

**Board of Directors**  
**Regular Meeting Agenda**  
**Supplementary information**  
 Tuesday, April 18, 2023, 7:00pm  
 Library Meeting Room and Zoom  
 502 State St, Hood River

**Library Board:**

*Board President:* Jean Sheppard, *Board Vice-President:* Karen Bureker, *Board members:* Brian Hackett, Megan Janik, Sara Marsden.

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

	<b>Agenda Items</b>	<b>Action</b>	<b>Responsible</b>
<b>I.</b>	<b>Call to Order</b>		Board member
<b>II.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b>	<b>Motion</b>	Board member
<b>III.</b>	<b>Approval of the consent agenda</b>	<b>Motion</b>	Board member
<b>IV.</b>	<b>Actual or potential conflicts of interest</b>		Board member
<b>V.</b>	<b>Public comment (3 minutes each)</b>		Board member
<b>VI.</b>	<b>Reports</b>		
	i. <b>Friends update</b>		Rachael Fox
	ii. <b>Foundation update</b>		Rachael Fox
	iii. <b>March Financial Statements</b>		Rachael Fox
	iv. <b>Director's report</b>		Rachael Fox
<b>VII.</b>	<b>Old Business</b>		
<b>VIII.</b>	<b>New Business</b>		
	i. <b>Security Camera Policy</b>	<b>Motion</b>	Board member
	ii. <b>Budget preview discussion</b>	Discussion	Rachael Fox
	iii. <b>Capital Equipment purchases</b>	<b>Motion</b>	Rachael Fox
<b>IX.</b>	<b>Announcements</b>		
	i. <b>Comments from board members</b>		All
	ii. <b>Requests from Library Director</b>		Rachael Fox
	ii. <b>Agenda items for next meeting</b>		Board member
<b>X.</b>	<b>Adjournment regular meeting</b>		Board member

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 7:00pm to 9:00pm 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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<b>II.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b>	<b>Motion</b>	Board member
<b>III.</b>	<b>Approval of the consent agenda</b>  <b>i. Minutes from the March 28, 2023 meeting</b> <ul style="list-style-type: none"> <li>• Attachment: III.i. Minutes from March 28, 2023 meeting</li> </ul>	<b>Motion</b>	Board member
<b>IV.</b>	<b>Actual or potential conflicts of interest</b>		Board member
<b>V.</b>	<b>Public comment (3 minutes each)</b>		Board member
<b>VI.</b>	<b>Reports</b>  <b>i. Friends update</b> <ul style="list-style-type: none"> <li>• The Friends of the Library donated \$5,000 to the Pat Hazlehurst Endowment.</li> <li>• The Friends of the Library Pat Hazlehurst Endowment granted \$11,000 to the District to support expanding programming at all our locations and with the Bookmobile.               <ul style="list-style-type: none"> <li>○ Potential programs                   <ul style="list-style-type: none"> <li>▪ Technology assistance</li> <li>▪ After school tutoring</li> <li>▪ Storytime Yoga at Parkdale and Cascade Locks</li> <li>▪ Performers quarterly at the Hood River, Parkdale and Cascade Locks locations and Odell</li> </ul> </li> </ul> </li> </ul>		Rachael Fox

