

**Board of Directors**  
**Regular Meeting Agenda**  
 Tuesday, August 20, 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?wd=NFBFT0xUVjFSN0dDVGNIzTVsNDQ2dz09>, Meeting ID: 897 4581 2618

<b>Agenda Items</b>		<b>Action</b>	<b>Responsible</b>
<b>I.</b>	<b>Call to Order</b>		Brian Hackett
<b>II.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b>	<b>Motion</b>	Brian Hackett
<b>III.</b>	<b>Approval of the consent agenda</b> <b>i. Minutes from the July 16, 2024 regular board meeting</b>	<b>Motion</b>	Brian Hackett
<b>IV.</b>	<b>Actual or potential conflicts of interest</b>		Brian Hackett
<b>V.</b>	<b>Public comment (3 minutes each)</b>		Brian Hackett
<b>VI.</b>	<b>Reports</b>		
	<b>i. Friends update</b>		Rachael Fox
	<b>ii. Foundation update</b>		Rachael Fox
	<b>iii. July 2024 Financial Statements</b>		Rachael Fox
	<b>iv. Director's report</b>		Rachael Fox
<b>VII.</b>	<b>Old Business</b>		

<b>VIII. New Business</b>		
<b>i. Volunteer policy and Volunteer handbook</b>	<b>Motion</b>	Brian Hackett
<b>ii. Security Camera policy</b>	<b>Motion</b>	Brian Hackett
<b>iii. Hood River County School District lease agreement</b>	<b>Motion</b>	Brian Hackett
<b>iv. Salary Schedule 2024-25</b>	<b>Motion</b>	Brian Hackett
<b>v. Bookmobile job description and position</b>	<b>Motion</b>	Brian Hackett
<b>vi. Library Board Member Relations, Expectations and Ethics training</b>	<b>Discussion</b>	Brian Hackett
<b>IX. Announcements</b>		
<b>i. Comments from board members</b>		All
<b>ii. Requests/Comments from Library Director</b>		Rachael Fox
<b>X. Agenda items for next meeting</b>		Brian Hackett
<b>XI. Adjournment regular meeting</b>		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, August 20, 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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<b>I.</b>	<b>Call to Order</b>		Brian Hackett
<b>II.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b>	<b>Motion</b>	Brian Hackett
<b>III.</b>	<b>Approval of the consent agenda</b> <b>i. Minutes from the July 16, 2024 regular board meeting</b> Attachment: <ul style="list-style-type: none"> <li>• IV.i. Minutes from the July 16, 2024 regular Library Board meeting</li> </ul>	<b>Motion</b>	Brian Hackett
<b>IV.</b>	<b>Actual or potential conflicts of interest</b>		Brian Hackett
<b>V.</b>	<b>Public comment (3 minutes each)</b>		Brian Hackett
<b>VI.</b>	<b>Reports</b>		
	<b>i. Friends update</b> <ul style="list-style-type: none"> <li>• The Friends of the Library do not meet in August.</li> </ul>		Rachael Fox
	<b>ii. Foundation update</b> <ul style="list-style-type: none"> <li>• The Library Foundation does not meet in August.</li> </ul>		Rachael Fox
	<b>iii. July 2024 Financial Statements</b> The financial statements for July 2024 have not been released		Rachael Fox

	when the board packet was distributed.		
	<p><b>iv. Director’s report</b></p> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• Assistant Director Mo Burford and I will be attending the Success for Supervisors Virtual Series, a training program designed specifically for Special Districts Association of Oregon (SDAO) members and offered by HR Answers. The training will take place October-November. This comprehensive series, for which we received a discounted rate, is tailored to enhance supervisory skills within special districts.</li> </ul> <p>Here’s what’s on the agenda:</p> <ul style="list-style-type: none"> <li>○ <u>Understanding the supervisor role and responsibilities</u> <ul style="list-style-type: none"> <li>▪ How to set the stage from day one</li> <li>▪ Managing employee perception</li> <li>▪ Effective role modeling</li> </ul> </li> <li>○ <u>How to communicate more clearly and concisely</u> <ul style="list-style-type: none"> <li>▪ Using the DiSC Assessment to understand your style</li> <li>▪ Barriers that result in conflict and conflict resolution techniques</li> <li>▪ Covering the key components of Emotional Intelligence</li> </ul> </li> <li>○ <u>Hiring and retaining the right employees</u> <ul style="list-style-type: none"> <li>▪ Interviewing – what questions to ask &amp; not ask</li> <li>▪ Supervisor’s role with Orientation vs. Onboarding</li> </ul> </li> <li>○ <u>Value of performance management and coaching to get the performance you need</u> <ul style="list-style-type: none"> <li>▪ Employee/supervisor partnership and setting expectations</li> <li>▪ Understanding what motivates employees</li> <li>▪ How to provide feedback to employees and coaching conversations</li> <li>▪ Corrective action steps</li> </ul> </li> </ul>		Rachael Fox

	<ul style="list-style-type: none"> <li>▪ Documentation tips</li> <li>○ <u>Legal responsibilities</u> <ul style="list-style-type: none"> <li>▪ Discrimination</li> <li>▪ Harassment</li> <li>▪ Leave laws</li> <li>▪ Reasonable suspicion</li> </ul> </li> <li>○ <u>Teambuilding Essentials – Effective characteristics of:</u> <ul style="list-style-type: none"> <li>▪ Teams</li> <li>▪ Team leaders</li> <li>▪ Team members</li> </ul> </li> <li>• We will be conducting a staff training on September 26. As we did last year, we will be closing the Hood River Library from 10am-2pm. The Parkdale and Cascade Locks will maintain their regular hours.</li> </ul> <p>The training will be conducted in-person by an HR Answers professional trainer. The focus of the training will be team building with a focus on professionalism, communication and team work.</p> <p>Last year, we decided we would offer two half day trainings per year. Due to the busy library schedule in the spring/summer, I would like to have the two trainings offered in the fall and winter. The next session, scheduled for November or December, will focus on emergency and incident response plans, as well as de-escalation techniques. For this, I'll be collaborating with SDAO risk management and a professional trainer they recommended.</p> <p><b><u>Facilities</u></b></p> <ul style="list-style-type: none"> <li>• Gorge Electric has completed the installation of heat tape in the library rain gutters, which will prevent them from freezing. Last year, we experienced a leak inside the library, likely caused by water rushing next to the building due to frozen gutters.</li> <li>• Our maintenance person is currently working on the building's exterior. He is cleaning and restoring the concrete around the windows and applying fresh paint to the window frames.</li> </ul>		
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## **Programs and Services**

- The program staff have been working hard to provide creative programming for this summer. Here is a list of August programs.
- **Summer Reading Ends Saturday, August 17**  
Summer reading program has been a huge success. We do not have the official stats yet, but we know we have at least tripled our enrollment in the children's reading program. We'll work on counting up our statistics and I'll bring them to a future board meeting.
- 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.

- American Artist Appreciation Month is celebrated in August to recognize American artists and their work. The month is a time to honor artists who inspire, inform, and challenge the world through their work in a variety of mediums, including painting, music, poetry, and dance.
- **Adult programs**
  - **Yoga for adults**, Saturdays, 10:30am-11:30am, Hood River Library Meeting Room. Join our weekly yoga classes taught by Snapdragon Yoga. Open to adults, the program is available as a drop-in course every Saturday through August 31st.
  - Hood River Book Club meets the second Wednesday of the month at 12:30 p.m. Hood River Library Meeting Room & [Zoom](#).
  - **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**

- Movie Nights: The Lord of the Rings, August 8, 9 & 10 at 5:00pm, Hood River Library Theater
- [Magic the Gathering](#): The 2nd and 4th Fridays of the month at 4pm in the Library Theater.

