

Board of Directors
Regular Meeting Agenda
 Tuesday, May 21, 2024, 7:00pm
 Library Meeting Room and Zoom
 502 State St, Hood River

Library Board:

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

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/89745812618?pwd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09>, Meeting ID: 897 4581 2618

Agenda Items		Action	Responsible
I.	Call to Order		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions)	Motion	Brian Hackett
III.	Approval of the consent agenda	Motion	Brian Hackett
IV.	Actual or potential conflicts of interest		Brian Hackett
V.	Public comment (3 minutes each)		Brian Hackett
VI.	Reports		
	i. Friends update		Rachael Fox
	ii. Foundation update		Rachael Fox
	iii. March and April 2024 Financial Statement		Rachael Fox
	iv. Director's report		Rachael Fox
VII.	Old Business		
VIII.	New Business		

	i. Public Records Policy	Motion	Brian Hackett
	ii. Executive Session: Library Director Evaluation		Brian Hackett
IX.	Announcements		Rachael Fox
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
X.	Agenda items for next meeting		Brian Hackett
XI.	Adjournment regular meeting		Brian Hackett

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.

Board of Directors
Regular Meeting Agenda
Supplementary information

Tuesday, May 21, 2024, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Library Board:

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

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Agenda Items		Action	Responsible
I.	Call to Order		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions)	Motion	Brian Hackett
III.	Approval of the consent agenda i. Minutes from the April 16, 2024 regular board meeting Attachment: <ul style="list-style-type: none"> o III.i. Minutes from the April 16, 2024 regular board meeting. 	Motion	Brian Hackett
IV.	Actual or potential conflicts of interest		Brian Hackett
V.	Public comment (3 minutes each)		Brian Hackett
VI.	Reports		
	i. Friends update <ul style="list-style-type: none"> • The Friends of the Library received a \$12,000 grant from the Schaefer Gift Fund to be used for maintaining programs at the library. The Friends of the Library Pat Hazlehurst endowment grant of \$11,000 will also be supporting our library programming at Hood River, 		Rachael Fox

	<p>Parkdale, Cascade Locks and outreach locations for fiscal year 2024-25.</p> <ul style="list-style-type: none"> • The Friends will hold their elections for Vice-President and Secretary at the June meeting. • The Friends of the Library are seeking a leader for their book cleaning volunteer group. • The Friends of the Library are purchasing larger bookshelves for the entryway book sale area. The additional height and width of the new shelves will enable a greater number of books to be displayed and sold. 		
	<p>ii. Foundation update</p> <ul style="list-style-type: none"> • The Library Foundation's Feast of Words fundraiser was a huge success, raising an impressive \$40,000! It was the highest amount raised by the event to date. We originally planned on only replacing the main circulation desk, but with the funds raised at the Feast of Words, we'll now be able to replace both the main circulation desk and children's desk with custom models for a budget of around \$25,000, thanks to a company that serves government organizations. The new desks will improve accessibility and efficiency for all our patrons. The bookmobile services will also benefit from the raised funds, allowing us to provide great programs and services. 		Rachael Fox
	<p>iii. March and April 2024 Financial Statement</p> <p>The March and April financial statements were received directly prior to when the packet was released. There was errors identified that needed correction. Fox will work with our accountant and bring the corrected financial statements to the library board meeting.</p>		Rachael Fox
	<p>iv. Director's report</p> <p><u>Administration</u></p> <ul style="list-style-type: none"> • We are delighted to introduce two great individuals joining our team as our new part-time Public Service Clerks. <ul style="list-style-type: none"> ◦ Ambrielle Feil is currently a part-time staff member at The Dalles Public Library, and she will be splitting her time as our new part-time public service clerk in Hood River. Ambrielle is passionate about libraries 		Rachael Fox

and library service, bringing valuable experience from her previous roles as an educator at Chenoweth Elementary School in The Dalles and as a park ranger. We look forward to the fresh perspectives and contributions she will bring to our team.

- Judy Zimmerman has served as an instructor at Portland Community College and as a Minister for the Mid-Columbia Unitarian Universalist Fellowship in Hood River. Her dedication to our community is further exemplified through her volunteer work at FISH food bank. We are thrilled to have Judy join us and benefit from her extensive experience serving the Hood River community.

Programs and Services

- The program staff have been working hard to provide creative programming for this spring. Here is a list of May programs.

- **All Ages**

- Every month, we will highlight nationally recognized heritage months and holidays at our library, providing a platform for celebration and exploration. Many libraries across the nation also participate in honoring these same occasions.

The Hood River County Library District provides free and equitable access to cultural and educational experiences. The library celebrates ideas, promotes creativity, connects people, and enriches lives, with an emphasis on promoting literacy and equity in library collections, services, and programs.