	<ul style="list-style-type: none"> <li>▪ All ages literary events at the Hood River Library</li> <li>▪ Expand our Summer Reading Program 2024 in Cascade Locks, Parkdale and Odell</li> </ul>		
	<p><b>ii. Foundation update</b></p> <ul style="list-style-type: none"> <li>• The Foundation is focusing on planning the Feast of Words which will take place Saturday, May 6<sup>th</sup>, 6-8pm. They have started advertising for the event and selling tickets.</li> </ul>		Rachael Fox
	<p><b>iii. March Financial Statements</b></p> <p>The March financial statements were not ready when the board packet was released.</p>		Rachael Fox
	<p><b>iv. Director's report</b></p> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• Four candidates have filed for Library Board members positions on the May ballot. The candidates are Travis Chapman, Brian Hackett, Carol Hoffman, and Jean Sheppard. The election will take place Tuesday, May 16, 2023.</li> <li>• We have adjusted our operational hours at the Cascade Locks and Parkdale locations Tuesday, April 4. We recently conducted an hours survey in the communities of Parkdale and Cascade Locks and analyzing hourly people counters statistics to determine the new hours. Here are the new hours: <ul style="list-style-type: none"> <li>○ Cascade Locks <ul style="list-style-type: none"> <li>▪ Tuesdays, Thursdays 2-6pm</li> <li>▪ Wednesdays, Fridays, Saturdays 10am-2pm</li> </ul> </li> <li>○ Parkdale <ul style="list-style-type: none"> <li>▪ Tuesdays, Wednesdays, Thursdays 2-6pm</li> <li>▪ Fridays, Saturdays 10am-2pm</li> </ul> </li> </ul> </li> <li>• The Library Budget Committee will virtually meet to discuss and approve the library budget for fiscal year 2023-24 on Tuesday, May 9, 6:00-8:00. They will have a follow up meeting on Tuesday, May 16, 6:00pm, if needed. The budget committee is composed of the five member elected Library Board and five members of the community.</li> </ul>		Rachael Fox

- **Library Director Evaluation**
  - I am reviewed annually at the May Library Board meeting. 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 process typically runs from April through May, with the review happening at the May regular Board meeting.

**Facilities/Gardens**

- The Hood River Library Gardens is hosting two community displays on the north side of the library lawn during the month of April.

The SafeSpace Child Abuse Awareness Campaign is to raise awareness regarding child abuse in the gorge. They have placed one pin wheel for every child that has experienced child abuse in the gorge.

Helping Hands Against Violence is displaying the Clothesline Project to raise awareness about domestic violence and sexual assault. Helping Hands Against Violence invited survivors and supporters to decorate shirts. The shirts are a vehicle for uplifting survivors and educating the public about the issue of domestic violence and sexual assault.

**Programs and Services**

- **Bookmobile**
  - **Schedule & Route:**
    - Odell Mobile Home park - Saturdays, 10:00am-12:00pm. For residents only. The Bookmobile goes door-to-door offering children a selection of books, a craft bag, and a snack. Contact: yeli@hoodriverlibrary.org or 541-387-7068 for more details.
    - Odell Community Park (Tamarack Rd.), Saturdays 12:30pm-1:30pm. Visit the Odell Community Park to check out library materials, pick up holds, and received.
- **The Hood River County Reads Events**
  - This year's selection is *Rough House* by Tina Ontiveros. In her gripping and courageous debut

memoir, author Tina Ontiveros tells the story of her experience as a young girl growing up in Pacific Northwest logging camps and working-class towns amidst her family's intergenerational trauma and poverty. Ontiveros lives in Hood River County and teaches at Columbia Gorge Community College.

- Events

- Wednesday, April 12. Hood River Library Book Club: *Rough House*. 12:30pm. Meeting Room and Zoom.
- Saturday, April 15. Writing Workshop with Tina Ontiveros. 10-11:30am. Meeting Room. Sign-up needed.
- Sunday, April 16. Public Presentation by author Tina Ontiveros. 2pm. Hood River Library.
- Hood River Reads Gardening Kits  
The Hood River Library District is giving away gardening kits to kids in celebration of Hood River Reads! The bags consist of four starter pots along with soil, markers, stickers, instructions and seeds to grow snap peas, sunflowers, salad mix, and marigolds. They will be available for hand-out starting Saturday April 1 and available at all of our locations and the Bookmobile as well. Parents can take home one bag per child, and they're available until they all run out. Happy planting!

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

- **All Ages**

- **Arcade Night!** The first Saturday of the month from 4 to 6 p.m. for rad retro cabinet arcade games and other electronic offerings for fans of all ages to enjoy.
- **Spring Movie Night, *Singin' in the Rain*, Friday, April 21, 5pm, Hood River Library Theater.** Singing, dancing, and fun as Movie Night dips into the classics as we show *Singin' in the Rain*. Snacks provided. All ages.

