

Library Board of Directors
Regular Meeting Agenda

Tuesday, September 16, 2025, 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?](https://us02web.zoom.us/j/89745812618?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09)

[wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09](https://us02web.zoom.us/j/89745812618?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09), Meeting ID: 897 4581 2618

| Agenda Items | | Action | Responsible |
|--------------|---|---------------|----------------------|
| I. | Call to Order | | Brian Hackett |
| II. | Roll call | | Rachael Fox |
| III. | Approval of the agenda (additions/corrections/deletions) | Motion | Brian Hackett |
| IV. | Approval of the consent agenda | Motion | Brian Hackett |
| V. | Actual or potential conflicts of interest | | Brian Hackett |
| VI. | Citizen comment (3 minutes each) | | Brian Hackett |
| VII. | Reports | | |
| | i. July and August 2025 Financial Statements update | | Rachael Fox |
| | ii. Friends update | | Rachael Fox |
| | iii. Foundation update | | Rachael Fox |
| | iv. Director's report | | Rachael Fox |
| VIII. | Old Business | | |
| IX. | New Business | | |
| | i. Library Board member resignation | | Brian Hackett |
| | ii. Board Officer Election - President | Motion | Library Board member |
| | iii. Library Board open position discussion | | President |

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| | iv. Library Foundation liaison discussion | | President |
| | v. Gift and donation policy review | Motion | President |
| | vi. Executive Session discussion | | President |
| X. | Announcements | | |
| | i. Comments from board members | | All |
| | ii. Requests/Comments from Library Director | | Rachael Fox |
| XI. | Agenda items for next meeting | | President |
| XII. | Adjournment regular meeting | | President |

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.

Library Board of Directors
Regular Meeting Agenda
Supplementary Information
Tuesday, September 16, 2025, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Library Board:

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| I. | Call to Order | | Brian Hackett |
| II. | Roll call | | Rachael Fox |
| III. | Approval of the agenda (additions/corrections/deletions) | Motion | Brian Hackett |
| IV. | Approval of the consent agenda i. Minutes from the August 19, 2025 Regular Board Meeting Attachment: <ul style="list-style-type: none"> IV.i. Minutes from the August 19, 2025 Regular Board Meeting ii. Engagement letter Onstott, Broehl, Cyphers Attachment: <ul style="list-style-type: none"> IV.ii. Engagement letter Onstott, Broehl, Cyphers 2025-26 <p>Onstott, Broehl, and Cyphers provide our accounting services for the District. We signed a three year contract with them, which runs July 1, 2023 to June 30, 2026. Each year, they present the District with an engagement letter, in which the cost of services may be adjusted. The cost this year is \$65 more per month. It will be \$1,900 per month for fiscal year 2025-26.</p> | Motion | Brian Hackett |
| V. | Actual or potential conflicts of interest | | Brian Hackett |

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| VI. | Citizen comment (3 minutes each) | | Brian Hackett |
| VII. | Reports | | |
| | <p>i. July and August 2025 Financial Statements</p> <p>The July and August financial statements will be released once I return the signed engagement letter from our meeting. Our accounting firm Onstott, Brohel and Cyphers sent the engagement letter to me on August 20, the day after our monthly library board meeting. They have sent engagement letters late in the past, but this hasn't delayed our financial statements.</p> <p>To prevent delays in future years, I've requested that Onstott, Brohel, and Cyphers send their engagement letter to the District by early June, before services begin in July. This timeline will allow our library board to review and approve the letter at our June meeting. They've confirmed they will follow this schedule going forward and I'll add a note to my calendar reminder to follow up if needed.</p> | | Rachael Fox |
| | <p>ii. Friends update</p> <ul style="list-style-type: none"> • The Friends reviewed their 2025-26 budget (August 1, 2025-July 31, 2025) and plan to give the Library District \$8,000 for Summer Reading programming. If they receive more donations than budgeted, they will give the excess to the library. • Last Friends fiscal year they donated \$29,400 to support library programming at all our locations and audiobooks. This included Summer Reading 2025 and general programming for library fiscal year 2024-25 and 2025-26. • The Friends donated \$1,000 to support the Hood River County Reads 2026 program. • The Friends are considering holding another one-day book sale in the spring. • The Hood River County Reads committee has selected their 2026 title: <i>On Gold Hill: A Personal History of Wheat, Farming, and Family, from Punjab to California</i> by Jaclyn Moyer. They will be shifting to a four-week program ending with an author visit during the second week of March. Once the books they purchased arrive, I will bring them to a library board meeting to distribute to library board members. | | Rachael Fox |
| | <p>iii. Foundation update</p> <ul style="list-style-type: none"> • The Library Foundation doesn't meet during July or | | Rachael Fox |

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| | <p>August. Their next meeting is scheduled for Tuesday, September 16 at 4:00 PM.</p> <ul style="list-style-type: none"> The Foundation completed their annual brick campaign over the summer, which concluded on Labor Day weekend. They sold 50 commemorative bricks that will be installed along the pathway in the Georgiana Smith Memorial Gardens. | | |
| | <p>iv. Director's report</p> <ul style="list-style-type: none"> Administration <ul style="list-style-type: none"> Summer 2025 Impact Report <ul style="list-style-type: none"> Summer Reading Program Highlights <ul style="list-style-type: none"> Our community read for 20,332 hours this summer, with 1,184 participants across all age groups. Compared to last year's 12,736 hours, that's a 60% increase in reading time! Adult readers showed dedication, with 116 participants reading 583 books and logging 3,500 hours of reading time. Our 82 teen participants read 255 books and put in 1,600 reading hours. We also had 12 teen volunteers who helped with our programs throughout the summer. 700 children participated in summer reading, logging 15,109 hours of reading time. We also served an additional 275 children through our partnership with Hood River County School District Summer School in Odell. We distributed 600 free books to children. Our bookmobile connected with 11 additional participants who read for 123 hours. Programming <ul style="list-style-type: none"> We brought people together through 73 summer reading programs with 4,166 total participants. <ul style="list-style-type: none"> 27 adult programs with 457 participants | | Rachael Fox |

