

**Board of Directors**  
**Regular Meeting Agenda**  
**Supplementary information**  
 Tuesday, May 17 2022, 7:00pm  
 Columbia Room and Zoom  
 502 State St, Hood River  
 Jean Sheppard President

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). The Hood River County Library District will hold this meeting by offering a hybrid format. Participants can attend in-person or on 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. <b>Additions/deletions from the agenda (ACTION)</b>    | Sheppard |
| II. <b>Actual or potential conflicts of interest</b>      | Sheppard |
| III. <b>Consent agenda (ACTION)</b>                       | Sheppard |
| i. <b>Minutes from April 19, 2022 meeting</b>             |          |
| IV. <b>Open forum for the general public</b>              | Sheppard |
| V. <b>Revising Vision and Statement(s)</b>                | Sheppard |
| VI. <b>Reports</b>  |          |
| i. <b>Friends update</b>                                  | Fox      |
| ii. <b>Foundation update</b>                              | Fox      |
| iii. <b>March and April 2022 Financial Statements</b>     | Fox      |
| iv. <b>Director's Report</b>                              | Fox      |
| VII. <b>New Business</b>                                  |          |
| i. <b>2022-23 salary schedule (ACTION)</b>                | Sheppard |
| ii. <b>Executive session: Library Director evaluation</b> | Sheppard |
| VIII. <b>Agenda items for next meeting</b>                | Sheppard |
| IX. <b>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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| III. <b>Consent agenda (ACTION)</b>                    | Sheppard |
| i. <b>Minutes from April 19, 2022 meeting</b>          |          |

Attachment: III.i. Minutes from the April 19, 2022, regular meeting

- |  |          |
|--|----------|
| IV. <b>Open forum for the general public</b> | Sheppard |
| V. <b>Revising Vision and Statement(s)</b>   | Sheppard |

Attachment:

- V.i.a. Vision Statement worksheet

As we discussed at the Library Board meeting on Tuesday, April 19 we will be revising our vision statement(s). Our Strategic Planning Consultant Audrey Barbakoff will lead the exercise over Zoom in the hybrid meeting. Library staff and the Strategic Planning Team have been invited to participate. The exercise will last one hour.

Our current Vision Statements

- A community of lifelong learners where everyone reads
- A community where everyone accesses information and current technology
- A community of informed people who will compete, succeed, and prosper
- A community of people who participate effectively in the civic life of their community, state, nation, and world

- |   |     |
|---|-----|
| VI. <b>Reports</b>                        |     |
| i. <b>Friends update</b>                  | Fox |
| • Friends of the Library Annual Book sale |     |

- The Friends will hold their annual book sale Thursday, May 19 through Saturday, May 21.
  - Thursday, May 19 from 4:30 to 6:30 pm for members only
  - Friday, May 20 from 12 noon to 6 pm open to the public
  - Saturday, May 21 from 10 am to 2 pm (Bag Sale) open to the public.
- The Friends of the Library elected their officers for the next year. Nadine Klebba will continue as President, Rebecca Abrahams was elected as the new Vice President, Michaela Albee will continue as Treasurer and Erma Hickman will continue as Secretary.
- The Children’s Book Cleaning volunteers clean library materials one time per month. They have moved their meeting time to the third Monday of the month from 1-2:30pm. They are looking for more volunteers.

**ii. Foundation update**

Fox

- I was unable to attend the Library Foundation meeting this month because I was attending the Library Strategic Planning Team meeting. I will provide an update next month.
- The Library Foundation and the Friends of the Library will support our Bookmobile Unveiling event on Wednesday, June 29, 5:30pm in the library gardens. This event will also be our kick-off to Summer Reading. We’ll have live music, free ice cream, and patrons can tour the new library bookmobile. We are still waiting for a delivery date for the bookmobile. They are still on schedule to deliver this month.

**iii. March and April 2022 Financial Statements**

Fox

The accountants discovered an error Hood River County made on our tax statements in March. They are working with the county to swiftly resolve the issue in order to prepare our March and April 2022 Financial Statements.

**iv. Director’s Report**

Fox

**Administration**

- The Library Board, Library staff and the Strategic Planning Team have been working on creating a new mission statement. I will discuss the top two mission statements with the entire staff at the staff meeting on Friday, May 20. Then I will bring the mission statement to the June Library Board meeting for approval.
- Later this month, the District will send out a special newsletter (includes Community Survey) outlining our Strategic Planning process and listing ways patrons and volunteers can be involved. The information will also be available on our library website.
- We will be hiring a new Children’s Librarian. The position is thirty hours per week and includes full benefits. The ideal candidate will have their Master of Library and Information Science degree and experience working with children. Bilingual in English and Spanish is highly

preferred. We plan to open the position by the beginning of June. In the interim, Bilingual Outreach Librarian Yeli Boots is overseeing Children's Services.