Discover the diverse range of materials available in our collection. Visit the library, search our **online catalog**, download **ebooks and audiobooks** or stream **movies**.

- **Asian and Pacific Heritage month**

- In the month of May we take time to reflect and celebrate the important role that Asian Americans, Native Hawaiians, and Pacific

Islanders (AANHPIs) have played in our shared history.

- **Adult programs**

- **Get to Know Your Library of Things: Water Bath Canner**, Tuesday, May 21, 5:30pm, Hood River Library Meeting Room
Tuesday, May 28, 5:30pm. Cascade Locks Library. Join us for a demonstration by an expert from the OSU Extension Services on the many uses of a water bath canner, along with tips for dehydrating fruit. This presentation is part of a larger series of classes offered at the Hood River and Cascade Locks libraries to help patrons safely and efficiently use some of the food preparation equipment in our Library of Things collection.
- **Hood River Book Club** meets the second Wednesday of the month at 12:30 p.m. Hood River Library Meeting Room & [Zoom](#). May's book club selection is *The House in the Cerulean Sea* by T.J. Klune.
- **Cascade Locks Book Club** meets the Fourth Thursday of the month from 5:15 to 7:00 p.m. at the Cascade Locks Library.
- **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**

- **Don't Get me Started!** Saturday, May 11 at 2 pm in the Library Theater
- Ok, but how do you really feel about it? Draw a topic and rant until time runs out. Best rant wins.
- **Murder Mystery Party - The Wych Elm** Friday, May 17 at 6:00pm. Hood River Library

Theater. Be a suspect, or maybe the killer as we explore an unsolved true crime and create a new ending. Ages 13 to 18. Limit of 9 players, [please sign up](#).

- **Percy Jackson Trivia Quest** Saturday, May 25 at 1:00pm. Hood River Library Children's Library. Join teams, answer trivia, and search for clues to finish the quest! Snacks for all and prizes for the winning team. Open to any potential demigods ages 8 to 16.
 - **Magic the Gathering**, 2nd and 4th Fridays of the month at 4pm in the Library Theater.
 - **Library Teen Council**, 2nd Saturdays of the month at 2pm in the Hood River Library Theater. Join the team and earn volunteer hours, help out at the library and eat snacks!
- **Children's programs**
 - **Mother's Day Take-Away Craft Available** starting Tuesday, May 7th. Look away Moms! Kids- come grab one of our delightful Mother's Day Craft Kits to make a lovely surprise gift and add extra sparkle to Mom's day! With four different options you can choose from, each promises creative fun and a heartfelt gift she'll cherish forever. Available at the Hood River, Cascade Locks and Parkdale libraries.
 - **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!
 - **Weekly playgroup and monthly storytime – Parkdale**
 - Looking for something fun to do with your children that haven't yet started school? We

	<p>have playgroups at our Cascade Locks and Parkdale Libraries! 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.</p> <ul style="list-style-type: none"> • The first Friday of the month in Parkdale we will have a librarian led storytime. <ul style="list-style-type: none"> ○ Bookmobile route <ul style="list-style-type: none"> • Pine Grove, 1st Thursday of the month <ul style="list-style-type: none"> • Early Intervention Pine Grove School 1:30am-1pm ○ Hood River <ul style="list-style-type: none"> • 2nd Thursday of the month, 2:30-6:00pm • Neighborhoods behind Rosauers <ul style="list-style-type: none"> • 2:30p-3:30p Pacific Ave (street parking) • 3:30p-4:30p Sieverkropp Dr (street parking) • 5:00p-6:00p Wyeast Vista Apartments 1800 8th st. ○ Hood River <ul style="list-style-type: none"> • 3rd Thursday of the month, 2:30-6:00pm <ul style="list-style-type: none"> • Apartments and Mobile Home Parks on Cascade Ave. <ul style="list-style-type: none"> ○ 2:30p-3:30p Hood River Mobile Manor (next to Les Schwab) 3300 Cascade Ave. . ○ 3:30-4:30p Hood River Crossings Apartments 3145 Cascade Ave. ○ 5:00p-6:00p Columbia View Apartments 1695 Oak St. ○ Hood River <ul style="list-style-type: none"> • Every 4th Thursday of the month, 3:00-4:00pm <ul style="list-style-type: none"> • Hood River Rockford Grange ○ Senior facilities <ul style="list-style-type: none"> • 1st Friday of the month, 10am-12:30pm ○ Odell <ul style="list-style-type: none"> • 2nd and 4th Saturdays <ul style="list-style-type: none"> • 10:30a-12:00p Mobile Home Park/AGA RD 		
VII.	Old Business		
VIII.	New Business		
	i. Public Records Policy	Motion	Brian