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| | <ul style="list-style-type: none"> • 18 teen programs with 122 participants • 28 children's programs with 3,587 participants <ul style="list-style-type: none"> ○ Bookmobile and Outreach <ul style="list-style-type: none"> ▪ Through 9 community outreach events, we connected with 1,094 community members and distributed 395 books. ▪ Our bookmobile had 20 visits during our 33 route stops. ○ Total Numbers <ul style="list-style-type: none"> ▪ 1,184 summer reading participants ▪ 20,332 total hours of reading time ▪ 73 library programs ▪ 4,166 total program participants ▪ 9 community outreach events with 1,094 community members participants ▪ 995 books distributed to the community ○ Sponsors <ul style="list-style-type: none"> ▪ We received huge support from our support organizations and our community! A huge thank you to our sponsors! <p>Hood River County Friends of the Library and Hood River County Library Foundation</p> <p>Bistro Flix, Columbia Area Transit-CAT, Fruit Loops Art Center, Gorge Grown Food Network, Heights Floral - Tammy's Floral, Hood River Hobbies, LLC, Hood River Valley Parks and Recreation, Hood River County School District, Hood River County Walk and Roll to School, Lake Taco, Lucy's Informal Flowers, Mike's Ice</p> | | |
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| | <p>Cream, Mugen Noodle, New York City Sub Shop, Tokki Art Supply</p> <ul style="list-style-type: none"> ○ We are hiring for the Children's Services Assistant position at the library. <ul style="list-style-type: none"> ▪ Be the Essential Support to our dedicated Librarians. We are seeking someone to join our collaborative team to support engaging children's programs and services across all library branches, bookmobile, and community locations. ▪ What They'll Do: <ul style="list-style-type: none"> • Support innovative programs and services for children birth through 12th grade, with primary focus on birth through 5th grade • Majority of focus will be working closely with the Children's Services Librarian to foster early literacy and lifelong learning while supporting the Teen and Tween Services and Bookmobile Librarians with their vital community work • Create promotional materials and social media content to connect with families across multiple platforms • Provide bilingual assistance to Spanish-speaking families ▪ We're Looking For: <ul style="list-style-type: none"> • A creative, positive, and flexible team player who thrives in collaborative work environments • Someone passionate about serving others and making a difference • A supportive team member dedicated to advancing the library's mission alongside librarians ○ Public Meeting Law training <ul style="list-style-type: none"> ▪ We are hosting a Public Meeting Law Training by Special Districts Association Oregon (SDAO) at the Hood River Library on Monday, September 29, 6:00-8:30pm. This training is open to SDAO members and invitations have been extended to other Special Districts in the area. | | |
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| | <p>Effective January 1, 2024, HB 2805 established a mandatory public meetings training requirement for governing body members of public entities with annual expenditures of \$1 million or more. All such members must complete Public Meetings Law training at least once during their term of office.</p> <p>Training is also available through the Oregon Government Ethics Commission (OGE) in two formats: webinar or in-person sessions. SDAO has recently received OGE approval to offer in-person training. The training is specifically for district board members, managers, and staff, this training provides practical guidance and real-world examples to help participants navigate Oregon's Public Meeting Law with clarity and confidence. Content is tailored to the unique responsibilities of special districts and will assist governing bodies in maintaining compliance in everyday decision-making.</p> <p>Oregon Government Ethics Commission offers live webinars as an alternative, with both daytime and evening options available. Upcoming evening sessions include Wednesday, October 22, at 5:30pm and Tuesday, November 11, 5:30pm.</p> <ul style="list-style-type: none"> • Facilities/Gardens <ul style="list-style-type: none"> ◦ We've added a chess table to our historic reading room to encourage patrons to enjoy a friendly game of chess. This complements our existing passive programming, which includes our community puzzle table and in-library checkout kits in the children's section. These kits feature puppets, marble maze, puzzles, tea set, dollhouse toys, iPads, and makerspace items such as 3D doodle pens, kids' sewing machines, button maker and much more. • Program and events <ul style="list-style-type: none"> ◦ Adult programs <ul style="list-style-type: none"> ▪ Hood River Water Wise Garden Tour, Saturday, September 13, 9am-1pm. Walk, bike, roll, or stroll your way through neighborhoods of Hood River as you visit gardens and learn how to transform water-thirsty lawns into more | | |
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sustainable and nourishing landscapes for humans and pollinators alike! At the Hood River Library we will have a table with books about edible gardens, native plants, and more, and check out garden tools from our Library of Things! For additional details and a garden map, visit: <https://extension.oregonstate.edu/hoodriver>

- **Book Release Event:** *Kathy Watson's Orphans of the Living*, Tuesday, September 30, 6pm, Hood River Library Reading Room. Join Waucoma Bookstore and the Hood River County Library for an unforgettable evening as local author Kathy Watson launches her debut novel, *Orphans of the Living*. She'll be in conversation with longtime Oregonian columnist Steve Duin for a lively discussion about the novel's history, characters, and the craft of storytelling.

Set in the 1930s American South and California, *Orphans of the Living* follows the Stovall family's flight from danger in Mississippi to a new, uncertain life out West—revealing a poignant story of survival, loss, and the ties that both bind and break families.

The evening will include a conversation, audience Q&A, and a book signing. Books will be available for purchase at the event.

- **Master Gardener's Table**, 1st Saturday of the Month, 10am-12pm, Hood River Library. Connect with local Master Gardener volunteer at the Hood River Library.
- **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).

- **Tween and Teen programs**

- **Back to School Teen Makerspace,** Saturday, September 6, 3-5pm, Hood River Library Meeting Room. We'll have an assortment of fun and easy crafts for you to try your hand at. Bling out your locker with magnets and your original artwork stickers, make a personalized pencil pouch with the Cricut, or make keychains, clay trinket bowls, and stylized phone cases for you and your friends!

- **Teen Book Club:** *The Cruel Prince* by Holly Black, Friday, September 19th, 4:00pm-5:00pm. Read the book, then come to the library for snacks and a lively discussion!

Teen Book Club will meet the third Friday of each month, with a new book chosen by our Teen Council members for each meeting. All tweens and teens welcome!

- **Harry Potter Movie Night: Harry Potter and the Deathly Hollows Part 2,** Saturday, September 20, 3-6 pm, Hood River Library Theater. Watch the movie version of the second half of book seven! Stay for trivia and prizes! Snacks provided.

- **Teen Council,** 1st & 3rd Saturday of the month, 10am-11am, Hood River Library Teen Area. Meet-up with other teen readers and our Teen Services Librarian to help plan library events and give input on books and materials you would like to see at the library!

- **Fantasy World Building,** Wednesdays, September 3 & 14, 2-4 pm, Hood River Library Theater. Create characters, storylines, and maps for your fantasy world.