- **Children's programs**

- **August Events, Wednesdays at 5:30pm**

- 8/7 - Reptile Man (HR Middle School)
- 8/14 - DJ Noche Cabana Wrap Up Party

- **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. We 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. The first Friday of the month in Parkdale and the third Friday of the month in Cascade Locks we will have a librarian led storytime.

- **Bookmobile route**

- **Pine Grove**, 1st Thursday of the month
  - Early Intervention Pine Grove School 5:30pm-6:30pm
- **Hood River**
  - 2<sup>nd</sup> Thursday of the month, 2:30-6:00pm

	<ul style="list-style-type: none"> <li>• Neighborhoods behind Rosauers <ul style="list-style-type: none"> <li>• 2:30p-3:30p Pacific Ave (street parking)</li> </ul> </li> <li>• 3:30p-4:30p Sieverkropp Dr (street parking)</li> <li>• 5:00p-6:00p Wyeast Vista Apartments 1800 8th st.</li> </ul> <ul style="list-style-type: none"> <li>○ <b>Hood River</b> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Thursday of the month, 2:30-6:00pm <ul style="list-style-type: none"> <li>○ 2:30p-3:30p Walmart parking lot</li> <li>○ 3:30-4:30p Hood River Crossings Apartments 3145 Cascade Ave.</li> <li>○ 5:00p-6:00p Columbia View Apartments 1695 Oak St.</li> </ul> </li> </ul> </li> <li>○ <b>Hood River</b> <ul style="list-style-type: none"> <li>• Every 4<sup>th</sup> Thursday of the month <ul style="list-style-type: none"> <li>• 3:00-4:00pm Hood River Rockford Grange</li> <li>• 5-7pm Mercado del Valle, Odell (2nd and 4th Thursday)</li> </ul> </li> </ul> </li> <li>○ <b>Senior facilities</b> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Friday of the month, 10am-12:30pm</li> </ul> </li> <li>○ <b>Odell</b> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> and 4<sup>th</sup> Saturdays <ul style="list-style-type: none"> <li>• 10:30a-12:00p Mobile Home Park/AGA RD</li> <li>• 12:30p-1:30p Community Park 3163 Tamarack Rd.</li> <li>• 2:30p-3:30p W'yeast Middle School 3000 Wyeast Rd.</li> </ul> </li> </ul> </li> </ul>		
<b>VII. Old Business</b>			
<b>VIII. New Business</b>			
	<p><b>i. Volunteer policy and Volunteer handbook</b></p> <p>Attachment:</p> <ul style="list-style-type: none"> <li>• VIII.i.a. Volunteer policy</li> <li>• VIII.i.b. Volunteer handbook</li> </ul> <p>We have identified opportunities to enhance our volunteer procedures and policy. We have developed a new volunteer handbook to assist in training volunteers and clearly communicate the District's expectations, available opportunities, and ways we can mutually support each other.</p> <p>Our legal counsel, Ruben Cleveland, has reviewed both the updated volunteer policy and the new volunteer handbook. I</p>	<b>Motion</b>	Brian Hackett



<p>am now seeking library board approval for these two items: the revised volunteer policy and the newly created volunteer handbook.</p>		
<p><b>ii. Security Camera policy</b></p> <p>Attachments:</p> <ul style="list-style-type: none"> <li>VIII.ii. Security Camera policy</li> </ul> <p>At the July 16, 2024 Library Board meeting, we discussed installing security cameras in the Hood River building. I have obtained one bid for this project but will be seeking additional bids for comparison. We already have security cameras installed in our Parkdale and Cascade Locks locations. Upon reviewing the existing security camera policy with Ruben Cleaveland, we identified several sections that require updating. I am now seeking Library Board approval for this updated policy.</p>	<p><b>Motion</b></p>	<p>Brian Hackett</p>
<p><b>iii. Hood River County School District lease agreement</b></p> <p>Attachment:</p> <ul style="list-style-type: none"> <li>VIII.iii.a. Cascade Locks Lease 2024-25</li> <li>VIII.iii.b. Cascade Locks Lease 2024-25, Appendix A</li> </ul> <p>The Hood River County School District has increased the annual rent for the Cascade Locks facility from \$1,226.94 to \$1,350.49, a 10% increase. This raise is due to the lease being all-inclusive of utilities and other expenses, and it covers the School District's own 10% increase in costs.</p> <p>We had anticipated this increase for the current year and have budgeted sufficient funds in this line item to accommodate it.</p> <p>Our legal counsel, Ruben Cleveland, has reviewed the contract. I am seeking board approval for the contract renewal.</p>	<p><b>Motion</b></p>	<p>Brian Hackett</p>
<p><b>iv. Salary Schedule 2024-25</b></p> <p>Attachment:</p> <ul style="list-style-type: none"> <li>VIII.iv.a. Salary Schedule 2024-25 updated August 20, 2024</li> <li>VIII.iv.b. Salary Schedule 2024-25 approved May 14, 2024</li> </ul> <p>There has been a calculation error in the previously approved salary schedule. The Step 1 column did not reflect the correct annual wage for Clerk II through Library Director, while Steps</p>	<p><b>Motion</b></p>	<p>Brian Hackett</p>

	<p>2-7 correctly reflected the correct annual wage. This error will not impact our annual budget as we currently have no staff members at Step 1 in any classification. I am requesting the library board's approval for the updated salary schedule.</p>		
	<p><b>v. Bookmobile job description and position</b></p> <p>Attachment:</p> <ul style="list-style-type: none"> <li>VIII.v. Bookmobile Librarian Job Description</li> </ul> <p>Our Bookmobile Specialist, who has been with the library for almost a year, currently holds a Library Assistant II classification. The position was created after the arrival of our new bookmobile. I propose reclassifying this position from Bookmobile Specialist (Library Assistant II) to Bookmobile Librarian (Librarian I) due to an expansion of job responsibilities.</p> <p>Initially, the role focused on operating and maintaining the bookmobile, assisting with programs, and stocking/ordering, while the Bilingual Outreach Librarian handled route development, marketing, and budgeting, with other staff managing collection development. This transition will allow the Bookmobile Specialist to take on Librarian I tasks, enabling our Bilingual Outreach Librarian to concentrate exclusively on library outreach services, which have seen a significant increase in requests for schools, community events, and programs. This aligns with our mission "we reach out, supporting everyone to learn, create, and grow" and fulfills our strategic priority of making library service fully accessible to all by reducing barriers to access and engaging our communities at their point of need.</p> <p>The proposed reclassification would result in a \$6,000 increase in wages and retirement benefits. As reported at the July 16, 2024 library board meeting, the District's General Fund concluded the 2024-25 fiscal year with \$16,692 more than originally estimated in our annual budget. I believe this change represents the most effective way to reallocate duties and advance our mission, vision, priorities, and goals.</p> <p>Additionally, I recommend increasing the Bookmobile Specialist's work hours from 32 to 34 for this fiscal year to allow crossing training in cataloging. This adjustment would enable our Cataloging Specialist to take vacation or sick leave with adequate coverage from another staff member. We have been looking for another staff member to take on this task. This staff member could assist with cataloging tasks throughout the year, particularly for Spanish language materials, providing valuable support for our cataloging operations. The cost</p>	<p><b>Motion</b></p>	<p>Brian Hackett</p>

	associated with these increased hours is already factored into the figures mentioned above.		
	<p><b>vi. Library Board Member Relations, Expectations and Ethics training</b></p> <p>I wanted to inform the library board about an upcoming training in our area. SDAO Senior Consultant George Dunkel will lead a session covering board member relations, expectations, and ethics. SDAO emphasizes that a cohesive board is crucial to the success of a special district, as is understanding the expectations of board members. They hope participants will leave this training with knowledge to foster strong relationships within the board and a clear understanding of their responsibilities. Dunkel will also cover ethics rules for public officials and provide guidance on navigating potential challenging situations.</p> <p>The training is scheduled for Wednesday, September 18, in The Dalles, from 9am to 2pm, with check-in starting at 8:30am. The Library District has budgeted for board training and can cover the \$75 per-person cost, which includes lunch, coffee, and course materials. We can discuss if any library board members would like to attend.</p>	<b>Discussion</b>	Brian Hackett
<b>IX.</b>	<b>Announcements</b>		
	<b>i. Comments from board members</b>		All
	<b>ii. Requests/Comments from Library Director</b>		Rachael Fox
<b>X.</b>	<p><b>Agenda items for next meeting</b></p> <ul style="list-style-type: none"> <li>• Social Media Policy review and update</li> <li>• Discussion increasing spending authority for Library Director.</li> </ul>		Brian Hackett
<b>XII.</b>	<b>Adjournment regular meeting</b>		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

