tracked their progress for them and we also offered paper forms for the kids program.

- The program staff have been working hard to provide creative programming for this summer. It's a mix of online programs and small in-person outside programs. Please check out our newsletter for a full list of programs in August <http://conta.cc/37cbvgW>
- **August programs**
 - **Teen programs**
 - **Take home craft: Paint chip mosaics.**
Random color squares from the hardware store, papers, and plenty of glue and imagination makes art!
 - **The Most Not Mediocre Movie Night: Paddington 2!**
August 20, 8:30 p.m. Come watch the movie declared better than Citizen Kane! (no sleds were harmed in the making of this movie night).
 - **Campfire at the Library** - August 26, 9 p.m. to midnight
Someday it will be safe to have our Lock-in again, but until that time we will be having a Teen Campfire night. Hang out, make s'mores, make colors in the fire and enjoy the end of the summer together. Open to teens ages 13 to 19, **participants must be registered** and because we are playing with fire, a parental form must be signed and with Teen Librarian Rachel to participate.
 - **Kids programs**
 - **Storytime [Facebook]**
Thursdays, 10:30 a.m.
Join Teacher Jana each week for stories and songs! Live on Facebook.
 - **Radio Tierra Storytime**
Tune into **Radio Tierra 95.1** @ 9:30 a.m. every Wednesday of the month we will be on-air playing songs, stories, and making announcements regarding family programming at the library. This program is dedicated to all the kiddos who stay at home and haven't had the opportunity to begin school.
 - **Kids activities in the Gardens**
Tuesdays, 10:30-12:00pm
Library staff will provide chalk and bubbles for all ages.
 - **Odell Children's Lending Library**
This summer kids can come to the free outdoor lending library at the Odell Mobile Home park on Wednesdays and Saturdays to borrow books. There will be hundreds of books available for all ages of children. The items will not be cataloged in the system but lent on the honor

system. This program is being advertised in the mobile home park and through the Mid-Valley Elementary School. The Odell Mobile Home park was the pick up location for our Odell Library Express Bus and we have greatly missed serving the children there. This program was funded with the Ready to Read Grant money from the State of Oregon.

- **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.

VI. Previous business

i. Library Services during the pandemic discussion

Fox

Face coverings

The Library District starting requiring face coverings at all the branches on Tuesday, August 3, 2021. The change was made based upon the recommendation by the Oregon Health Authority and the Hood River County Health Department. Starting Friday, August 13, face coverings became required for all indoor public spaces in the State of Oregon. We offer paper masks at all our locations for adults and children.

Programs

We are currently offering in-person programs outdoors for kids and teens and virtual programs for adults. At the July 20, 2021 library board meeting, the board discussed revisiting the topic of indoor programming. Due to the extreme rise in cases in Oregon and the gorge, I recommend we hold off on in-door programming at this time. I will consult with the program team to discuss how we can offer virtual programs and other services during the fall. Many other libraries in Oregon and across the county are holding off on starting indoor in-person programs.

Services

I recommend we continue to offer our full services unless the State of Oregon implements further mitigation efforts and mandates.

If capacity restrictions are restored, I am confident we will not exceed our capacity in each area of the Hood River and Cascade Locks libraries. We have patrons using the library but most come in and select their materials and leave. Patrons do stay and use the computers and Wifi but we have not exceeded the capacity limits the Governor previously had in place. I would recommend closing our public meeting rooms if there are capacity limits and/or physical distancing restrictions. In addition, I would recommend limiting the amount of patrons allowed in the Parkdale Library.

In addition, staff are prepared to make any changes necessary to continue to offer services including following new mandates or returning to Curbside, if needed.

I will consult with the Library Board President Jean Sheppard if restrictions are imposed before the next board meeting and we need to make adjustments to our services.