- **Teen Volunteer "Open Hours",** Saturdays,

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| | <p>September 6, 20, 27, 11am-12 pm, Hood River Library. If you've attended an orientation, you are welcome to attend our Teen Volunteer Open Hours to help shelf books and work on other projects with our Teen Librarian. Sign up not required.</p> <ul style="list-style-type: none"> ▪ Magic: the Gathering, Every Friday at 4pm in the Library Theater. Program provided by Hood River Hobbies. ▪ Dungeons and Dragons, Wednesdays, September 10th & 24th, 4-6pm, Hood River Library Theater. Beginner Dungeons and Dragons group for tweens and teens, led by experienced Dungeon Masters. <ul style="list-style-type: none"> • Children's programs <ul style="list-style-type: none"> ▪ Library Card Drive – September/October <ul style="list-style-type: none"> • September kicks off our Library Card Sign-Up Campaign with exciting school tours, free book, bags, and prizes for students. ▪ Storytimes <ul style="list-style-type: none"> • Family Storytime – Hood River Library Thursdays at 10:30 a.m. <ul style="list-style-type: none"> ◦ 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! ◦ Bookmobile Summer Reading <ul style="list-style-type: none"> ▪ Mercado Del Valle – Odell with Gorge Grown. Summer Reading Program, Prizes, Booths, Food, and Entertainment. ▪ Thursday, 5-7PM, Atkinson Rd. Downtown Odell <ul style="list-style-type: none"> • September 4th ◦ Bookmobile Route <ul style="list-style-type: none"> ▪ 1st Thursday, 5:00p-6:30pm, Pine Grove, Early Intervention 2405 Eastside Rd ▪ 2nd Thursday, HOOD RIVER | | |
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| | <ul style="list-style-type: none"> • 2:30-3:30p Pacific Ave (street parking) • 3:30-4:30 Mercado Guadalajara • 5:00-6:00p Wyeast Vista Apartments 1800 8th st. <ul style="list-style-type: none"> ▪ 3rd Thursday, HOOD RIVER <ul style="list-style-type: none"> • 2:30p-3:30p Walmart Parking Lot • 3:30-4:30p Hood River Crossings Apartments 3145 Cascade Ave. • 5:00p-6:00p Columbia View Apartments 1695 Oak St. ▪ 4th Thursday, HOOD RIVER/ODELL <ul style="list-style-type: none"> • 3p-4p Rockford Grange ▪ 2nd & 4th Saturday, ODELL <ul style="list-style-type: none"> • 10:30a-12:00p Mobile Home Park/AGA RD • 12:30p-1:30p Community Park 3163 Tamarack Rd. • 2:30p-3:30p Mid Valley Market <ul style="list-style-type: none"> • Community Outreach <ul style="list-style-type: none"> • We visited great community events in July and August. • First Friday, September 5, 6-9pm: Visit our table at the Hood River First Friday! We will have summer reading information for all ages. It will be a festival with vendors, food, and fun celebrating Hispanic Heritage in downtown Hood River. For more information check out Visit Hood River. • Hood River Valley High School Fall Celebration/Open House/Club Fair, September 16, 4:30-6:30pm. • Mid-Valley Elementary PTO Carnival, Thursday, September 26, 5:00-7:00pm. Featuring carnival games, prizes, food, and live music! This is a fun night for the whole family, and a great way to support the Odell Community and Mid Valley Elementary School. The Library will attending as a community partner along with other agencies, | | |
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| | <p>and will hosting a game and handing out prizes!</p> <ul style="list-style-type: none"> We also provide monthly visits for seniors at Providence Dethman Manor, Providence Down Manor, and Hawk's Ridge, as well as for children and families at OCDC Oregon Child Development Coalition in Odell. We regularly partner with Hood River County School District for classroom visits, school visits to the library, and library card registration drives. | | |
| VIII. Old Business | | | |
| IX. New Business | | | |
| <p>i. Library Board Member Resignation</p> <p>Library Board President Brian Hackett will announce his resignation from the library board. We are grateful for his eight years of service and his guidance and support of library services in Hood River County.</p> | | | Brian Hackett |
| <p>ii. Board officer election – Library Board President</p> <p>Due to the resignation of our Library Board President Brian Hackett, we will need to elect a new President. Nominations can be taken from the floor. Successful candidates require a majority of the vote in favor.</p> <p>The newly elected President will need to state the new President, Vice President Karen Bureker, Library Director Rachael Fox and Assistant Director Mo Burford are authorized to sign checks for the District and then Fox will alert the district bank to update the bank signature card.</p> | Motion | | President |
| <p>iii. Library Board Open Position</p> <p>Attachment:</p> <ul style="list-style-type: none"> IX.iii. Board Governance Policy X.vi. Draft: Hood River County Library District Library Board information packet [2025-09-16] <p>The library board will discuss filling the open position. According to our Board Governance policy section 2.4 Vacancies</p> <p>“As provided by ORS 198.320, if a board member should resign from the board before their term is up, the vacancy shall be filled by appointment decided by a simple majority vote of the remaining board members. If the board cannot agree on an appointment, or there is</p> | | | President |

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| | <p>not a quorum available to do so, the board of County Commissioners for Hood River County will appoint a replacement. The appointed replacement shall serve until the next regular election of board members.”</p> <p>Brian Hackett has served for eight years with the first two years he was appointed (2017) and filled the remaining term of another board member who resigned. He was reelected two times in 2019 and 2023 and has two years remaining in his term. The appointee to fill his term would serve until June 30, 2027.</p> <p>Special District Association Oregon recommends best practice to advertise the vacancy for a reasonable period of time such as two weeks and let interested candidates apply. This practice fosters transparency, encourages citizens to engage in the civic process.</p> <p>The Special Districts Association of Oregon has developed board recruitment materials. I used these recruitment materials to create a library board information packet which was reviewed by the Library Board at our January 21, 2025 library board meeting. I have included an updated draft of the recruitment packet which includes the board member application provided by SDAO.</p> <p>I would like to discuss the process and timeline for filling this position. I recommend opening the position for a minimum of two weeks as suggested by SDAO, specifically September 23 through October 7. This timeline allows sufficient time to create marketing materials, establish an online application form, and advertise through multiple channels including the library website, press release, social media, and the district's newsletter. The board may want to extend this period if desired.</p> | | |
| | <p>iv. Library Foundation liaison discussion</p> <p>Each year, the District Board designates liaisons to attend the monthly meetings for the Friends of the Library and the Library Foundation. Past Board members have found attending the meetings is appreciated by our support groups, which are a valuable asset to the library through their financial and volunteer support. I also attend all the meetings and report to the Board. Brian Hackett was designated as the Library Board's liaison to the Library Foundation for fiscal year 2025-26. Due to his resignation from the Board, we need to select a</p> | | President |