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

**Library Board:**

*Present: Board President: Brian Hackett, Board Vice-President: Karen Bureker, Board members: Megan Janik. Library staff: Rachael Fox.*

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	<b>Agenda Items</b>	<b>Action</b>	<b>Responsible</b>
<b>I.</b>	<b>Call to Order</b> Board President Brian Hackett called the meeting to order at 7:04pm.		Brian Hackett
<b>II.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b> Janik made a motion to approve the agenda. Bureker seconded the motion. The motion carried unanimously.	<b>Motion</b>	Brian Hackett
<b>III.</b>	<b>Board Officer Elections</b> Janik moved to reelect Brian Hackett as Library Board President and Karen Bureker as Library Board Vice President. Bureker seconded. The motion passed unanimously.	<b>Motion</b>	Brian Hackett
<b>IV.</b>	<b>Approval of the consent agenda</b> Bureker made a motion to approve the consent agenda, which included the June 18, 2024 Library Board meeting. Janik seconded the motion. The motion carried unanimously.	<b>Motion</b>	Brian Hackett
<b>V.</b>	<b>Actual or potential conflicts of interest</b> None stated		Brian Hackett
<b>VI.</b>	<b>Public comment (3 minutes each)</b> None present		Brian Hackett
<b>VII.</b>	<b>Reports</b>		
	There was nothing to add to the written report.		Rachael Fox

	<b>ii. Foundation update</b> There was nothing to add to the written report.		Rachael Fox
	<b>iii. May and June 2024 Financial Statements</b> There was nothing to add to the written report.		Rachael Fox
	<b>iv. Director's report</b> There was nothing to add to the written report.		Rachael Fox
<b>VIII.</b>	<b>Old Business</b>		
<b>IX.</b>	<b>New Business</b>		
	<b>i. Resolution establishing a regular meeting day, time, and location for 2024-25</b> Janik made a motion to approve Resolution 2024-25.01, establishing a regular meeting day, time, and location for 2024-25. Bureker seconded. The motion carried unanimously.	<b>Motion</b>	Brian Hackett
	<b>ii. Appointing agents of record</b> Janik made a motion to approve Resolution 2024-25.02, appointing agents of record. Bureker seconded. The motion carried unanimously.	<b>Motion</b>	Brian Hackett
	<b>iii. Hood River County Library District Code of Ethics for Members of the Board of Directors</b> Library Board members Brian Hackett, Karen Bureker, and Megan Janik signed the Ethics for Members of the Board of Directors. The signatures were witnessed by Library Director Rachael Fox.		Brian Hackett
	<b>iv. Bid for Electrical Work</b> The Library Board discussed the current \$5,000 spending limit for the Library Director before requiring board approval. They agreed to review this policy to discuss increasing the limit but determined they would need information on practices from other similar library districts and government entities. The board members agreed that any change to this policy should require the presence of all board members. This ensures that every board member's input is heard. Fox will research this matter and report findings back to the library board.  Bureker made a motion to approve the Gorge Electric bid for \$9,680.37. Janik seconded. The motion passed unanimously.	<b>Motion</b>	Brian Hackett
	<b>v. Photocopier lease agreement</b> Janik made a motion to approve the photocopier lease agreement. Bureker seconded. The motion passed unanimously.	<b>Motion</b>	Brian Hackett
	<b>vi. Technology Policy</b>	<b>Motion</b>	Brian Hackett

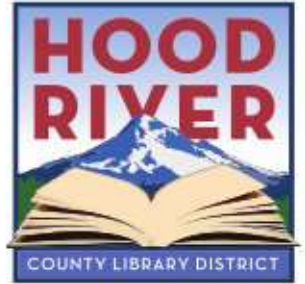
	Bureker made a motion to approve the Technology policy. Janik seconded. The motion passed unanimously.		
	<b>vii. Health Insurance Renewal</b> Bureker suggested in the future consulting with library staff about their satisfaction with health insurance carriers before board approval. Fox agreed to implement this practice in the future. Janik moved to approve the renewal of Providence Health Insurance. Bureker seconded the motion.		Brian Hackett
	<b>viii. Discussion of Friends of the Library and Library Foundation liaisons</b> Bureker will continue as the Friends of the Library liaison, and Hackett will continue as the Library Foundation liaison.		Brian Hackett
<b>X.</b>	<b>Announcements</b>		
	<b>i. Comments from board members</b> None stated.		All
	<b>ii. Requests/Comments from Library Director</b> None stated.		Rachael Fox
<b>XI.</b>	<b>Agenda items for next meeting</b> <ul style="list-style-type: none"> <li>• Social Media Policy review and update</li> <li>• Security Camera Policy</li> <li>• Discussion increasing spending authority for Library Director.</li> </ul>		Brian Hackett
<b>XII.</b>	<b>Adjournment regular meeting</b> The meeting adjourned at 7:40pm.		Brian Hackett

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# Volunteer Policy



Hood River County Library District recognizes that volunteers are valuable. Their energy and talents help the District meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteers aid the District in making the best use of its fiscal resources and help connect the District to other community groups and organizations.

Volunteers also can be valuable advocates for the District in the community. The District and its volunteers must work together to ensure a successful relationship. District staff will continually work to recognize the contributions of volunteers and seek to expand the volunteer group as needed.

District volunteers are coordinated by the Library Director or designee and must be at least 132 years of age. Each volunteer must complete the "Volunteer Application", which will be kept on file. Hood River County Library District performs criminal background checks on applicants 18 years and older. Friends of the Library volunteers may be subject to background checks if their role requires time spent with the public. For volunteers under 18 years of age, a parent or guardian must provide signed consent before the youth can begin volunteering with the District. Volunteers also may be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability, and interests will be considered in job assignments.

~~District volunteers are bound by the rules contained in all District policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers are recognized by the public as representatives of the District and will be guided by the same work and behavior policies as employees. In addition, provisions of District's Employee Handbook related to Non-Discrimination, Harassment, Safety and Health, and general behavior also apply to volunteers.~~

District volunteers are bound by the rules contained in the District's Volunteer Handbook and all other District policies and guidelines. Particular emphasis will be placed on those policies and guidelines that relate to patron privacy and confidentiality. Volunteers are recognized by the public and the District as representatives of the District; therefore, they will be guided by the same work and behavior policies as regular District employees. Volunteers will be provided with, and are expected to follow, the District's Employee Handbook provisions except for those provisions which specifically pertain to regular paid employees.

~~The District or the volunteer has the right to terminate the volunteer's working association at any time, for any reason. -Volunteers are covered by District's Property, Liability, and Workers' Compensation Insurance policies. Volunteers who work primarily in children's services will be subject to criminal background checks.~~

Volunteers are required to record their hours of service using a designated form and to wear a volunteer badge while volunteering for the library.

The District accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be

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interviewed by the Library Director or designee prior to being accepted for service.