- **Adult programs**

- **Hood River Book Club** meets the second Wednesday of the month at 12:30 p.m. Hood River Library Meeting Room & [Zoom](#). May book selection is *Unlikely Pilgrimage of Harold Fry* by Rachel Joyce.
- **Cascade Locks Book Club** meets the Fourth Thursday of the month from 5:15 to 7:00 p.m. at the Cascade Locks Library. April book club selection is *Arsenic and Adobo* by Mia P Manansala.
- **Writing Group:** Every Wednesday at 3 pm in the Hood River Library Columbia Room. Creative writing together! Join with fellow writers to work on your craft through prompts and (sometimes) share the results. For more information, please contact Patty Kaplan (310.710.3822).
- **Teen programs**
  - **Snack or Dare, Saturday, April 15, 4pm, Hood River Library Theater.** Are you going to eat that? Teens can try out different outlandish foods or take a (librarian approved) dare. Open to ages 11 to 19.
  - **Library Teen Council: 1<sup>st</sup> week of the month on Wednesdays and Saturdays.** The council will plan the month's projects and programs. Teens are welcome to meet up, work on projects, and earn volunteer hours any time during the month. Teen Librarian Rachel will be available to meet with, help out, suggest ideas, and get snacks for teens throughout the month. Projects will be posted in the Teen Space and on the Teen Discord.
  - **Magic the Gathering game night, 2<sup>nd</sup> and 4<sup>th</sup> Friday, 4:00pm** in the Library Theater. Play Magic the Gathering. Sponsored by Hood River Hobbies.
- **Children's programs**
  - **Dia de los niños, Saturday, Apr. 29th at 10am to 1pm, Mid Valley Elementary School/Gymnasium.** Día, is a celebration of

children and reading of all ages. The celebration emphasizes and honors children and the importance of literacy. Activities for the whole family, games, face painting, live DJ, games, community resources and lots of fun! A free brand new book, treats, & prizes will be given to each child! Lunch and beverages provided.

- **Storytimes**
  - **Family Storytime – Hood River Library Thursdays at 10:30 a.m.**
    - 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!
  - **Lapsit Storytime – Hood River Library, Tuesdays 10:30am**
    - A new weekly storytime aimed at our littlest members! Lapsit storytimes are a great way to introduce babies (0-18 months) to the joys of reading and songs in a fun atmosphere. This storytime is designed so the child will be in their caregiver's lap and the grownup is actively involved in the program.
- **Weekly playgroup and monthly storytime – Cascade Locks and Parkdale**
  - Looking for something fun to do with your children that haven't yet started school? We are starting playgroups at our Parkdale and Cascade Locks Branches! Each Friday from 10:30-11:30 we invite parents to come with their children to explore the library, help kids build social skills, and make new friends.
  - The first Friday of the month in Parkdale, and the last Friday of the month in Cascade Locks we will have a librarian led storytime.
- **Snap Dragon Yoga with Nicole, Hood River Library (January-June)**
  - Wednesdays 10:30am, ages 3-6



	<ul style="list-style-type: none"> <li>○ Fridays 3:30pm, ages 6-12 <ul style="list-style-type: none"> <li>▪ Due to popular demand, we have extended our run of yoga classes for kids at the library! Yoga is a great way for little ones to build strength, spirit, and self-esteem. These classes will feature a lot of movement and potentially a craft and story or two. Caregivers are welcome to participate and yoga mats are provided.</li> </ul> </li> <li>• <b>Makerspace crafting hours at the Hood River Library.</b> The hours are Tuesdays- Thursdays 2-7pm, Fridays 2-6pm and Saturdays from 10am-6pm. There are a variety of craft supplies to create a masterpiece.</li> <li>• <b>The Cascade Locks and Parkdale branches have open crafting every Saturday</b> from 10am-2pm. We offer a variety of supplies and the only thing required is their imagination!</li> </ul>		
<b>VII.</b>	<b>Old Business</b>		
<b>VIII.</b>	<b>New Business</b>		
	<p><b>i. Security Camera Policy</b></p> <ul style="list-style-type: none"> <li>• Attachment: VII.i. Security Camera Policy</li> </ul> <p>We now have security cameras installed in Cascade Locks location and Library of Things area at the Hood River Library. We will soon have a cameras installed in the Parkdale Library.</p> <p>The cameras were added in the Cascade Locks and Parkdale locations due to safety concerns for library staff that work independently in the remote locations. The camera in the Library of Things area in Hood River was installed due to theft of several items from the collection.</p> <p>District Attorney Ruben Cleaveland has reviewed and approved the new Security Camera Policy.</p>	<b>Motion</b>	Board member
	<p><b>ii. Budget preview discussion</b></p> <p><b>Overview</b></p> <p>For the past seven years, we have carried over additional funds each fiscal year. We currently have enough to fund all of our capital projects for the next twenty years and \$100,000 in</p>	Discussion	Rachael Fox

contingency.