VII. New business

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

President

Each year, the District Board designates liaisons to attend the monthly meetings for the Friends of the Library and the Library Foundation. Past Board members have found attending the meetings is appreciated by our support groups, which are a valuable asset to the library through their financial and volunteer support. I also attend all the meetings and can report to the Board.

- Friends of the Library – meet second Tuesday of each month from 12:00-1:00pm. They do not meet in July, August, or December.
- Library Foundation – meets the first Wednesday of each month from 5:00-6:30pm. They do not meet in July, August or December.

At the July 20, 2021 meeting Sara Marsden and Karen Bureker agreed to attend the Friends meetings. I would like to discuss selecting a liaison for the Library Foundation.

ii. Hood River County Library District COVID-19 Volunteer Policy (ACTION)

President

Attachment: VII.ii. HRCLD COVID-19 Volunteer policy

I have updated our Volunteer policy to reflect the same changes we recently made to the HRCLD COVID-19 Employee policy. I am asking for board approval.

VIII. Agenda items for next meeting

Sheppard

- Policy review

IX. Adjournment

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.

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Board of Directors
Regular Meeting Minutes
Tuesday, July 20, 2021, 7:00pm
Hybrid: In-Person and Zoom meeting
502 State St, Hood River
Jean Sheppard President
Notes prepared by Library Director Rachael Fox

Present: Karen Bureker, Megan Janik, Sara Marsden, Jean Sheppard, Rachael Fox (staff)

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
Library Board President Jean Sheppard called the meeting to order at 7:00pm. Bureker made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest Sheppard
None stated.

III. Board officer elections (ACTION) Sheppard
Bureker moved to elect Sheppard as president of the Board of Directors for the 2021-22. Janik seconded. The motion carried unanimously. Janik moved to elect Bureker as Vice President for the 2021-22 fiscal year. Sheppard seconded. The motion carried unanimously.

IV. Consent agenda (ACTION) Sheppard
Janik moved to approve the consent agenda. Bureker seconded. The motion carried unanimously.

V. Open forum for the general public Sheppard
None present.

VI. Reports

i. Friends update Fox
The was nothing to add to the written report.

ii. Foundation update Fox
The Friends and Foundation will hold a donor appreciation ice cream social event in the Library Gardens on Saturday, September 18, 2pm.

iii. June 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.

VII. Previous business

i. Library Reopening

Fox

The board discussed waiting to start in-person indoor programming until September. The board agreed to discuss programming at their August meeting. The board also discussed the possibility of requiring masks in the library. Fox will consult with Sheppard if this measure is needed before the August board meeting.

VIII. New business

i. Appointing agents of record (ACTION) President

Janik moved to adopt Resolution 2021-22.01, appointing the insurance agent of record as Columbia River Insurance and the employee benefits agent of record as Hub International group. Bureker seconded. The motion carried unanimously.

ii. Establishing regular meeting time (ACTION)

President

Attachments: VIII.ii. Resolution 2021-22.02, establishing a regular meeting time

Bureker moved to adopt Resolution 2021-22.02, establishing the regular Board of Directors meeting as the 3rd Tuesday of month at the Hood River Library. Janik seconded. The motion carried unanimously.

iii. Discussion of Friends of the Library and Library Foundation liaisons

President

Karen Bureker and Sara Marsden will work together to add Friends of the Library meetings. The board will discuss the Library Foundation liaison at their August 2021 board meeting.

iv. Hood River County Library District COVID-19 Employee Policy (ACTION)

President

Attachment: VIII.iv. HRCLD COVID-19 Employee policy

Sheppard stated library staff should be supported when they are sick and encouraged to not come to work. Fox stated she will continue to support library staff when they are sick and ensure the new employees and the entire staff are aware of our support. Burker stated the date of the policy review needed to be revised. Fox stated she will update the date. Burker made a motion to approve the updated policy. Janik seconded. The motion carried unanimously.

IX. Agenda items for next meeting

Sheppard

- Policy review

X. Adjournment

The meeting adjourned at 7:49pm.