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| | <p>new liaison for this role.</p> <ul style="list-style-type: none"> Library Foundation – They meet the third Tuesday of each month from 4:00-6:30pm. They do not meet in July, August or December. | | |
| | <p>v. Gift and donation policy review</p> <p>Attachment:</p> <ul style="list-style-type: none"> IX.i. Gift and Donation Policy <p>Each month we aim to review and update our policies. This policy was last reviewed on December 15, 2020. I worked with legal counsel Ruben Cleveland to update the policy. We updated the policy to include our new mission statement and removed the restriction that limited the library board's final decision authority to garden art donations only. Instead, we made the library board the final decision maker for all art donations. This change creates consistency and clarity across all art donations regardless of location.</p> | Motion | President |
| | <p>vi. Executive Session discussion</p> <p>At the August 19, 2025 board meeting, the library board requested clarification regarding media attendance at executive sessions for future reference. Fox consulted with legal counsel Ruben Cleveland. The board will discuss this definition and statement at the meeting.</p> <p>Cleveland shared based on guidance from the Oregon Attorney General, a representative of the news media is a "news gatherer." This would be a reporter and not someone such as an advertising manager. They must be there in the capacity of a reporter. They must have a formal association with an institutional news medium. A "news medium" is an entity that is formally organized to gather and distribute news. This can include specialty publications. Just because a news outlet is a specialty publication, does not mean they can be excluded if the subject of the executive session differs from that specialty. Internet media is included but must be more than an individual blogger. If a news organization has staff and a formal business structure and regularly disseminates news to the public, they likely qualify even if they are online only. One of the few exceptions to the rule allowing news media is not allowing news media in if involved with litigation where that news organization is a party.</p> <p>Cleveland provided a statement to be read at the beginning of executive sessions.</p> <p>The Hood River County Library District will not meet in executive session pursuant to ORS 192.600() [choose appropriate section(s) for this session], which allows the</p> | | President |

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| | <p>Board to meet in executive session to [list activities].</p> <p>Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed to not report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, expect to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.</p> | | |
| XI. | Announcements | | |
| | i. Comments from board members | | Board members |
| | ii. Requests/Comments from Library Director | | Rachael Fox |
| XII. | Agenda items for next meeting <ul style="list-style-type: none"> • Staff presentation: Bookmobile Librarian Jasmin Martinez • 2025 Special District Association Oregon Best Practices Program • District Building Preventative Maintenance Policy review | | President |
| XIII. | Adjournment regular meeting | | President |

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

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Regular Meeting Minutes

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| Agenda Items | | Action | Responsible |
|--------------|---|---------------|---------------|
| I. | Call to Order Library Board President Brian Hackett called the meeting to order at 7:01pm. | | Brian Hackett |
| II. | Roll call Fox conducted a roll call. Brian Hackett, Sara Marsden, Megan Janik and Jean Sheppard were present. Library Director Rachael Fox was present. One community member was present. | | Rachael Fox |
| III. | Approval of the agenda (additions/corrections/deletions) Sheppard moved to approve the agenda with the addition of the ACTFL levels handout for discussion during the Bilingual Pay Policy item. Marsden seconded the motion. The motion carried unanimously with affirmative votes from Hackett, Janik, Marsden, and Sheppard. | Motion | Brian Hackett |
| IV. | Approval of the consent agenda i. Minutes from the July 15, 2025 Regular Board Meeting A motion to approve the consent agenda was made by Janik and seconded by Sheppard. The motion carried unanimously with affirmative votes from Hackett, Janik, Marsden, and Sheppard. | Motion | Brian Hackett |
| V. | Actual or potential conflicts of interest None stated | | Brian Hackett |
| VI. | Citizen comment (3 minutes each) There was no public comment. | | Brian Hackett |

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| VII. Reports | | |
| i. June 2025 Financial Statements There was nothing to add to the written report. | | Rachael Fox |
| ii. Friends update There was nothing to add to the written report. | | Rachael Fox |
| iii. Foundation update There was nothing to add to the written report. | | Rachael Fox |
| iv. Director's report The library board discussed who qualifies as media for attendance at Executive Sessions. This question arose due to attendance by the local organization Uplift Local during an executive session. The board wanted clarity on what qualifies as a media outlet for future reference to ensure they are following correct procedures. Sheppard asked if legal counsel could provide a statement that could be read to all media outlets who attend an executive session. Fox stated she would consult with legal counsel and report back to the library board. | | Rachael Fox |
| VIII. Old Business | | |
| i. Bilingual Pay Policy Fox recommended changing the testing format and compensation section from the European Framework of Reference (CEFR) to the American Council on the Teaching of Foreign Languages (ACTFL), which is used by other institutions in our area in the United States. She also recommended adding the minimum required score level to the policy. The library board discussed the proficiency levels and whether to select Advanced Intermediate or Advanced Low. Fox recommended Advanced Low. When Hackett asked if this would be sufficient, Fox stated she believed other organizations, such as the school district, have used Advanced Low as their standard and it would be sufficient for advanced reference transactions. Sheppard noted that the higher levels are intended for professions like lawyers and doctors, while Intermediate High is for professions requiring limited conversation skills. The board agreed on Advanced Low. Sheppard made a motion to approve the policy with ACTFL replacing the CEFR standard and using Advanced Low as the minimum level. Janik seconded. The motion carried unanimously with affirmative votes from Hackett, Janik, Marsden, and Sheppard. Marsden made a motion to approve the updated salary schedule. Janik seconded. The motion carried unanimously with affirmative votes from Hackett, Janik, | Motion | Brian Hackett |