This year we will carry over \$915,000. Last fiscal year, we carried over \$907,602. I estimate we will need \$468,000 of the carry over to operate the District from July 1 to November 15. In November, we will receive the bulk of our tax revenue. We retain \$100,000 for contingency. The rest of the funds are allocated to future Capital projects. In addition, we will carry over \$117,000 in the Capital Fund for capital projects.

Since we have built a sizable reserve fund, my goal this fiscal year is to spend the bulk of our increase from tax revenue in the General Fund Revenue. We are able to fully fund the cost of operating our new Bookmobile with funds from the General Fund and the Grants fund.

**General Fund**

The General Fund consists of a Materials and Services category and Personnel category. The budget will remain largely unchanged in the Materials and Services with slight increases in a few categories and slight decreases in other categories.

The main increase will be in personnel expenses. Last year we completed our final year of increasing the salaries of our entire staff to comply with the State of Oregon six year plan to raise minimum wages. Last year we had a 5.9% wage increase for all staff members.

This year I recommend we provide a Cost of Living Increase for library staff and we add new position called Bookmobile Specialist and add a slight increase in hours for our Children's Librarian.

**Cost of Living Increase (COLI)**

This year the average increase for the Western Region CPI in 2022 was 8%. Since we will be adding a new position, I recommend we offer 2.5% COLI for library staff.

**Personnel**

During this fiscal year we added a part-time Public Service Clerk position to work the desk at our physical branches to allow our librarians and library assistant to have more off desk hours to do Bookmobile services, programming and offer more outreach in the community. This was the first time we have added a new position since 2016.

	<p>In order to further expand our Bookmobile services, we need to hire an additional staff member. This staff member would work 32 hours per week providing Bookmobile services in the community. They would have a regular weekly route. The other librarians and library assistant would assist this new staff member with services. Our Bilingual Outreach Librarian Yelitza Vargas-Boots will be in charge of the Bookmobile. She will oversee the route, programs, and services.</p> <p>I recommend we increase the Children’s Librarian position two hours per week. There is a high demand for children’s services and this would help expand our services.</p>		
	<p><b>iii. Capital Equipment purchases</b></p> <p>Attachment:</p> <ul style="list-style-type: none"> <li>• VIII.iii.a. Quote Chinook Plumbing</li> <li>• VIII.iii.b. Quote A &amp; E Heating and Cooling</li> </ul> <p>This fiscal year we have made three purchases with capital funds: a new book drop and new staff desks on the Parkdale and Cascade Locks locations.</p> <p>I recommend we purchase the following items this fiscal year.</p> <ul style="list-style-type: none"> <li>• Water Fountain refill stations Hood River Library <ul style="list-style-type: none"> <li>◦ We have a high demand for a station that patrons can refill their water bottles. These type of units are being installed in many different organizations. I recommend we install a unit on our lower level near the public restrooms. The purchase exceeds my spending authority. I ask the Library Board to approve the quote for \$5,600.</li> </ul> </li> <li>• Heating and Cooling unit Columbia Room <ul style="list-style-type: none"> <li>◦ When the library building was remodeled there was limited funds and the Columbia Room was not connected to our HVAC system. It has its own heating and cooling unit. The unit is almost twenty years old and needs to be replaced. The purchase exceeds my spending authority. I ask the Library Board to approve the quote from A&amp;E Heating and cooling for \$9,620.</li> </ul> </li> </ul>	<b>Motion</b>	Rachael Fox
<b>IX.</b>	<b>Announcements</b>		
	<b>i. Comments from board members</b>		All
	<b>ii. Requests from Library Director</b>		Rachael Fox