## **Facilities**

- Library staff have cleaned and organized a large storage closet in the Children's Library to make it more functional. Staff have also cleaned and organized our Makerspace. We are having the Children's Services Librarian office and the Makerspace repainted. It has been several years since they have been painted. In addition, in the next month or two we will have the Theater room in the Children's Library also repainted. Our maintenance person is repainting the areas.

We recently opened the theater space for patrons to use to sit and play and we will soon be reopening the Makerspace for new programming for all ages.

## **Programs and Services**

The program staff have been working hard to provide creative programming for this spring. Please check out [newsletter](#) full list of May programs.

- Summer Reading Program
  - Our Summer Reading Program will run Wednesday, June 22-Wednesday August 31 this year. I will provide a full update at the next board meeting.
- Adult programs
  - Book Club, Wednesday
    - June 1 at 6:30 p.m., Hood River Library Meeting Room & [Zoom](#). This month's book club selection is also the Hood River Reads 2022 selection *Kindred* by Octavia E. Butler.
  - Paddle to the Pacific with Laurie Case Wilhite
    - Saturday, May 21st at 4 p.m. Hood River Library Reading Room. Slow down the pace, feel the river mile after mile, and join Laurie for an audio-visual kayak journey down the Columbia River from John Day Dam to the Pacific Ocean, with photos and reflections from her book *Paddle to the Pacific*.
  - Closet Cleaning Crafts
    - Saturday, May 14 at 11 a.m. No instructions, no plans- just a whole lot of random craft supplies and tools to make almost anything with. (please no black holes, those are hard to clean up after.) Open to ages 12 to 20.
- Teen programs
  - Game Night
    - Friday, May 20 at 5 p.m. Switch, Jackbox, board games, legos... Time to play! Open to ages 12 to 20, games will be in the Theater room.
  - Star Trek Trivia
    - Saturday, June 4 at 5 p.m. Boldly go... to Trivia night! Adult and teen fans of everything from The Original Series to Picard are welcome to join the game and win prizes! Bring a phone or tablet to join the game. Trek themed snacks provided.

- Children’s programs
  - New Family Storytime at the Hood River Library! Thursdays at 10:30 a.m. We are pleased to announce the return of in-person storytime. The storytime is open to all ages. Storytime will feature stories, songs and fun! Literacy enrichment will be at the heart of every session. Children will learn pre-reading skills, develop an increased vocabulary, and nurture a lifelong love of reading!

**VII. New Business**

**i. 2022-23 salary schedule (ACTION)**

Sheppard

Attachments:

- VI.i. 2022-23 and 2021-22 salary schedule

I propose the attached salary schedule for next fiscal year, which requires Board approval. This salary schedule gives all employees a 5.9% increase to comply with the minimum wage increase in the State of Oregon. The budget committee approved the budget with the current salary schedule at their meeting on May 10, 2022.

**ii. Executive session: Library Director evaluation**

Sheppard

**VIII. Agenda items for next meeting**

Sheppard

- 2022-23 budget approval
- Approval of recurring payments for 2022-23
- Discussion of 2022-23 President and Vice-President positions
- Discussion of 2022-23 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
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- ORS 192.660 (1) (i) Personnel

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**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, April 19, 2022, 7:00pm  
Library Meeting Room and Zoom  
502 State St, Hood River  
Jean Sheppard President

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

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

Library Board President Jean Sheppard called the meeting to order at 7:08pm. Marsden made a motion to approve the agenda. Bureker seconded. The motion carried unanimously.

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

None stated.

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

**i. Minutes from March 15, 2022 meeting**

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

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

None present.

**V. 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. February 2022 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. New Business**

### **i. Budget preview discussion**

Fox

The Library Board discussed the salary schedule and supported the changes. Hackett noted the increases of the past two years were required to meet minimum wage increases in the State of Oregon and would not be expected to have the same increases in the future.

The board members asked about the breakdown of the carryover. Fox also noted the carryover of \$910,000 includes \$100,000 contingency we carry over each year and the \$435,000 we will need to operate the District from June 30, 2022 to November 15, 2022 when we receive the bulk of our tax revenue. The leftover funds in the carryover and the funds in the Capital Funds are designated for our capital projects which we will address over the next twenty years.