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.

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Hood River County Library District Coronavirus COVID-19 Volunteer Policy



Due to the ongoing changes in COVID-19 protocol and infection information, this Policy is in addition to any COVID-19 regulations and orders that are in effect as set by the state or federal government. In the event of any conflict between this Policy and state or federal government regulations, the state or federal regulations shall prevail.

Purpose

This policy includes the measures the District is actively taking to mitigate the spread of coronavirus. Volunteers are kindly requested to follow all these rules diligently to sustain a healthy and safe workplace in this unique environment. It is important that volunteers all respond responsibly and transparently to these health precautions. The District will always treat volunteers' private health and personal data with a high level of confidentiality and sensitivity.

This Coronavirus (COVID-19) District Policy is subject to changes with the introduction of additional governmental guidelines. If changes are necessary, the District will update volunteers as soon as possible by email.

Scope

This Coronavirus Policy applies to all of our volunteers.

Policy elements

Here, the District outlines the required actions volunteers should take to protect themselves and their fellow volunteers from a potential coronavirus infection.

General Guidelines

Volunteers shall adhere to the following basic guidelines as follows:

- Wearing cloth or paper face coverings over your nose and mouth at all times when you are volunteering for the library indoors, unless an accommodation or other exemption applies.
 - Paper masks are available.

General Hygiene

In addition to the above stated General Guidelines, volunteers shall use the following general hygiene practices:

- Frequently wash hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available

502 State Street
Hood River · OR 97031
541 386 2535

www.hoodriverlibrary.org

- Avoiding touching eyes, nose, and mouth
- Stay home when sick

Volunteer health

Self monitor health

Before coming to volunteer at the library

1. Check temperature
2. Screen yourself by asking if you have any of the following symptoms?
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Fever 100.4 degrees F or higher
 - New loss of taste or smell
 - Congestion or runny nose
 - Chills
 - Sore throat
 - Muscle or body aches
 - Runny nose or congestion
 - Nausea or vomiting
 - Headache
1. If you answer “yes” to any of these symptoms, you must take the following precautions:
 1. Do not come to the library to volunteer;
 2. Report if you have a confirmed case of COVID-19 if you have volunteered at the library in the past seven days; and
 3. Only return to volunteer if the following has occurred:
 - 24 hours with no fever or without fever reducing medications;
 - Respiratory symptoms and other symptom of COVID-19 are improving, loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation; **and**
 - It has been 14 days since symptoms first appeared.

Suspected COVID-19

- Volunteers who have directly been exposed to someone with COVID-19 shall report the situation to the Library Director if they have volunteered in the last seven days and shall remain absent from volunteering for 14 days. See below for the definition of exposed COVID-19.

Definition - Exposed COVID-19

- “Close contact”– A volunteer will be considered “substantially exposed” if they had “close contact” with a person who has been diagnosed with COVID-19 or a presumptive COVID-19 case. The term “close contact” means the following:
 - Within 6 feet of a confirmed COVID-19 case or presumptive COVID-19 case for 15 minutes or more within one day
 - In contact with the infectious secretions or clinical specimens of a confirmed COVID-19 case or presumptive COVID-19 case.

COVID-19 Workplace Exposure

Volunteers will be notified if they have been exposed to COVID-19

- Volunteers will be notified if they have been exposed to COVID-19 within 24 hours of the District being made aware that an individual with COVID-19 was present in the workplace while infectious or otherwise may have had work-related contact with a volunteer while infectious.

Cleaning and disinfecting work place

- The areas used by the person who is sick will be closed off and employees will not use those areas until after cleaning and disinfecting.
- The janitorial crew will wait several hours before they clean and disinfect.
- If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, the janitorial crew will clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space cleaning the regular every 24-hour cleaning is enough.

Approved by the Board of Directors, July 16, 2020

Last revised, August 17, 2021

Last reviewed, August 17, 2021