	<b>ii. Agenda items for next meeting</b> <ul style="list-style-type: none"> <li>• Tuesday, May 10, 2022, 6:00-8:00p: First Budget Committee meeting</li> <li>• Tuesday May 17, 2022, 6.00-7.00p: Second Budget Committee meeting, if needed.</li> <li>• Policy</li> </ul>		Board member
<b>X.</b>	<b>Adjournment regular meeting</b>		Board member

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
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**Library Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, February 28, 2023, 7:00pm  
Library Meeting Room and Zoom  
502 State St, Hood River  
Jean Sheppard President

**Members present:** Jean Sheppard, Brian Hackett, Megan Janik, and Sara Marsden.

**Members absent:** Karen Bureker.

**Staff present:** Library Director Rachael Fox and Assistant Director Mo Burford.

**Presenters:** Hood River City Administrator Abigail Elder and Hood River City Council member Douglas Stepina.

**Public:** Travis Chapman (Zoom) and Craig Sheppard.

I. **Call to order** Sheppard  
Board President Jean Sheppard called the meeting to order at 7:02pm.

II. **Additions/deletions from the agenda (ACTION)** Sheppard  
Fox was approached by board members to add two items to the agenda.  
1. Recording meetings through Zoom.  
2. Standing agenda for supporting District staff.

Fox also requested the presentation Westside Urban Renewal District be moved up before public comment. Marsden made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

III. **Actual or potential conflicts of interest** Sheppard  
None stated.

IV. **Consent agenda (ACTION)** Sheppard  
Marsden made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

V. **Westside Urban Renewal District presentation** Elder and Stepina  
Elder and Stepina gave a presentation with a slideshow discussing how an Urban Renewal District works and the impact on the District. Sheppard asked if there were grant funds and other state funds made available to support these projects. Elder expressed other entities would contribute to support the projects. Sheppard also asked if the total amount on the chart \$6,504,874 was correct. Elder stated it was but the District would receive more tax revenue at the end of the project because of the improvements made with the funds. The board commented regarding the long duration of the District and the high cost to the District. Elder stated this was the maximum that could be imposed. Both Elder and Stepina said they did not anticipate the entire area would be included. Elder stated the City only required approval from the County but wanted to inform each District impacted by the Urban

Renewal District. Hackett expressed concern the District did not have a voice in this project and it would be decided for the Library District.

## **VI. Open forum for the general public**

No comments.

## **VII. 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 2023 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.

## **VIII. New Business**

### **i. Board Governance Policy (ACTION)**

Fox

Marsden made a motion to approve the Board Governance policy by Resolution 2023-23.04. Janik seconded. The motion carried unanimously.

### **ii. Misinformation discussion**

Fox

Fox explained the Library District staff received a phone call about misinformation online about “drag queen storytime.” Fox expressed we can express to patrons where to find the correct information regarding our library programs. Sheppard expressed it can be difficult to prove a negative. Hackett asked if we had a list of all our programs on our website. Or, do we have it archived. Fox stated the District does not keep the enewletters on the website but does have an archive of the information. Sheppard stated patrons would need to file a Freedom of Information Act for that kind of information. Hackett asked if we could put in on the webpage. Fox stated it was possible but could be time consuming to put past items on the webpage.

Sheppard stated she did not think the District needs to post a statement that we have never hosted a “drag queen storytime.” Hackett asked if staff knows the origin. Sheppard stated she looked and could not find the information. Fox stated four staff members also searched and could not locate it. Fox believes it was a private group. Marsden commented her children heard the information at school. Sheppard stated it started on Facebook and patrons can use the Freedom of Information Act, or fill out a Request for Reconsideration form. Sheppard stated everything in in our policies and we follow the American Library Association polices which are referenced in our policies. Patrons should follow our policy and procedures.

**iii. New hours for Cascade Locks and Parkdale libraries**

Fox

The District Board approved of the new hours.

**iv. Library Director evaluation timeline**

Fox

Marsden made a motion to approve the Library Director evaluation timeline. Janik seconded. The motion carried unanimously.

**v. Library Gardens Maintenance Contract renewal (ACTION)**

Fox

The monthly rate increased by \$60, but still less than previous contract at other companies. The District will go out for bids next year. Marsden made a motion to approve the Library Director evaluation timeline. Janik seconded. The motion carried unanimously.