| | | | |
|------------|--|---------------|---------------|
| | Marsden, and Sheppard. | | |
| IX. | New Business | | |
| | <p>i. Meeting room Policy Marsden recommended adding that study rooms are available during regular library hours. Fox stated she would add this information to the policy.</p> <p>Janik moved to approve the Meeting Room policy with the addition regarding regular hours. Sheppard seconded the motion.</p> <p>The motion carried unanimously with affirmative votes from Hackett, Janik, Marsden, and Sheppard. Janik.</p> | Motion | Brian Hackett |
| | <p>ii. State Street Hotel Project Discussion The library board discussed that the public hearing was canceled because the applicant withdrew their application.</p> <p>Hackett had contemplated calling a special meeting for the library board to discuss whether they wanted to issue a statement on behalf of the library regarding the proposed hotel project. This was before the hearing was canceled. He asked whether he should have called a special meeting or how similar situations should be handled in the future.</p> <p>Sheppard stated this was a preliminary hearing and explained that if the application had been further along in the process, the library board should meet to discuss whether they wished to issue a statement on behalf of the library. This could be handled through a special meeting if needed.</p> <p>The board also discussed that parking, increased street traffic, and the safety of the crosswalk are issues to consider.</p> | | Brian Hackett |
| | <p>iii. SDAO Public Meetings Law Training The Library Board discussed having SDAO provide training for the board and other special districts in the area. Sheppard and Janik both have scheduling conflicts in October. Sheppard suggested scheduling the training for late September or November instead. Fox said she would contact SDAO to arrange the training.</p> | | Rachael Fox |
| X. | Announcements | | |
| | <p>i. Comments from board members No comments</p> | | All |
| | <p>ii. Requests/Comments from Library Director No comments</p> | | Rachael Fox |
| XI. | Agenda items for next meeting | | Brian Hackett |

| | | | |
|-------------|--|--|---------------|
| | <ul style="list-style-type: none"> • Library staff member presentation • Gift and Donation Policy Review | | |
| XII. | Adjournment regular meeting The meeting adjourned at 7:56pm. | | 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.

Onstott, Broehl & Cyphers, P.C.

Certified Public Accountants

KENNETH L. ONSTOTT, c.p.a.
JAMES T. BROEHL, c.p.a.
RICK M. CYPHERS, c.p.a.

MEMBERS:
American Institute of c.p.a.'s
Oregon Society of c.p.a.'s

OFFICE:

100 EAST FOURTH STREET
THE DALLES, OREGON 97058
Telephone: (541) 296-9131
Fax: (541) 296-6151

August 20, 2025

Hood River County Library District
502 State Street
Hood River, OR 97031

We are pleased to confirm our acceptance and understanding of the services we are to provide for Hood River County Library District for the year ended June 30, 2026.

You have requested that we prepare the financial statements Hood River County Library District, which comprise the annual and monthly balance sheet – cash basis, and the related statement of revenues, expenses and other changes in net assets – cash basis of, for the year ended June 30, 2026, and perform a compilation engagement with respect to those financial statements.

You have also requested that we perform the following services:

- Prepare checks for issuance from the invoices that you provide to us. These will be posted to the general ledger accounts based upon the coding that you indicate.
- Reconcile accounts with bank statements for the Umpqua Bank each month.
- Prepare and reconcile your payroll records, payroll tax returns, and payroll tax deposits for federal and Oregon.
- Record all income and expenses, deposits, and adjusting entries needed each month.
- Prepare Form 1099's, and quarterly and annual payroll reports for Hood River County Library District for the year ended December 31, 2024.

Our bookkeeping services will cover the year ended June 30, 2026.

Our Responsibilities

The objective of the engagement is to—

1. prepare financial statements in accordance with the cash basis of accounting based on information provided by you, and
2. apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with cash basis of accounting.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct* and its ethical principles of integrity, objectivity, professional competence, and due care, when performing the bookkeeping services, preparing the financial statements, and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with the cash basis of accounting and assist you in the presentation of the financial statements in accordance with the cash basis of accounting. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of the cash basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements.
2. The preparation and fair presentation of the financial statements in conformity with the cash basis of accounting.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
4. The prevention and detection fraud.
5. To ensure that the District complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with –
 - a. Access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that we may request from you for the purpose of the compilation engagement.
 - c. Unrestricted access to persons within the District of whom we determine it necessary to make inquiries.

Our Report

As part of our engagement, we will issue a compilation report that will state that we did not audit or review the financial statements and that accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

You are also responsible for all management decisions and responsibilities and for the designating an individual with suitable skills, knowledge, and experience to oversee our bookkeeping services, and the preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

You agree to include our accountant's compilation report in any document containing financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to ask our permission to do so.

Other Relevant Information

Ken Onstott is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees will be \$1,900 per month. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Invoices for work performed will be submitted at the end of the month and are due within 30 days.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to you and believe that letter accurately summarizes the significant terms of our engagement. If you have any question, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Kenneth L. Onstott, CPA

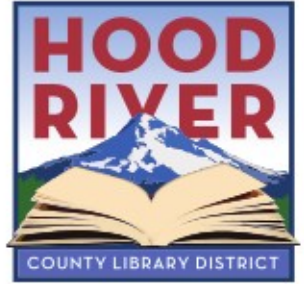
Acknowledged:
Hood River County Library District

Signature

Title

Date

Gift and Donation Policy



The Hood River County Library District welcomes and encourages gifts and donations which are consistent with the District's Mission Statement: We reach out, supporting everyone to learn, create, and grow.

All gifts and donations accepted by the Library District become the property of the District and may be sold or discarded as the Library Director and Library District Board see fit.

Print and non-print materials

The Hood River County Library District accepts donations of print (books) and non-print (DVDs, Audiobook CD, etc) in good condition which meet current collection development criteria. Items in poor physical condition, outdated material formats, condensed/abridged titles, textbooks, and encyclopedias will not generally be accepted for donation.

The District's acceptance of a donated item does not constitute an agreement to add it to the collection; the District will make all necessary decisions as to the retention, location, cataloging and other considerations related to the use, disposition and disposal of all donations. Unused donations cannot be returned to the donor.

All donations are accepted with the understanding that if the District is unable to use the materials, they will be donated to the Friends of the Library Book Sale.

The District does not assess the value of gifts made to the library. Valuation should be determined by the donor.

Monetary Donations

Monetary donations may be made to the Hood River County Library District Foundation, the Hood River Friends of the Library, or the District. Donations to the Library Foundation or the Friends of the Library will be administered by the receiving organization subject to its own policies.

Other gifts

Gifts and donations other than items which can be used in the District's collection (such as furniture, etc.) must be discussed with the Library Director. The Library Director will make the final determination to accept or decline the gift.

These gifts will be considered in light of the following criteria:

- Relevance to the District's Mission Statement
- Space required to house or store the gift(s)
- Cost to maintain or preserve the gift(s)

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

Art donation

The District has only a limited ability to store or display art and has limited ability to provide security. As display space is typically utilized to display artwork on loan from local artists.