	<ul style="list-style-type: none"> Attachment: VIII.i. Public Records Policy <p>Minor adjustments have been made to the Public Records Policy. These revisions have undergone review by our legal counsel Ruben Cleaveland.</p>		Hackett
	ii. Executive Session: Library Director Evaluation		Brian Hackett
IX.	Announcements		Rachael Fox
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
X.	Agenda items for next meeting <ul style="list-style-type: none"> 2024-25 budget hearing and approval 2024-25 salary schedule approval Approval of recurring payments for 2024-25 Discussion of 2024-25 President and Vice-President positions Discussion of 2024-25 regular meeting time Library Director Contract approval 		Brian Hackett
XI.	Adjournment regular meeting		Brian Hackett

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.

Board of Directors
Regular Meeting Minutes
 April 16, 2024, 7:00pm
 Library Meeting Room and Zoom
 502 State St, Hood River

Present: Board President: Brian Hackett, *Board members:* Karen Bureker, Megan Janik, Sara Marsden, Jean Sheppard. *Library staff:* Rachael Fox, Library Director

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:

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Agenda Items	Action	Responsible
I. Call to Order Board President Brian Hackett called the meeting to order at 7:02pm.		Brian Hackett
II. Approval of the agenda (additions/corrections/deletions) Sheppard made a motion to approve the agenda. Bureker seconded. The motion carried unanimously.	Motion	Brian Hackett
III. Approval of the consent agenda Bureker moved to accept the consent agenda, encompassing the minutes of the March 18, 2024 regular board meeting. Marsend provided the second. The motion passed with unanimous approval.	Motion	Brian Hackett
IV. Actual or potential conflicts of interest None stated.		Brian Hackett
V. Public comment (3 minutes each) None present		Brian Hackett
VI. Reports		
i. Friends update There was nothing to add to the written report.		Rachael Fox
ii. Foundation update There was nothing to add to the written report.		Rachael Fox

	<p>iii. February 2024 Financial Statement There was nothing to add to the written report.</p>		Rachael Fox
	<p>iv. Director's report</p> <ul style="list-style-type: none"> • Fox reported after consulting with Ruben Cleaveland, it has been confirmed that we have the authority to standardize our contracts to a three-year term when feasible and when in compliance with established procurement guidelines. • The Board discussed potential strategies to enhance security measures at the service desk. Proposed solutions included the installation of a panic button system and security cameras, as well as the implementation of staff training programs focused on safety protocols and emergency response procedures. 		Rachael Fox
VII.	Old Business		
	<p>i. Proposed increase in the Maximum Indebtedness of the Waterfront District</p> <p>The Library Board discussed the originally planned early closure of the Waterfront Urban Renewal District, which had been extended to reach its maximum indebtedness. According to presentations from the City last year, the Waterfront district was originally set to close when the Westside Urban Renewal District began, which would have provided the library with \$35,000 in FY2024-25 to \$37,000 in FY 2025-26 per year in additional funding.</p> <p>Fox informed the Board that she is still working on the library's budget. Sheppard inquired if funds would be transferred to the Capital Equipment Reserve Fund. Fox stated she was unsure if funds will be transferred into the Capital Equipment Reserve this year. Fox is considering bringing in a consultant from the Special District Association of Oregon and/or an accountant who specializes in Special Districts to assist with the budget process.</p> <p>The Board also discussed the potential need for a future levy to secure additional funding. While they did not pursue submitting a written comment regarding the Waterfront district closure, the Board discussed potentially attending the relevant meeting to voice their concerns. Sheppard suggested including the topic of urban renewal into the yearly budget deliberations. She also suggested that the budget committee's might have suggestions regarding the issue.</p>	Discussion	Brian Hackett
VIII.	New Business		
	i. Bulletin Board and Information Use Policy	Motion	Brian

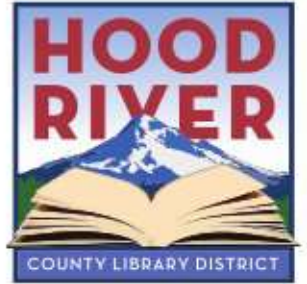
	Sheppard made a motion to approve the updated Bulletin Board and Information Use Policy. Janik seconded the motion. The motion passed unanimously.		Hackett
	ii. Budget preview discussion Fox emphasized the importance of proactive planning in light of potential changes to the tax revenue each year. Fox also mentioned that the library is in a position to accommodate the state-mandated minimum wage increase of 3.45% set by the State of Oregon. Hackett commented planning is challenging with the minimum wage changing annually. Fox expressed her expectation that the library's expenditures should align with the anticipated revenue for the upcoming fiscal year.	Discussion	Rachael Fox
	i. Comments from board members Bureker commented we may want to start looking into a levy.		All
	ii. Requests/Comments from Library Director None stated.		Rachael Fox
X.	Agenda items for next meeting <ul style="list-style-type: none"> • Tuesday, May 14, 2024, 6:00-8:00pm: First Budget Committee Meeting • Tuesday, May 21, 2024, 6:00-7:00pm: Second Budget Committee meeting, if needed. • Library Director Evaluation 		Brian Hackett
XI.	Adjournment regular meeting The meeting was adjourned at 7:49pm.		Brian Hackett