### **ii. Discussion: May 17, 2022 Board meeting**

Fox

The board agreed to use the first hour of the board meeting to revise our vision statement(s).

### **iii. Employee Handbook (ACTION)**

Fox

The Library Board supported the change in the trial period as recommended by HR Answers. Sheppard stated she also agreed with the change which allowed staff to use their accrued vacation at three months instead of six months. Fox stated the period could be extended longer if needed.

The Library Board approved adding Juneteenth to the list of paid holidays since the District observes all federal holidays.

The Library Board also approved to add paid holiday leave for three part-time staff members. The leave is prorated based upon the number of regular weekly hours the employees work.

Hackett asked how the floating holiday worked. Fox explained this system has been in place since the District was formed. Each staff member that works on a holiday will use the prorated leave based upon the regular weekly hours they work. If they do not work that day, the employee may use the leave at another time. Sheppard stated she liked the requirement they need to use the holiday leave by the end of the fiscal year since it encourages staff to take time for personal leave. It also prevents build up of leave. Fox agreed and said this is a new addition since staff used to be able to carry over leave.

The Library Board also approved of continuing to offer Oregon Family Medical Leave.

Hackett asked if the SLACK conversations were recorded and saved due to public records law. Fox stated we did not currently subscribe to the service and only had access to the last three months of records. Hackett stated we should explore keeping record of the conversations. Fox agreed and will look into the paid subscription which stores the information in the cloud.

Hackett stated the Whistleblower Protections section should include instructions that employees can contact the Library Board if they have an issue with the Library Director. Fox agreed and stated that exact language to report issues to the Library Board is used in our Dispute Resolution on page 16 and should also be made clear on page 28 Whistleblower Protections. The language in paragraph two Whistleblower Protections page 28 will read, "If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact a direct supervisor, Library



Director or if the issue involves the Library Director, the employee may go directly to the Library Board for assistance.” Fox stated she would make the necessary changes.

Bureker mentioned we might want to add a Disaster Operations Policy for future issues like the pandemic, etc. Fox agreed and will add the item to her list.

Bureker moved to approve the Employee Handbook with the addition of the addition of the information mentioned above in regards to the Whistleblower protection. Hackett seconded. The motion carried unanimously.

**VII. Agenda items for next meeting**

Sheppard

**VIII. Adjournment**

Sheppard

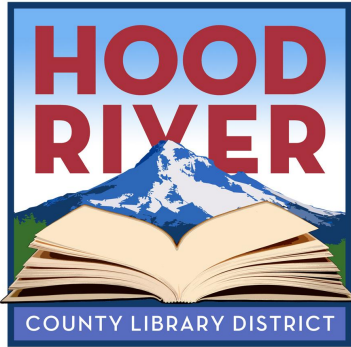
The meeting was adjourned at 8:15pm.

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## Worksheet: Developing Our Vision Statement

### There are several important things to keep in mind about a vision statement:

- A vision statement describes an *ambitious hope we are striving towards*.
- A good vision statement is:
  - Future focused
  - Describes an outcome
  - Ambitious, not easily (if ever) achieved
  - Evokes emotion
  - Requires a collective effort — it is bigger than the Library.
- Our mission statement should demonstrate what we as an organization are doing to help move this vision closer to reality, or what we are uniquely able to contribute to making the vision happen.

### Individual Reflection

Consider the concepts that have come forward in our work with the mission statement: reaching out, inspiration, learning, growing, giving, welcoming. What does a world where these concepts are part of our everyday life look like, to you?

In our work to create an environment of equity, enrichment, engagement, inclusion, belonging, connectivity, and/or discovery, Hood River County Library District is helping to create a community that/in which/where... Fill in the rest of that sentence.

What would our community look like if it was so successful that the library wasn't necessary?

## Together in the Large Group

We will take turns sharing our thoughts from our independent work time. Describe for your fellow Board members the world you imagine, and how the library has helped contribute to it. No need to take notes: just listen to one another.

After sharing, each of us will consider the following question and discuss: what is the impact on the community in 5, 10, 50 years if the library achieves its mission? If the world you describe has come to pass? What aspirations have been fulfilled?

What's missing to help us reach this end state?