The District will decide if an artwork is to be accepted for inclusion in the Hood River County Libraries art collection and displayed in a library setting or on District grounds. Criteria for acceptance of donation to be considered:

1. Artist's connection with the local community and/or with the gorge region
2. Art conforms to the general architecture of the building and/or grounds
3. Relevance of the subject
4. Artistic merit/reputation of the artist
5. Cultural content
6. Reflection/celebration of diverse community
7. Suitability for display in proposed location/space required
8. Condition of the work/display ready
9. Financial cost to the Libraries e.g. installation/maintenance cost
10. Any health and safety issues

The final determination of the acceptability of art donations for the Hood River Library Gardens lies with the District Library Board.

Naming procedures

The naming of equipment or a tangible item such as a brick or furniture is intended to be in place for the useful life of the equipment or tangible item that is named.

As part of capital campaigns or fund raising efforts, the Library Foundation may offer to the community opportunities to receive recognition for contributions of various amounts through naming opportunities. The Library Foundation will consult with the Library Director regarding the naming opportunities.

Gifts to Library Staff

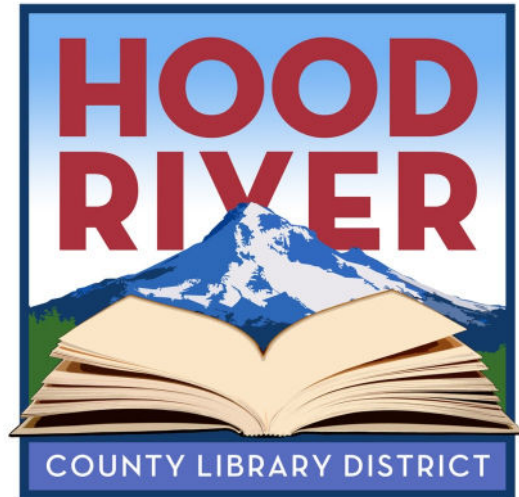
Individual District staff cannot accept valuable gifts or any form of currency for the services they provide as library staff. Appreciative patrons are encouraged to make contributions to the District as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally, and that no preferential treatment is shown or expected.

Approved by the Board of Directors, December 15, 2020

Last revised: September 16, 2025, December 15, 2020

Last reviewed: September 16, 2025 ~~December 15, 2020~~

BOARD DUTIES AND RESPONSIBILITIES POLICY MANUAL



Hood River County Library District

TABLE OF CONTENTS

| | |
|--|---------|
| SECTION 1: Overview | Page 4 |
| SECTION 2: The Board | Page 4 |
| 2.1 Board Members | |
| 2.2 Oath of Office | |
| 2.3 Board Officers | |
| 2.4 Vacancies | |
| 2.5 Board Member Conduct | |
| SECTION 3: Board Meetings | Page 5 |
| 3.1 Required Meetings | |
| 3.2 Notice | |
| 3.3 Agenda | |
| 3.4 Executive Sessions | |
| 3.5 Special and Emergency Meetings | |
| 3.6 Minutes | |
| 3.7 Procedural Rules | |
| 3.8 Order and Decorum | |
| 3.9 Public Participation/Comment | |
| 3.10 Virtual Attendance | |
| SECTION 4: COMMITTEES | Page 13 |
| 4.1 General | |
| 4.2 Standing Advisory Committees | |
| 4.3 Ad Hoc Advisory Committees | |
| SECTION 5: ADMINISTRATION | Page 13 |
| 5.1 Delegation | |
| 5.2 Management | |
| 5.3 Board Member Expenses and Compensation | |
| SECTION 6: ETHICS | Page 16 |
| 6.1 Governing Statutes | |
| 6.2 Conflicts of Interest | |
| 6.3 Prohibited Actions | |
| 6.4 Code of Ethics | |

TABLE OF CONTENTS (Cont'd)

| | |
|---|---------|
| SECTION 7: COMMUNICATIONS | Page 17 |
| 7.1 Communications with the Media | |
| 7.2 Communications with District Staff | |
| 7.3 Confidentiality | |
| SECTION 8: BUDGET | Page 18 |
| 8.1 Governing Statutes and the Budget Process | |
| SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING | Page 19 |
| 9.1 General | |
| 9.2 Minimum Requirements | |
| ACKNOWLEDGMENT OF RECEIPT AND COMPLIANCE | Page 21 |

SECTION 1: OVERVIEW

The policies compiled in this guidebook represent the board member duties and responsibilities of Hood River County Library District. Board member's signature on the Acknowledgment and Agreement to Comply page of this manual (pg. 21) constitutes board member's agreement to comply with the board policies and guidelines stated herein.

SECTION 2: THE BOARD

2.1 Members of the Board

The board of Hood River County Library District shall be comprised of five board members, who are duly elected public officials serving a term of four years. Any elector residing within the District is qualified to serve as a board member. Current District employees or officers may not serve as board members. Board members are elected at large.

Each board member is charged with serving the best interests of the district, and will exercise and carry out the powers and authority granted by the Oregon Revised Statutes, including ORS Chapter 198 (Special Districts Generally), and those statutes outlined in the Principal Act for Hood River County Library District, ORS Chapter 357. Each board member shall serve an equal role on the board, and the board shall operate as a whole. Board members have no individual authority except that expressly delegated by the board.

2.2 Oath of Office

Before assuming office, each board member shall take an oath of office. The oath should be administered before a judge, notary, or other official authorized by Oregon law to hear oaths. Language of the oath shall substantially similar to the following:

"I, [NAME], do solemnly swear that I will faithfully perform the duties of the office of Board Member of the Hood River County Library District to the best of my abilities; that I will abide by the rules, regulations, and policies of the Hood River County Library District; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America."

2.3 Board Officers

The board shall elect annually, from among its members, officers as prescribed by the Principal Act of Hood River County Library District. These shall include President, Vice-President, and Secretary. Elections shall be held by voice vote. Officers have the general powers and duties outlined below:

President – The president of the board shall preside at board meetings and shall confer with the Library Director on preparation of the meeting agenda. The president is charged with conducting meetings, preserving order and enforcing the rules of the board. They may call special meetings according to Oregon Public Meetings Law and shall sign official district documents on behalf of the board (when authorized to do so by a majority of the board). They should also, when authorized to do so by a majority of the board, be the source of contact for the district's general counsel attorney on behalf of the district. The president has the same right as other members of the board to move, second, debate and vote.

Vice-President – In the president’s absence, the vice-president shall act as president pro tempore, and shall have the powers and duties of the president of the board as prescribed by district policies.

In the absence of the President and Vice President, the remaining three members shall elect a temporary Presiding Officer.