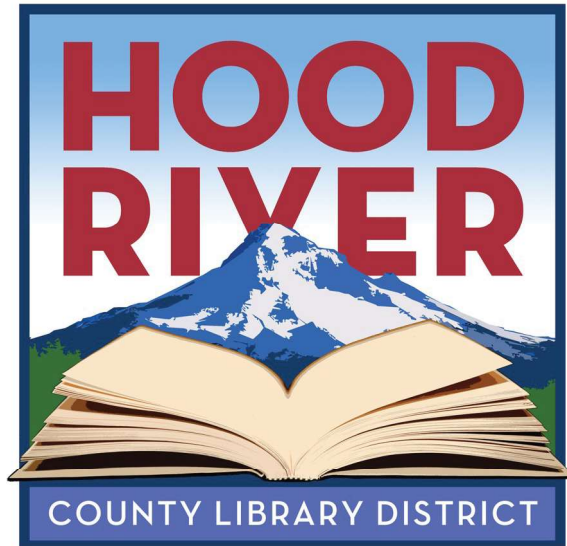
~~Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of junior volunteers must sign a consent form for their children to volunteer for the District.~~

Employees may not directly supervise family members who are volunteering. Members of the Board of Directors serving as volunteers for the District in other capacities are subject to the same rules and expectations of other volunteers.

Approved by the Board of Directors, June 29, 2011

Last amended ~~8/20/24, 12/20/22~~ September 20, 2022

~~Last reviewed, September 20, 2022~~



# Volunteer Handbook

Hood River Library  
502 State Street  
Hood River, OR 97031

Tuesday 10am-7pm  
Wednesday 10am-7pm  
Thursday 10am-7pm  
Friday 10am-6pm  
Saturday 10am-6pm  
Closed Sundays, Mondays and holidays

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

## Contact information

**Name of volunteer:** \_\_\_\_\_

**Your staff contact:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Schedule:** \_\_\_\_\_

**Volunteer Coordinator: Alex Ljungqvist, 541-387-7067, [volunteer@hoodriverlibrary.org](mailto:volunteer@hoodriverlibrary.org)**  
**Library Director: Rachael Fox, 541-387-7062, [rachael@hoodriverlibrary.org](mailto:rachael@hoodriverlibrary.org)**  
**Assistant Director: Mo Burford, 541-387-7060, [mo@hoodriverlibrary.org](mailto:mo@hoodriverlibrary.org)**

## **WELCOME TO HOOD RIVER COUNTY LIBRARY DISTRICT!**

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The Hood River County Library District staff welcome you to our team and would like to thank you for selecting the library as a place to share your time, energy, and talents. We aim to provide you with a rewarding volunteer experience that allows you to use your skills to benefit patrons and enhance library services.

### **Library Mission, Vision, and Values**

#### **Mission**

We reach out, supporting everyone to learn, create, and grow.

#### **Vision**

We come together to create an inclusive, dynamic, and creative community where everyone belongs and there are opportunities for all.

#### **Values**

- Collaboration
- Community
- Compassion
- Fun

### **SAGE Library Consortium**

Hood River County Library District is a member of the SAGE library consortium. Each member library is independently run. Although materials are selected, purchased, cataloged, and owned by each individual library, they are shared freely between libraries via a daily courier delivery.

### **Friends of the Hood River Library**

The Friends' mission is to serve the library volunteer efforts, materials, and supporting programs with fundraising. They generate proceeds through book sales, memberships, and special appeals. The Friends maintain year-round book sale shelves at the Hood River Library, with the proceeds supporting various library services and programs. These funded initiatives include:

- Fun, monthly programs for kids, teens, adults and families.
- Audio collection (print and digital).
- Subscription to BookPage magazine.
- The Hood River Reads annual event, which provides free books to the community and schools and brings authors of chosen books for community and school programs each spring.
- Additional projects and services as needed.

Please review our library volunteer application for specific volunteering opportunities with the Friends group.

The Friends of the Library meets the 2nd Monday of the month at 11:00am in the Jean Marie Gaulke Library Meeting Room (except July, August, December). The public is invited to the meeting.

### **Library Foundation**

The Library Foundation is an independent 501(c)(3) non-profit organization with a mission to raise funds and community support to ensure vibrant libraries in Hood River County. Funds are distributed at the direction of the Foundation's Board of Directors, a volunteer group of private citizens.

The Foundation raises money through donations, memberships, grants, and their annual Feast of Words fundraising event. The event features local food, beer, wine, raffle baskets, and a live auction. The proceeds from this event are directed towards a specific project each year, allowing the Foundation to focus its efforts on targeted improvements or initiatives within the library system.

The Library Foundation donations support the following programs and services:

#### Annual support

- Annual subscriptions periodicals, newspapers, electronic databases, and movie licensing
- MakerSpace craft supplies for families
- Books and care kits for FISH Food Bank to give away
- Support for Bookmobile operations, free books, supplies for programs and craft activities, personal hygiene supplies, and tote bags
- Donation to the Friends of the Hood River Library for the Hood River Reads Program

#### Special projects

The Hood River County Library Foundation has funded numerous improvement projects across the district's branches, including creating a young adult section, upgrading furniture and shelving, revitalizing gardens, modernizing the children's library, relocating and remodeling branches, improving community services, supporting students during the pandemic, restoring historic features, establishing new areas like a makerspace and theater, acquiring a bookmobile, and enhancing signage and infrastructure.

Please review our library volunteer application for specific volunteering opportunities with the Foundation group.

The Library Foundation meets the 3rd Tuesday of the month at 4:00-5:30pm in the Jean Marie Gaulke Library Meeting Room (except July, August, December).

### **Hood River County Library District Board**

The Hood River County Library District is an independent local government unit dedicated to library operation in Hood River County. It is governed by an unpaid Board of Directors elected by the community. Board members are elected public officials who serve four-year terms and must adhere to ethical standards and public meeting laws.

The Board is responsible for setting policy-level decisions, hiring and evaluating the Library Director, and overseeing the district's financial management. Their duties include approving the annual budget, reviewing and approving major projects and expenditures, formulating district policies, and ensuring compliance with laws and regulations. While the board delegates daily operations to the Library Director, it maintains oversight through regular meetings, committee work, and annual planning sessions. Board members are expected to attend meetings, participate in discussions, make informed decisions, and represent the best interests of the library district and its constituents.

More information, including agendas, minutes of past meetings, and the board governance policy, can be found on the library's website [www.hoodriverlibrary.org/board](http://www.hoodriverlibrary.org/board). Those interested in serving on the Library Board can check for openings on the same site. The Board meets on the third Tuesday of each month at 7:00 PM in the Hood River Library Jean Marie Gaulke Library Meeting Room

### **Library Budget Committee**

The Library District Budget Committee is responsible for reviewing and recommending changes to the annual budget presented to them by Library Director/Budget Officer. They typically meet in early May and, if necessary, mid-May. The Committee's approved budget is then forwarded to the Board of Directors for final approval in June. The Budget Committee is composed of the Board of Directors and an equal number of citizens at large. Our application process entails an evaluation by the Library Board, which ultimately appoints members for this committee. The application process will open in February. Visit [www.hoodriverlibrary.org/budget](http://www.hoodriverlibrary.org/budget) for more information.

### **Thank you and welcome!**

- We welcome volunteers age 13 and older, matching skills to appropriate opportunities as available.
- We welcome people of all cultures, backgrounds, and skills.
- We have opportunities for groups and for individuals.

We're confident that your volunteer experience with Hood River County Library District will be pleasant and rewarding. You'll receive:

- Orientation to the district and your library
- Safety information as needed
- Training for your position

We hope this handbook will answer most of your questions about the library and our expectations for volunteers. If you have any questions, please call our volunteer coordinator at 541-387-7067 or email [volunteer@hoodriverlibrary.org](mailto:volunteer@hoodriverlibrary.org).