**vi. Recording Board meetings**

Sheppard

Fox stated a library board member asked to place the item on the agenda. Marsden expressed she thought it was worth doing. Sheppard stated the minutes might be enough. Hackett asked if the meetings would be recorded but not distributed. Fox stated we can keep the recordings and distribute written minutes. Elder commented other entities follow that practice. Sheppard stated patrons could submit a public records request if they wanted access to the recordings. The Library Board members agreed.

**vii. Standing agenda item for supporting staff**

Sheppard

Fox stated a library board member asked to place the item on the agenda. Marsden asked if we already did that. Hackett stated he asked to have the item on the agenda. Hackett said that having it as a standing item acts as ready form for each meeting. That way the library board can support library staff including Library Director Rachael Fox if anything issues or concerns arise. The Library Board members supported the idea.

**IX. Agenda items for next meeting**

Sheppard

- Strategic Goals and Action items for FY 2023-24
- Budget preview FY 2023-24
- Policy

**X. Adjournment**

Sheppard

The meeting was adjourned at 8:35pm.

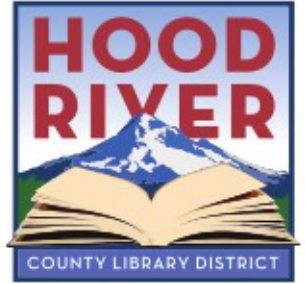
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# Security Camera Policy



## **Video Surveillance Use Policy**

Hood River County Library District strives to maintain facilities that are safe and secure for staff, volunteers, and patrons. To this end, selected areas of the library premises are equipped with video cameras that are recording at all times. Cameras will be placed only in areas where patrons, staff, and volunteers have no reasonable expectation of privacy. Reasonable effort shall be made to post signs informing the public of video surveillance at library entrances or within the area subject to surveillance.

### **Purpose and Scope:**

The purpose of video surveillance is to gather information that may be used to prosecute, or investigate instances of theft, vandalism, or public endangerment on the library premises.

The library's video surveillance system shall be used only for the protection and safety of patrons, volunteers, employees, assets, property, and to identify persons breaking the law or violating the library's Code of Conduct.

### **Confidentiality:**

Video records are likely to contain personally identifiable information about an individual who has used the library ("patron information") and circulation records. As such, video records will be considered part of a patron's "library record" and accorded the same level of confidentiality and protection provided by [Oregon Rev. Statutes § 192.355\(4\) and \(23\)](#), and Hood River County Library District's Privacy Policy.

### **Access to Footage:**

The system will be secure and will only be viewed by those trained and authorized to do so. Persons with authorized access to the CCTV surveillance system shall be limited to the Library Director and their designees and Contractors authorized by the Library Director, for the limited purpose of performing repair, installation, and maintenance on the system.

### **Disclosure of Footage:**

Video records may be used by individuals authorized under this policy to identify the person or persons responsible for library policy violations, safety concerns, criminal activity on library property, or violation of the Library's Code of Conduct.

When criminal activity is identified, incident-specific still images or video records may be shared with law enforcement to assist in the investigation and prosecution of the crime identified. In all other instances, video surveillance footage will be disclosed to law enforcement only pursuant to legally valid search warrant, subpoena, court order, or where otherwise required by law. Notwithstanding the foregoing, in emergency situations that present imminent danger of physical harm, law enforcement may be provided with video surveillance footage that is directly related to the imminent danger without subpoena or court order.

502 State Street  
Hood River · OR 97031

541 386 2535

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

Video records may be shared with other library employees, upon approval by the Library Director or designee, in order to identify person(s) suspended from library property and to maintain a safe, secure and policy-compliant environment.

Video records shall not be used or disclosed other than as specifically authorized by this policy.

All requests for video footage or still images from the security system will be referred to the Library Director or their designee.

Confidentiality concerns prohibit the general public from viewing security camera footage that contains patron information. Members of the general public requesting footage will be advised to make a request through law enforcement.

### **Retention and Storage of Footage**

Images from the library video security system are stored digitally on hardware in the library or by the Hood River County School District for the Cascade Locks Library. Security camera footage will be kept confidential and security recording equipment is housed in a locked area. Logs will be kept of all instances of access to, and use of, recorded data to enable a proper audit trail.