Secretary – The Library Director shall serve as the secretary and shall be responsible for ensuring that accurate minutes of board proceedings are kept, transcribed, and distributed to each board member in a timely manner as required by Oregon law. The secretary will maintain properly authenticated official minutes, to be kept in chronological order and on file in the district’s records permanently. The Library Director may delegate any of the secretary’s duties to staff. The Secretary is an ex-officio, non-voting member of the Board.

2.4 Vacancies

As provided by ORS 198.320, if a board member should resign from the board before their term is up, the vacancy shall be filled by appointment decided by a simple majority vote of the remaining board members. If the board cannot agree on an appointment, or there is not a quorum available to do so, the board of County Commissioners for Hood River County will appoint a replacement. The appointed replacement shall serve until the next regular election of board members. The board may, at its discretion, grant a leave of absence for up to three months in the event of illness or other extenuating circumstances.

2.5 Board Member Conduct

A) Representative of the District: If a board member appears before another governmental agency or organization to give a statement on an issue relevant to the district, that member must state whether the statement reflects personal opinion, is the official position of the district, or both. Additionally, if the board member is representing the district, he or she *must* support and advocate for the official district position on the issue.

B) Governing District: The board shall not, to the extent possible, involve itself in the day-to-day operations of the district. Without prior approval of the board, no member may interfere with or engage in district operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the Library Director. If the board sees a need for an exception and asks a board member to become involved in district operations, the board will clearly state *in writing* the board member’s operational duties/functions, and the board president and Library Director shall agree to said arrangement prior to the board member commencing involvement.

Board member conduct and expectations are more fully outlined in Section 6 (Ethics).

SECTION 3: BOARD MEETINGS

3.1 Required Meetings

The district will hold regular monthly board meetings, in accordance with Oregon Public Meetings Law as described in ORS 192.610 to 192.690. The day and time shall be set by resolution annually during the regular meeting in July. Regular meetings will be open to the public. Board members' attendance at meetings is expected. At minimum a quorum of the board shall discuss, deliberate and take action as appropriate on all agenda items.

3.2 Notice

Public notice for all meetings of the district, including executive sessions, shall be provided in the following manner:

- A. Notice of regular meetings shall be provided at least five calendar days prior to the meeting.
- B. Notice shall include the key topics expected to be discussed or decided at the meeting.
- C. Notice shall be given in at least two of the following ways:
 - 1. By publication in newspaper of general circulation in the community.
 - 2. By publication on the district website.
 - 3. By email notification to any distribution list maintained by the district of individuals who have requested to be notified, including members of the media.
 - 4. By physical posting in at least one public place, such as a community bulletin board or in a public area of the district office.

3.3 Agenda

The Library Director shall prepare an agenda for each regular board meeting, special meeting, or emergency meeting in consultation with the Board President. The agenda shall specify all matters scheduled to come before the board at the meeting, under the following headings:

- A. CALL TO ORDER
- B. APPROVAL OF THE AGENDA
- C. CONSENT AGENDA
- D. CONFLICTS OR POTENTIAL CONFLICTS OF INTEREST
- E. PUBLIC COMMENT
- D. PRESENTATION AND REPORTS
- E. PUBLIC HEARING (if any)
- H. OLD BUSINESS
- I. NEW BUSINESS
- J. ANNOUNCEMENTS

K. ADJOURNMENT

Board members may request items to be placed on an agenda through the Library Director. Agenda suggestions by board members should be made at least five days in advance of meeting. The agenda and any attachments thereto, including any Director's or financial reports, shall be made available to board members and to the public at least three days prior to each regular board meeting.

Board members should make every effort to ensure that agenda items they wish to be considered are submitted in a timely manner in advance of the meeting. However, a board member *may* also move to add an item to the agenda at the beginning of a meeting, subject to board approval. If approved by the board, item will be added to agenda to be considered as the last item under New Business.

The board may place certain items on a Consent Agenda and approve them as one action. Any board member may request to remove an item from the Consent Agenda for discussion, modification and individual approval.

3.4 Work sessions

Work sessions of the Board may be called by the President or by three Board members. Subjects discussed at the work session shall be limited to the agenda items. Final decisions will not be made a work sessions. A work session may be held in conjunction with a regular or special meeting. Final action may be taken at a regular or special meeting in conjunction with a work session or at the next regular or special meeting.

3.5 Executive Sessions

The board may convene an executive session *only* for the specific statutorily authorized reasons outlined in ORS 192.660. Executive sessions shall be noticed in the same manner as regular board meetings, and must include the specific authorizing statute under which the meeting is allowed. An executive session may be called as part of a regular, special, or emergency board meeting provided proper notice has been given. The board may also call a separate meeting that is exclusively an executive session.

Executive sessions are closed to the public, but the media cannot be excluded from an executive session, with the exception of sessions regarding labor negotiations. The presiding officer should, however, instruct members of the media present in executive session not to report or disclose matters discussed at the session. If such instruction is not given, the media may disclose the discussion. The board may, at its discretion, invite persons not part of the board to attend executive sessions.

Executive sessions may not be held for the purpose of taking any final action or making any final decision.

3.6 Special and Emergency Meetings

A. Special Meetings: If a need arises to address, deliberate or take action on a given topic and cannot wait until the next regular board meeting, the board may convene a special meeting to address the issue. Special meetings are open to the public and require a minimum of 24 hours' notice. The agenda for a special meeting shall only include the particular item for

which the special meeting is being called, and the meeting shall address *only* that agenda item, and then adjourn.

B. Emergency Meetings: The board may convene an emergency meeting with less than 24 hours' notice, if necessary, when unforeseen circumstances arise. An actual emergency must exist that requires immediate action of the board. Notice must be appropriate to the circumstances and should include a reasonable attempt to contact the media and other known interested persons. An emergency meeting shall relate only to the urgent items in question and does not permit consideration of any additional district business.

3.7 Minutes

Written minutes shall be taken at every meeting of the district. Minutes do not need to be a verbatim transcript of the proceedings but should accurately reflect the matters discussed and views of the participants. The board secretary is responsible for ensuring that accurate minutes are transcribed and distributed to board members and available to the public within a reasonable time after the meeting. The secretary shall also keep official copies of properly authenticated minutes, in chronological order, on file with the district permanently.

Tape or video recordings of meetings are not required, but may be utilized at the board's discretion, and will be subject to the same permanent retention requirement. Minutes of an executive session will be kept in the form of written minutes, and such minutes are generally not considered public records. Executive session minutes shall be labeled and stored separately from public meeting minutes to avoid inadvertent disclosure.