### **What we expect from us**

- Your staff contact or volunteer coordinator can help you with anything about your volunteer position or the library in general.

- We provide training and support for each volunteer position. Applicants will be matched with open positions based on need, skills, interests, and availability.
- We keep a record of your hours worked for up to seven years and can verify hours worked with prospective employers and colleges or schools.
- If differences come up that aren't resolved with your library staff contact, please contact the Library Director at 541-387-7062 or Assistant Director at 541-387-7060.
- All library volunteers are treated with respect. We value everyone's contribution and service to our libraries and community.
- You'll be invited to our annual Volunteer Appreciation Party, with drawings for gift items and gifts of appreciation available for your generous gift of time.

### **What we expect from you**

- Share our commitment to excellence and service. You're an important part of how we deliver our library services to the community.
- Be prompt.
- If you'll be late for your schedule or unable to report for your volunteer shift, email your library contact or the volunteer coordinator as soon as possible. We appreciate a day's notice except in the case of an emergency.
- Please let your library staff contact or the volunteer coordinator know if you would like to change duties or schedule. We can't guarantee that we'll have another opening, but we'll do our best to match everyone to positions of interest.
- We'll provide a time sheet for you to record your volunteer hours. Your timesheet will be kept behind the main circulation desk at the Hood River Library in the black cabinet, Bookmobile, or in the crate in the meeting room closet, depending on where you are regularly volunteering.
- Please notify your library contact or the volunteer coordinator of any change of address, telephone number, or name so our records stay current.
- After training, know your own duties and how to do them promptly, correctly, and pleasantly. But know that questions are always welcome. Report concerns or positive feedback to staff. This applies to safety or behavior issues that you notice, or positive comments you hear.
- Work positively together with staff, patrons, and other volunteers. Be respectful and courteous to everyone at all times, maintain a good team attitude, communicate positively with others, and follow up on requests and questions.

### **Library policies: What you need to know**

District volunteers are bound by the rules contained in the District's Volunteer Handbook and all other District policies and guidelines. Particular emphasis will be placed on those policies and guidelines that relate to patron privacy and confidentiality. Volunteers are recognized by the public and the District as representatives of the District; therefore, they will be guided by the same work and behavior policies as regular District employees.

Volunteers will be provided with, and are expected to follow, the District's Employee Handbook provisions except for those provisions which specifically pertain to regular paid employees. All our policies can be found online at <https://hoodriverlibrary.org/about/policies/>.

**All patron information is confidential.** Library staff and volunteers never discuss or disclose to any outside person what materials an individual has borrowed or subjects they have requested information for. Hood River County Library District believes in intellectual freedom for its patrons of all ages.

## **Volunteering at the library**

### **Appearance and dress**

Volunteers represent the library while on duty, so it's important to have a neat and clean look. Dress comfortably and appropriately for the project you are helping with. If you'll be on your feet, be sure to wear comfortable shoes.

Since employees and visitors to our libraries may have sensitivities and/or allergic reactions to various fragrances, we try to keep our facilities as scent-free as possible.

### **Bad weather**

If the library doesn't open or needs to close early due to weather conditions, we will post it on Hood River County Library District ([www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)). When in doubt, check the website or call the library before trying to come in. Even if we're open, we want you to be safe, so please email to cancel your shift if conditions in your area are not safe for transportation.

### **Break rooms**

Our Hood River Library has a kitchen equipped with microwave oven and refrigerators. Please consult with your staff contact or the volunteer coordinator regarding accessing the break room equipment. All breaks will be taken outside the staff area of the library.

### **Cell phone usage**

Out of respect for coworkers, we ask that you turn your cell phone ringer to vibrate when volunteering. At libraries, we try to keep noise to a minimum for those who may be working or studying nearby.

### **Holidays**

The Hood River Library will be closed on the following days:

- New Year's Day: January 1
- Martin Luther King, Jr., Day: Third Monday in January
- Presidents' Day: Third Monday in February
- Memorial Day: Last Monday in May
- Juneteenth: June 19
- Independence Day: July 4
- Labor Day: First Monday in September
- Veterans Day: November 11
- Thanksgiving Day: Fourth Thursday in November
- Native American Heritage Day: Fourth Friday in November After Thanksgiving Day
- Christmas Eve: December 24

- Christmas Day: December 25
- New Year's Eve: Close 2pm

## **Insurance**

Volunteers are covered by District's Property, Liability, and Workers' Compensation Insurance policies.

## **Introductory period**

Your first 30 days as a volunteer at Hood River County Library District is an introductory period. During this time, you'll get to know fellow volunteers and library staff, learn the tasks involved in your position, and become familiar with our services. This period allows us to assess how well you fit the volunteer position, and for you to determine if the Library District meets your interests. If, during this time, you feel unsuited for the position, or if your performance doesn't meet the expectations outlined in the position description and this manual, we may release you from the volunteer position or offer you another position, if available. Please note that completing the introductory period does not guarantee continued volunteering for any specific length of time.

## **Parking**

Free parking is available on State Street street on 6<sup>th</sup> and westward and on Sherman Street. If you use paid parking, we can reimburse you. To get reimbursed for parking fees, please ask the staff at the main desk.

## **Patron questions**

If a patron asks for help beyond the scope of your assignment, please refer them to a staff member. You can answer directional questions - for example, if someone asks "Where are the restrooms?" it's fine to point them in that direction.

## **Safety**

At Hood River County Library District, we always put safety first.

- We have an in-house safety committee.
- We also train our library staff for blood borne pathogen procedures, CPR, AED, Narcan, and anti-harassment, and they are there to support the volunteers.
- Each work area has a stocked first aid kit available for staff and volunteers.

## **Volunteer badge**

Volunteers are required to wear a volunteer badge while volunteering for the library. The volunteer badges are located behind the main circulation desk on the black cabinet or on the bookmobile.

## **Volunteer Orientation**

You will receive an orientation before you begin volunteering. Please be aware of the fire extinguishers, fire alarms, and all exits at your location. If a fire or fire drill happens, please evacuate the area as quickly as possible. Staff members will be evacuating the building and will need to concentrate on their procedures. The library has a work calendar which helps staff to know which volunteers are scheduled at the time. Generally staff will meet up with volunteers outside to make sure everyone is accounted for or has left the building. Your orientation will also include instruction on safe lifting procedures (push rather than pull, and lift with your legs). Always keep safety first. If you feel a need for a refresher, be sure to ask.



Report any accident or illness that may happen to you, a staff member, another volunteer, or a patron. You may be required to fill out a report form.

## **Departure or dismissal**

### **Departure**

If life brings changes and you are no longer able to commit to volunteering, please tell your library staff contact at least two weeks in advance. This will allow us to make sure your assignment is covered and ensure a smooth transition. If you are leaving because of a negative experience with the volunteer program or library district, please let us know, and give us your suggestions for improvement. The volunteer coordinator will schedule an exit interview by request (volunteer@hoodriverlibrary.org or 541-387-7067).

### **Dismissal**

Volunteers who don't follow these guidelines or perform their volunteer duties satisfactorily are subject to dismissal. Except in cases of immediate dismissal (see below), the volunteer may have an opportunity to discuss the reasons for possible dismissal with the Library Director or Assistant Director.