Recorded video will be retained for a period of 90 days for the Hood River Library and will then be automatically erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil). The Hood River County School District maintains the camera system at the Cascade Locks Library located in the Cascade Locks Elementary School.

Approved by the Board of Directors, April 18, 2023

Last amended, April 18, 2023

Last reviewed, April 18, 2023



1483 Markham Road  
 Hood River, Oregon 97031  
 Phone (541) 386-3388 Fax (541) 386-5591  
 Oregon License # 240452  
 Washington License # MCSCANGL784DM

<b>Name</b>	Hood River County Library
<b>Billing Address</b>	Rachael@hoodriverlibrary.org
<b>Location of work</b>	Downtown Hood River Branch
<b>Phone</b>	541-490-6079
<b>Email</b>	Rachael@hoodriverlibrary.org
<b>Date of Proposal</b>	10/16/22

Chinook will provide labor and materials to install new drinking fountain/bottle filler.

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**Scope of work to be performed:**

Chinook will provide all labor, and materials to install ADA compliant Elkay dual water fountain/bottle filler, where current fountains reside in lower level of library.

**Please Note:** The library will need to have standard 120v outlet installed underneath fountain. Chinook will not provide any paint, electrical, or sheetrock repair.

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The following is INCLUDED in scope of work:

- Provide all labor and materials
- Provide Elkay dual fountain bottle filler
- Remove existing fountain
- Remove sheetrock to add blocking to hang fountain
- Install new fountain
- Provide any materials, and shutoffs necessary to update the plumbing to accommodate new fixture.
- Check for operational function, and leaks
- Leave jobsite clean

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The following is EXCLUDED from the scope of work:

- Work outside the scope of the bid
- Any electrical work
- Sheet rock/drywall repair and painting
- Excavation

All material will be provided as specified above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a good

workmanlike manner.

The price for the above detailed scope of work is as follows:

<b>BID AMOUNT</b>	<b>\$5,600.00</b>
Tax	\$
<b>Total Amount Due</b>	<b>\$5,600.00</b>

**A deposit of 50%, including any tax, will be due upon acceptance of bid with remaining 50% due upon completion of work.**

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the estimate.

Respectfully Submitted,

Colin Nelson  
Owner  
Chinook Plumbing & Heating

**This proposal expires in 10 days**

**Date Accepted:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name** \_\_\_\_\_



2149 W. Cascade Ave-STE 106A-114 · Hood River · OR 97031 · 541-387-3311

203004 · EHEATHA862KN

Friday, April 14, 2023

We hereby propose to provide labor and material necessary.

**Customer:** Rachael Fox      **Phone:** (541) 387 – 7062      **E-mail:** rachael@hoodriverlibrary.org

**Job Site Location:** 502 State Street, Hood River OR 97031

**Scope of Work:** Replace existing Mitsubishi Mr. Slim system with like-for-like equipment.

- Install 1 x Mitsubishi outdoor unit. MHP SUZKA18NAHZ
- Install 1 x Mitsubishi indoor cassette unit. MHP SLZKF18NA
- **Total:** \$9,620.00 (\$9,900.00 - \$280.00 service fee.)

*Inclusions:* Permit. Genie lift.

*Exclusions:* Work outside of defined scope. Electrician. Roofing. Sheet-rocking. Sales tax if applicable.

**Warranty:** Limited Factory Warranty, 1 Year Labor.

**Payment Schedule:** 50% down, 50% due upon completion.

*Scope of Work Change Order:* To be written change orders signed by both parties.

*Contract to follow signed acceptance of proposal.*

**Proposals valid for 30 days.**

"Due to the extreme volatility of the world markets price can only be held for 30 days from original proposal date. Like most industries we are experiencing unprecedented price increases that are being announced and implemented with as little as immediate notice. If equipment and materials can be purchased and delivered pre price increase date. We will require a deposit to lock pricing of equipment and materials. If equipment and materials cannot be procured before a price increase goes into effect, we will do our best to find a suitable substitution. You will be notified and provided with documentation of the price increase at that time."

X	X
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