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Public Records Policy



As it values transparency, Hood River County Library District fully complies with the Oregon Public Records Law, ORS [192.311-192.431, 192.410-192.505](#). Every person has a right, guaranteed by the Oregon Public Records Law, to inspect any non-exempt public record held by the District. The public may request to view District records that are not exempt per the Oregon Public Records Law, ~~and other~~ District policies, [and other statutory authority](#).

Retention

The District follows the records retention schedule established for special districts by the Oregon State Archives. The District has records both electronically and in analog. However, the District prefers to retain records in digital formats using open and archival-quality standards.

Custodian

The Library Director is the District's custodian of records and is the only party authorized to receive or comply with public records requests or inquiries from courts or law enforcement agencies.

Requests

To best connect the requester with the records [they s/he](#) seeks, requests to review records should be made in writing. Ideally, the request should include the records requested with date(s), subject matter, and any other relevant details. The request should also specify in what format the records are desired (e.g. electronic or analog). If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS [192.324\(3\)192.440\(2\)](#).

When a request is submitted in writing, the District must respond within five business days acknowledging the receipt of the request. The District will have an additional 10 business days to fulfill the request or issue a written response estimating how long fulfillment will take. The District is not subject to this response timeframe if it is awaiting a response from the requester seeking clarification of the inquiry or if the requester has not agreed to pay for the records, provided that the cost is \$50 or more. Other considerations that apply are:

- Complicated requests
- Large volume of requests
- Request involving documents not readily available or if the necessary staff are unavailable to fulfill the request

Access

The District aims to provide access to records by whatever method is most convenient for the requester, ideally without cost to [them/him/her](#). Whenever possible, the District will supply records electronically. If electronic records are unavailable or infeasible to transmit, analog

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

records may be viewed and copied at any of the District's branch libraries during regular public open hours. Most records are kept at the Hood River Library, so individuals wishing to view records at another location should state as such in their requests.

If the requester would like to review analog records, they may be viewed at any library district location. Depending on the nature of the request, the District may require the review to take place with a District representative present. Any research fees (see below) must be paid in advance. Additional fees may be charged if District staff presence is required during the review, which shall equal the rate for research fees. Original records shall not be removed from the District's locations unless authorized by the Library Director or Board of Directors.

If any person attempts to alter, remove, or destroy any District record, the District representative shall immediately terminate such person's review and notify the District's legal counsel.

Fees

The District makes every effort to provide records without cost to the requester. However, some requests may require copying or significant amounts of staff time. In order to recover its costs for such requests, the District may charge fees associated with searching for and copying records. The Library Director may waive these fees at their his/her discretion. Fees shall be limited to no more than \$50.00 unless the requester is provided with written notification of the estimated amount of the fee and the requester confirms that theys/he wants the District to proceed.

Fees are as follows:

- *Paper copies or printouts:* \$0.15 per side for black and white or \$0.50 per side for color.
- *Copies of nonstandard materials (e.g. maps, videos, sounds recordings):* Fees shall be the actual costs incurred by the District plus staff time used to them.
- *Research fees:* If a request requires District personnel to spend more than fifteen minutes searching or reviewing records prior to their review or release for copying, the fee shall be \$50.00 per hour, charged in fifteen minute increments, for any time spent over fifteen minutes. The District shall estimate the total amount of time required to respond to the records request and must be paid in advance before the search will proceed. If the actual time and costs are less than estimated, the excess money shall be refunded to the requester. If the actual time and costs are in excess of the estimated time, the difference shall be paid by the requester when the records are produced.
- *Additional charges:* If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse for its actual costs of producing the records.
- *Reduced fee or free copies:* Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board or Library Director may so authorize. ORS 192.324(5)192.440(4).

Restrictions

Per the District's Privacy Policy, some District records in addition to those delineated in the Oregon Public Records Law are exempt from disclosure or destroyed once they are no longer necessary for District operations. These records include circulation records, records showing use of the District's computer networks, and other records containing personally-identifiable information about the District's patrons and their library use.

Approved by the Board of Directors, February 21, 2012

Last revised: 9/17/2019, 5/21/24

September 17, 2019

Last reviewed: September 17, 2019