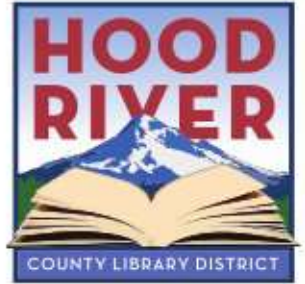
Hood River County Library District has the right to request a volunteer to leave immediately for reasons including, but not limited to, the following:

- A no-show absence of more than two times without communication or a valid emergency
- Refusing to follow directions by library staff or abide by library policies
- Unwillingness or inability to support and further the library's mission or the objectives of the program
- Lies or falsification of information on your application for volunteering or other volunteer records
- Breach of confidentiality of personal information
- Misusing legally prescribed or over-the-counter drugs or other substances in a manner that comprises performance and/or safety. However, this does not prohibit volunteers from the lawful use and possession of prescribed medications while volunteering.
- Being under the influence of alcohol or drugs while performing volunteer assignments
- Theft of property, embezzlement, or misuse of agency funds, equipment or material
- Possession or use of a dangerous weapon on Hood River County Library District property, even if the volunteer has a permit to carry the weapon
- Harassment or discrimination of any kind
- Abuse or mistreatment of library patrons or coworkers
- Illegal, violent, or unsafe acts

Volunteers are expected to report any prohibited conduct or concerns to library staff and/or the Library Director or Assistant Director.

Thank you for volunteering at the Hood River County Library District!

# 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. Signs informing the public of video surveillance are posted at library entrances or within the area.

### **Purpose and Scope:**

The purpose of video surveillance is to enhance the safety of the library patrons and employees. To further this goal, the cameras will be useful 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 or violation of other library policies including the Employee Handbook.

### **Confidentiality:**

Video records may contain personally identifiable information about an individual who has used the library ("patron information") and as such, will be considered part of a patron's "library record" and accorded the same level of confidentiality and protection provided by Oregon Rev. Statutes §-192.502 - Paragraphs 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: a. The Library Director and their designees b. 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, criminal activity on library property, or violation of the Library's Code of Conduct or other library policies.

When criminal activity is identified, incident-specific still images or video records may be

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**541 386 2535**

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shared with law enforcement to assist in the investigation and prosecution of the crime identified.

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 unless use or disclosure is determined to be appropriate by the Library Director.

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

~~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.~~

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, cloud server by authorized security company 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~~180 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~~8/20/24, 4/18/23.

~~Last reviewed, April 18, 2023~~



## LEASE AGREEMENT 2024-2025

This lease is made and entered into by and between Hood River County Library District. (LESSEE) hereinafter called “HRCLD”, and Hood River County School District (LESSOR) hereinafter called the “DISTRICT.”

### **1. Description of Premises**

a) The DISTRICT hereby leases to HRCLD and HRCLD leases from the DISTRICT a portion of certain real property commonly known as the Cascade Elementary School, located at 300 Wa Na Pa Street, Cascade Locks, Oregon referred to herein as (“Property). Specifically, the DISTRICT agrees to allow use Rooms 11 and 13 of the Property and common areas of the Property needed for bathroom facilities, ingress, and egress for use by HRCLD to locate its Cascade Locks branch library.

b) *HRCLD agrees:*

- to adhere to all School Board Policies and Rules;
- that all use shall be scheduled with the Facilities Use Coordinator for the use of the CL Rooms #11 & 13 including access to restrooms;
- that the premise shall be used and occupied in a safe and proper manner; that no nuisance, trade or custom that is unlawful or hazardous shall be permitted therein; and,
- that no waste shall be committed upon, nor any damage be done to said premises.

### **2. Term**

The term of the lease shall be for a period of 12 months beginning July 1, 2024 and ending June 30, 2025. Either party may cancel this lease at any time with 120 days written notice to the other party. Notwithstanding the foregoing, DISTRICT may terminate this Agreement immediately and without notice if it is found that HRCLD has failed to follow any regulations, orders, or guidance as provided by the CDC and federal, state, and local governments.

### **3. Rent**

HRCLD shall pay to the DISTRICT rent of \$.787 per square foot for a total of \$1,350 per month based upon 1,716 square feet. Said rent includes payment for utilities (water, sewer, electricity, trash service, internet, basic custodial services and cleaning supplies). Any rent due shall be payable on the 1st day of each month with the first payment due on or before the first day of the lease agreement. Rent will be mailed to Hood River County School District, Attn: Business Services, 1011 Eugene, Hood River, OR 97031. Rent for partial months shall be pro-rated.

#### ***4. Insurance and Indemnity***

- a) Subject to any and all limitations, exclusions, and notice requirements of the Oregon Tort claims Act (ORS 30.260 through 30.300) and the constitution of the State of Oregon, each party shall be responsible for their own acts and those of its officers, employees, or agents. The parties agree that they will hold harmless, waive, release, indemnify, defend, and discharge each other from all liability and claims arising from each party's own acts and omissions. The parties agree to this defense and indemnification to the fullest extent allowed by law, which includes liability and claims arising from negligent acts or omissions. Each party agrees to have adequate general liability coverage to cover any tort claim that could arise from this agreement including coverage for sexual molestation and abuse, and injuries to the head, brain, neck and spine.
- b) Neither party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement, and in the event of insured loss neither party's insurance company shall have a subrogated claim against the other.
- c) Covid 19 Liability. HRCLD understands the hazards of COVID-19 and is familiar with the Centers for Disease Control Prevention ("CDC") guidelines; and federal, state, and local orders regarding COVID-19. HRCLD acknowledges that it understands the circumstances regarding COVID-19 and will take all necessary precautions as provided by the CDC and federal, state, and local governments. HRCLD shall indemnify, defend, and hold harmless the School District from and against any and all claims, demands, lawsuits, judgments, losses, or expenses of any nature arising out of HRCLD's failure to follow the CDC, federal, state, or local orders or guidance regarding COVID-19 and that leads to, directly or indirectly, the infection of COVID-19 or any other illness or injury related to COVID-19.
- d) Sexual Conduct and Abuse Provision. HRCLD acknowledges the School District's obligations related to abuse and sexual conduct. If there are reports or allegations of sexual conduct or abuse involving one of HRCLD's employees, HRCLD agrees to immediately remove that employee from providing services to the School District. HRCLD will follow the School District's requests for removal of such employees following a report or allegation. HRCLD will cooperate in any investigation being conducted by School District, law enforcement, DHS, ODE and/or TSPC. HRCLD has received information regarding abuse and sexual conduct and the School District will provide current information to HRCLD on an annual basis. HRCLD will provide information necessary for district to perform background checks on any employee who may have direct, unsupervised contact with students, in accordance with state law and district policy. All of HRCLD's employees who may have direct, unsupervised contact with students, will complete the School District's sexual conduct and child abuse training program prior to having direct, unsupervised contact with students.

#### ***5. Assignment***

HRCLD shall not assign this lease, or any interest therein, or any portion thereof; nor shall HRCLD sublet any portion of the demised premises, nor permit any other person to occupy or use said premise or any part thereof, without first obtaining the written consent of the DISTRICT. There shall be no personal storage use on the leased premises.

## ***6. Alcohol, Drugs, and Weapons***

The HRCLD shall familiarize itself with all District policies regarding Alcohol, Drugs, and Weapons. HRCLD shall comply with all the conditions of said policies. HRCLD understands that the DISTRICT does not allow any alcoholic beverages, tobacco products, drugs, or weapons on DISTRICT property, and agrees to uphold these and other conditions contained in its policies and procedures.

## ***7. Inspection of Premises***

The DISTRICT and its representatives shall have the right to search or inspect the premises, fixtures, and equipment at any time.

## ***8. Alterations and Additions***

Except as set forth in the attached Appendix A, HRCLD shall make no alterations or additions to the leased premises without prior written consent of the DISTRICT, which all reasonable requests will be considered, and any permanent improvements to the leased premises made by HRCLD shall remain the property of the DISTRICT at the termination of this lease, except as otherwise provided below.

## ***9. Taxes***

Under the provisions of ORS 307.112, certain real property tax savings resulting from the exemption of the property leased herein shall be to the benefit of the DISTRICT. In future tax years, in the event for reasons not foreseen, if the DISTRICT loses the tax exemption status for the space defined in this lease, then, for purposes of this lease, an adjustment to the rent shall be negotiated which will accommodate the increased tax burden to the DISTRICT.