The facilitators will take notes directly on a Jamboard:

[https://jamboard.google.com/d/1MzrpRTU7xSjhlavHNw83B9ostloDpCK-RCBWuUqBc\\_gA/edit?usp=sharing](https://jamboard.google.com/d/1MzrpRTU7xSjhlavHNw83B9ostloDpCK-RCBWuUqBc_gA/edit?usp=sharing).

From this sharing, we will see themes emerge. Together, we will discuss the following questions:

- Are the ideas presented proactive?
- Do the ideas focus on moving towards positive outcomes, rather than addressing current issues?
- Are our ideas bold?
- Is the level of change or impact significant?

We should leave our discussion with a shared vision of what we are striving for. We may come out of our work together with something close to a statement, or we may need to have our Strategic Planning Team and/or our facilitators do a little more work to develop a vision statement.

## Salary Schedule, 2022-23

Steps:	1	2	3	4	5	6	7
<b>Clerk I</b>	\$13.50	\$13.77	\$14.05	\$14.33	\$14.62	\$14.91	\$15.21
	\$28,080	\$28,642	\$29,224	\$29,806	\$30,410	\$31,013	\$31,637
<b>Clerk II</b>	\$15.53	\$15.84	\$16.16	\$16.48	\$16.81	\$17.15	\$17.49
	\$32,302	\$32,947	\$33,613	\$34,278	\$34,965	\$35,672	\$36,379
<b>Library Assistant I</b>	\$18.66	\$19.03	\$19.41	\$19.80	\$20.20	\$20.60	\$21.01
	\$38,813	\$39,582	\$40,373	\$41,184	\$42,016	\$42,848	\$43,701
<b>Library Assistant II</b>	\$21.44	\$21.87	\$22.31	\$22.76	\$23.22	\$23.68	\$24.15
	\$44,595	\$45,490	\$46,405	\$47,341	\$48,298	\$49,254	\$50,232
<b>Librarian I</b>	\$25.73	\$26.24	\$26.76	\$27.30	\$27.85	\$28.41	\$28.98
	\$53,526	\$54,579	\$55,661	\$56,784	\$57,928	\$59,093	\$60,278
<b>Librarian II</b>	\$31.33	\$31.96	\$32.60	\$33.25	\$33.92	\$34.60	\$35.29
	\$65,156	\$66,477	\$67,808	\$69,160	\$70,554	\$71,968	\$73,403
<b>Library Director</b>	\$41.76	\$42.60	\$43.45	\$44.32	\$45.21	\$46.11	\$47.03
	\$86,875	\$88,608	\$90,376	\$92,186	\$94,037	\$95,909	\$97,822

Range approved by the Board of Directors,  
Steps established by Library Director, May 10, 2022

## Salary Schedule, 2021-22

Steps:	1	2	3	4	5	6	7
<b>Clerk I</b>	\$12.75 \$26,520	\$13.01 \$27,061	\$13.27 \$27,602	\$13.54 \$28,163	\$13.81 \$28,725	\$14.09 \$29,307	\$14.37 \$29,890
<b>Clerk II</b>	\$14.67 \$30,514	\$14.96 \$31,117	\$15.26 \$31,741	\$15.57 \$32,386	\$15.88 \$33,030	\$16.20 \$33,696	\$16.52 \$34,362
<b>Library Assistant I</b>	\$17.62 \$36,650	\$17.97 \$37,378	\$18.33 \$38,126	\$18.70 \$38,896	\$19.07 \$39,666	\$19.45 \$40,456	\$19.84 \$41,267
<b>Library Assistant II</b>	\$20.25 \$42,120	\$20.66 \$42,973	\$21.07 \$43,826	\$21.49 \$44,699	\$21.92 \$45,594	\$22.36 \$46,509	\$22.81 \$47,445
<b>Librarian I</b>	\$24.30 \$50,544	\$24.79 \$51,563	\$25.29 \$52,603	\$25.80 \$53,664	\$26.32 \$54,746	\$26.85 \$55,848	\$27.39 \$56,971
<b>Librarian II</b>	\$29.58 \$61,526	\$30.17 \$62,754	\$30.77 \$64,002	\$31.39 \$65,291	\$32.02 \$66,602	\$32.66 \$67,933	\$33.31 \$69,285
<b>Library Director</b>	\$39.44 \$82,035	\$40.23 \$83,678	\$41.03 \$85,342	\$41.85 \$87,048	\$42.69 \$88,795	\$43.54 \$90,563	\$44.41 \$92,373

Range approved by the Board of Directors,  
Steps established by Library Director, May 11, 2021