## ***10. Possession and Surrender of Premises***

HRCLD agrees to return to the DISTRICT said premises at the expiration of this lease, in good order and condition, usual wear and tear and damage by the elements excepted, and also to remain liable for rent until all the premises, with keys to the same being returned to the DISTRICT in like good order, and no demand or notice of such delivery shall be necessary. At the termination of this lease, all trade fixtures and equipment, unless a permanent improvement, provided or installed by the HRCLD, moveable partitions, furniture and equipment of HRCLD shall remain HRCLD property and may be removed from the leased premises.

Any property remaining on said premises belonging to the HRCLD remaining 60 days after the termination of the lease shall be considered property of the DISTRICT. At that time DISTRICT shall immediately remove all property in accordance with its policies and procedures.

## ***11. Repairs and Maintenance***

DISTRICT'S obligations:

- a) Repairs and maintenance of the roof and gutters, exterior walls, load bearing walls, structural members, and foundation.
- b) Repair and maintenance of interior walls, ceilings, doors, windows, and related hardware.
- c) Painting of exterior walls.
- d) Repair of sidewalks, driveways, curbs, parking areas, and areas used in common by HRCLD and the DISTRICT.
- e) Repair and maintenance of water, sewage, gas, electrical, and plumbing services.
- f) Repair and maintenance of the heating and air conditioning system.
- g) The DISTRICT shall be responsible for all other items listed in Appendix A, Item A.

HRCLD’S obligations.

- a) Any repairs necessitated by the negligence of HRCLD, its agents, employees, and invitees.
- b) All other repairs to the premises that the DISTRICT is not required to make under Section A above.
- c) All painting of interior walls, with approval of District Maintenance Director.
- d) The HRCLD shall be responsible for all costs for the approved repair or addition, including permitting and inspection.
- e) The HRCLD shall be responsible for all other items listed in Appendix A, Item B.

***12. Governing Law***

This lease shall be construed and enforced in accordance with the laws of the State of Oregon.

***13. Amendments***

No waivers, alterations or modifications of this lease or any agreements in connection therewith shall be valid unless dully executed in writing by both the DISTRICT and HRCLD.

***14. Time is of the Essence***

Time is of the essence of this lease

***15. Force Majeure***

Neither the School District nor HRCLD shall be responsible for delay, default, or termination of contract caused by any contingency beyond their control, including, but not limited to war or insurrection (whether declared or not); plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including, but not limited to quarantine or other restrictions as directed by state or federal government; compliance with any law or governmental order, rule, regulation or direction; strikes or lockouts by the Parties’ own employees; walkouts by the Parties’ own employees; fires; natural calamities; riots; or requirements of governmental agencies.

**IN WITNESS WHEREOF, the undersigned DISTRICT and HRCLD have executed this lease in duplicate as of the date it is mutually executed.**

**HOOD RIVER COUNTY  
SCHOOL DISTRICT:**

---

**Date**

**HOOD RIVER COUNTY  
LIBRARY DISTRICT:**

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**Date**



**LEASE AGREEMENT  
2024-2025**

**APPENDIX A**

This attachment is pertaining to the use of the Cascade Locks School, Rooms 11 & 13 for Hood River County Library District for the 2024-25 School Year, beginning July 1, 2024 through June 30, 2025. The DISTRICT and the HRCLD have mutually determined public hours of use for the Library. It is mutually agreed that the public will not access the Library or associated services on the Cascade Locks School campus outside the following hours of operation during the school calendar:

- Tuesday: 2:30 pm to 9 pm
- Wednesday: 10 am to 9 pm
- Thursday: 2:30 pm to 9 pm
- Friday 10 am to 9 pm
- Saturday: 8 am to 9 pm
- Sunday: 8 am to 9 pm

In addition, summer library programming may occur Tuesday through Sunday 8 am to 9 pm outside of the school calendar.

A. The DISTRICT'S obligations:

- a. Provide Internet access/web filtering service and Wi-fi
- b. Modify filtering for HRCLD equipment and networks as necessary for HRCLD to serve the general public
- c. Rooms will be keyed separately; senior HRCSD staff will retain access for emergency purposes.
- d. Provide six sets of key to access the building and library door.

B. HRCLD Obligations:

- a. Interior painting
- b. Carpet
- c. Telephone service
- d. Install library shelving in accordance with regulatory standards
- e. Provide screen and projector
- f. Signage for HRCLD, including hours of operation
- g. Computers and printers
- h. Create an emergency plan with protocols for obtaining emergency services and share with HRCSD
- i. Ensure the library is staffed appropriately at all operational times

Hood River County Library District  
Initials:

\_\_\_\_\_  
Date:

\_\_\_\_\_

Hood River County School District  
Initials:

\_\_\_\_\_  
Date:

\_\_\_\_\_

## Salary Schedule, 2024-25

<b>Steps:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Clerk I</b>		\$14.71	\$15.00	\$15.30	\$15.61	\$15.92	\$16.24
		\$30,597	\$31,200	\$31,824	\$32,469	\$33,114	\$33,779
<b>Clerk II</b>	\$16.59	\$16.92	\$17.26	\$17.61	\$17.96	\$18.32	\$18.69
	\$34,507	\$35,194	\$35,901	\$36,629	\$37,357	\$38,106	\$38,875
<b>Library Assistant I</b>	\$19.93	\$20.33	\$20.74	\$21.15	\$21.57	\$22.00	\$22.44
	\$41,454	\$42,286	\$43,139	\$43,992	\$44,866	\$45,760	\$46,675
<b>Library Assistant II</b>	\$22.90	\$23.36	\$23.83	\$24.31	\$24.80	\$25.30	\$25.81
	\$47,632	\$48,589	\$49,566	\$50,565	\$51,584	\$52,624	\$53,685
<b>Librarian I</b>	\$27.48	\$28.03	\$28.59	\$29.16	\$29.74	\$30.33	\$30.94
	\$57,158	\$58,302	\$59,467	\$60,653	\$61,859	\$63,086	\$64,355
<b>Librarian II</b>	\$33.46	\$34.13	\$34.81	\$35.51	\$36.22	\$36.94	\$37.68
	\$69,597	\$70,990	\$72,405	\$73,861	\$75,338	\$76,835	\$78,374
<b>Library Director</b>	\$44.61	\$45.50	\$46.41	\$47.34	\$48.29	\$49.26	\$50.25
	\$92,789	\$94,640	\$96,533	\$98,467	\$100,443	\$102,461	\$104,520

Range approved by the Board of Directors,

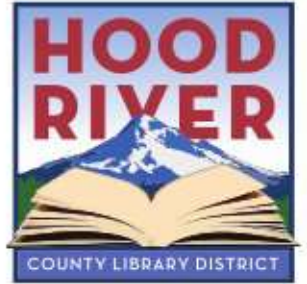
Steps established by Library Director, May 14, 2024 and updated August 20, 2024

## Salary Schedule, 2024-25

<b>Steps:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
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		\$30,597	\$31,200	\$31,824	\$32,469	\$33,114	\$33,779
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	\$65,156	\$70,990	\$72,405	\$73,861	\$75,338	\$76,835	\$78,374
<b>Library Director</b>	\$44.61	\$45.50	\$46.41	\$47.34	\$48.29	\$49.26	\$50.25
	\$86,875	\$94,640	\$96,533	\$98,467	\$100,443	\$102,461	\$104,520

Range approved by the Board of Directors,  
Steps established by Library Director, May 14, 2024

# Job Description



**Position Title:** Bookmobile Librarian

**Classification:** Librarian I

Hours Per Week: Full-time - 32 hours per week

**FLSA Status:** Non-exempt

**Salary Range:** \$27.48 to \$30.94

## **Summary**

The Bookmobile Librarian is responsible for operating and maintaining the bookmobile, providing inclusive library services to diverse patrons, and developing community-based programs with a focus on Spanish-speaking patrons. This role involves collection development, outreach activities, program planning, and collaboration with other library staff. The Bookmobile librarian champions the library's mission by providing welcoming, inclusive services that support development, promote literacy and learning, and foster a lifelong appreciation for libraries among patrons, while serving as a bridge between libraries and the local community.

## **Supervision received**

Works under the general supervision of the Library Director.

## **Supervision exercised**

Directs the activities of staff and volunteers assisting with bookmobile services. The individual in this position may be assigned to be the Person in Charge, in the absence of the Library Director and Assistant Director. Supervision of employees not involved with bookmobile is not a normal function of this position.

## **Essential duties and responsibilities**

### **• Patron service and programming**

- Demonstrate a positive, inclusive, and welcoming attitude that fosters a safe and supportive environment for diverse patronage of all ages, especially Spanish-speaking patrons. Embrace and celebrate diversity by treating everyone with respect and without judgment.
- Provide access to library services and materials to those who may not be able to visit the physical library. Reach out to and serve underserved populations, such as Spanish-speaking families, youth, and seniors.
- Develop and present diverse programs on bookmobile and at external community locations, with a strong emphasis on community-based programs. This includes presenting storytimes, book clubs, and other engaging activities that promote literacy and learning.

502 State Street  
Hood River - OR 97031

541 386 2535

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

- Conduct outreach to patrons in Hood River County utilizing various modalities such as in-person interactions, interactive programs, and social media platforms.
- Organize special events, including the annual Summer Reading Program, and network with schools and community organizations.
  - Collaborate with the Bilingual Outreach Librarian and other staff to serve patrons of all ages.
- **Collection development and information services**
  - Participate in the selection, replacement, and weeding of bookmobile materials, using industry reviews and the library's Collection Development Policy.
  - Maintain diverse collections representing all perspectives and assist patrons of all ages and abilities in accessing inclusive materials, while upholding intellectual freedom as defined in the ALA Bill of Rights.
  - Provide information, readers' advisory, and reference services in-person, by phone, and online.
  - Maintain current knowledge of authors and trends in library services.
  - Give bookmobile tours to school classes, including book talks and related activities.
- **Library space and promotion**
  - Operate and maintain Sprinter Van bookmobile, including driving to community locations, performing safety checks, and minor repairs.
  - Maintain and clean the bookmobile regularly, including performing minor repairs and restocking materials. Drive the vehicle to and from the service garage for maintenance and repairs as needed.
  - Maintain an inviting bookmobile with recommended book lists, displays, and self-guided activities.
  - Promote library services and programs at community events and collaborate with the marketing team on publicity.
  - Assist in designing and maintaining the library website's bookmobile services section and managing social media accounts.
- **Administrative and professional duties**
  - Serve as Person-In-Charge of the building when required.
  - Collaborate with library leadership to develop and evaluate bookmobile routes with partner organizations.
  - Manage bookmobile volunteers and serve as staff contact.
  - Collect, maintain, and report statistical data on circulation, vehicle maintenance, program attendance, and patron feedback.
  - Seek out and assist in writing grants to enhance library services.
  - Manages budget for bookmobile operations and collection development.
  - Stay current on professional and technological developments through participation in organizations, workshops, continuing education, and professional reading.
- **General responsibilities**

- Champion the Library's strategic goals, mission, vision, and values. Works cooperatively with other library departments develop plans and initiatives that support the library's mission and goals.
- Provide friendly and courteous customer service to patrons from diverse backgrounds.
- Perform circulation duties at public service desks and Bookmobile.
- Assist in physical library locations and outreach activities when the bookmobile is not operating.
- Answer questions on library organization, policies, and procedures.
- Train patrons in library skills, including computer use, catalog navigation, and electronic resource utilization.

### **Secondary duties**

- May be in charge of the building in the absence of other supervisory staff.
- Attend meetings and training seminars as required.
- Engage in ongoing professional development.
- Assist with special projects as required.
- Serve on assigned committees.
- Performs other job-related duties as assigned.

### **Required minimum qualifications**

- Bachelor's degree in a library or education related field.
- Two years experience working in customer service, preferably in a public library.
- This position requires bilingual proficiency (read/write/speak) in Spanish.
- Valid driver's license and the ability to meet the Library District's driving standards; willingness to drive a Mercedes Sprinter Van.
- Any equivalent combination of six (6) years of education, experience, and training satisfying the above.

### **Desired education, experience and qualifications**

- Master's degree in Library and Information Science from an ALA-accredited institution
- Experience working with organizations serving underserved populations.
- Experience building community partnerships.
- Experience working in school or public libraries.

### **Knowledge, skills and abilities**

- Demonstrate strong skills in planning, implementing, and evaluating outreach bookmobile library services. This includes the ability to conceptualize projects, set clear objectives, coordinate resources, manage timelines, and conduct thorough post-project assessments to ensure continuous improvement of bookmobile services and programs.
- Thorough understanding of community outreach and advanced knowledge of library services to diverse populations.
- Demonstrate expert knowledge of collection development policies and procedures, specializing in Spanish language materials. Exhibit extensive familiarity with library resources for all age groups, including both contemporary and classic works.

- Ability to plan, present, and promote engaging programs for library patrons of all ages.
- Familiarity with library resources, programs, and services, focusing on Spanish speaking patrons.
- Knowledge of alpha-numeric systems, metadata standards (MARC, RDA, AACR2), and collection development policies.
- Proficiency in using integrated library systems, web-based databases, and basic office applications.
- Understanding of intellectual freedom principles in public libraries
- Strong customer service and communication skills, with ability to work with diverse audiences.
- Excellent verbal and written communication skills in English and Spanish, with the ability to effectively engage diverse audiences.
- Ability to work collaboratively in a team environment, maintaining positive relationships with colleagues and community partners. Demonstrate willingness to support coworkers, contribute ideas, and adapt flexibly to various situations.
- Excellent organizational abilities and attention to detail.
- Ability to work independently, set priorities, and respond to unpredictable circumstances.
- Capability to handle disruptive behavior calmly and effectively.
- Ability to respond and adapt quickly to diverse challenges and unpredictable situations, particularly when staffing public service desks or conducting community outreach.
- Basic mathematical and budgetary skills.
- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to read, write, and interpret routine documents.
- Ability to perform essential job functions with or without accommodation.

### **Essential physical abilities and working conditions**

- The Librarian I is a full-time position, up to 32 hours per week. Saturdays and some evening hours are required.
- Stands or walks 50% of the time, 75% of the time when assigned to the public service desks and 90% of the time when delivering presentations or programming.
- Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Moves back and forth between all areas of the library.
- Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
- Regularly lifts and/or pushes or pulls up to 10 pounds, frequently lifts and/or pushes or pulls up to 25 pounds, and occasionally lifts and/or pushes or pulls up to 50 pounds.
- May be asked to work at any library branch within the district.
- Works at computers screens and monitors regularly while carrying out essential job functions.
- Normal office exposure to noise, stress, and disruptions.
- Newly hired and promoted employees are subject to the completion of a standard 90-day introductory period.

**Tools and equipment used**

Computer, including the Internet, social media, general office applications, design software, presentation applications, and integrated library system; LCD projectors; printers; scanners; e-readers; media players; tablets; smart phones; book bins; book carts; copy machine; telephone; book bins, general office tools; calculators; other tools and equipment necessary to perform the essential and peripheral duties of the position.

<b>Signatures</b>		
This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.		
Employee Name	Signature	Date
Supervisor Name	Signature	Date

Effective Date: July 27, 2023

Last revised: August 20, 2024