Meeting minutes shall comply with ORS 192.650 and at minimum contain the following:

- A. Name of board members and staff present;
- B. All motions, resolutions, orders, measures and ordinances proposed and their disposition;
- C. The result of any votes, including the names of each board member and how they voted;
- D. The substance of the discussion on any matter; and
- E. Reference to any document discussed at the meeting.
- F. If an emergency meeting, the minutes of the meeting shall describe the emergency justifying less than 24 hours' notice and why the meeting could not be delayed to allow at least 24 hours' notice.

Meeting minutes may be amended as necessary. Upon receipt and review of the minutes, board members may submit any corrections or additions to the Library Director so that a corrected copy may be issued to the board and public prior to the next meeting for board approval. The board must authorize any changes to the meeting minutes.

3.8 Procedural Rules

To ensure focused and efficient meetings, the board will adhere to the following procedures and meeting protocol. In the event a parliamentary procedure issue is not addressed by this policy, the board shall use Robert's Rules of Order to decide such issue.

A. Motions - General

1. All Board members have the right to make motions, discuss questions and vote on any issue before the board.
2. Board member motions will be clearly and concisely stated. The president will state the name of the board members making the motion and the second.
3. The president will repeat the motion prior to a board vote.
4. Motions for withdrawal of a motion, agenda order, roll call vote or point of order do not require a second.
5. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion. Motions requiring a second and not receiving such will die.
6. Discussion of a motion is open to all board members wishing to address it. A member must be recognized by the president prior to speaking on the motion.
7. The president may ask for a voice vote, but a roll call vote should be taken on all final decisions. All members will vote on each motion unless legally disqualified. A member abstaining from a vote must state the basis for any conflict of interest or other disqualification. The clerk will maintain a record of the votes.
8. The president will announce the results of any vote. Board members may explain their votes but must do so succinctly.

A. Ties: A motion receiving a tie vote fails.

B. Withdrawal: A motion may be withdrawn by the motion maker at any time without consent of the board.

C. Table: a motion to table is not debatable and precludes any amendment or further debate. If the motion carries, the item may only be taken from the table by adding it to a future agenda for continued discussion.

D. Postpone: A motion to postpone may be made to either postpone to a certain date or to postpone indefinitely. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.

E. Amendment: A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first, prior to the motion being amended (or not amended) and voted on. Motions to adjourn, table, take from table, reconsider, for point of order and agenda order may not be amended.

F. Call for Question: A motion calling for the question ends debate on the item and is not debatable. A second is required, and each board member who wishes it should

have one opportunity to speak before the motion is called. Once called, the president will inquire if any objection is raised. If there is an objection, the matter will be put to vote and either pass with a majority vote or fail. Debate may continue if the motion fails.

- G. Reconsideration: When a motion has been decided, a board member *who voted with the majority* may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion was approved.
- H. Adjournment and Recess: Any meeting of the board may be continued or adjourned with a motion and majority vote of the board members present. A motion to adjourn will be in order at any time except while a vote is being taken or when made as an interruption of a member who is speaking. Upon the request of a board member, a short recess may be taken during a board meeting.
- I. Control of Meeting: The presiding officer shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Persons who fail to comply with such reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.

3.9 Order and Decorum

Board members will assist the board president in preserving order and decorum during board meetings and will not delay or interrupt proceedings. Board members will comply with any ruling of the president or board, and the following rules will be observed to maintain order and decorum during meetings:

- A. Board members will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.
- B. Any board member desiring to be heard will request to the president to be heard. Board members will be given an opportunity to speak at least once on any pending motion or agenda item. Once recognized, the speaker will confine his or her remarks to the subject under consideration.
- C. When speaking on behalf of the board or district, board members will represent the board's official position, not their own personal opinion.
- D. Board members will be open and candid and should be succinct in stating their views. Board members should focus on a single issue or topic and any one time and allow one another to finish speaking without interruption.
- E. Board discussions are to focus on district issues; board members should avoid becoming involved with non-district issues not relevant to the current discussion.
- F. Board members should keep discussions moving and adhere to established time limits on discussions.
- G. Board members will refrain from criticizing or berating each other, staff, or members of the public.

3.10 Board Interaction agreement

In its work together, the Board always shall seek the best outcome for the District, its users, and its taxpayers. The Board shall listen carefully to one another and strive to hear the best elements of a suggestion. The Board shall seek to create an atmosphere where differences of opinion are expressed freely. The Board shall involve each other in discussions they have about the District to ensure that everyone is able to make informed decisions. The Board shall speak carefully to respect the time and feelings of its volunteer colleagues. The Board shall celebrate successes and persevere through difficult times.

3.11 Public Participation/Comment

In order to foster an atmosphere of cooperation and transparency, and in order to best serve the interests of the community, it will be the policy of Hood River County Library District to allow public comment at all open board meetings, under the following structure:

- A. Public testimony sign-up forms will be available at each regular board meeting. The board will provide public comment time at the beginning of each regular meeting, according to the agenda (see Sect. 3.3 (E) *Public Comment*). Public comment is limited to a total of 30 minutes to its designated place on the agenda and while time allows. During this time members of the public may speak to the board about district items that are not already included on the agenda. Once recognized by the board president, members shall state their name and county of residence and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose. The board may set time limits on comments and may request that groups with similar comments or issues choose a spokesperson to present joint remarks. A person giving public comment is limited to an established time limit of three minutes. Statements should be brief and concise. If a person has more comments than time allows or is unable to comment due to time constraints, the person is encouraged to submit additional written comments to the Board through the Library Director as directed.
- B. Board members should not respond to comments made during Public Comments. Occasionally, it may be deemed necessary to ask clarifying questions in response to public comment; however, such questions are discouraged and should be limited to those instances when needed to understand the issue presented. Any public requests for board action should be referred to staff for review before being placed on a future agenda. The Board will not respond to inquiries that are expected to be addressed during another designated portion of the agenda.
- C. The district is under no obligation to take public comment on any agenda item under discussion, but may choose to do so at the discretion of the board president, unless otherwise decided by the board. The president may also limit duration or subject matter at their discretion.

3.12 Virtual Attendance

In-person public meetings of the board of Hood River County Library District shall also allow for remote attendance by any member of the public who wishes to attend in such a manner. In

order to comply with this regulation, the district will accommodate remote/virtual attendance as follows:

- A. The board shall designate the district manager or other such staff person as deemed appropriate to oversee requests for remote accommodation.
- B. Meeting notices will include an instruction that directs any person wishing to attend the meeting by virtual means to contact the district (and will include a phone number and/or email at which to do so) at least 48 hours before the scheduled meeting. The district manager or delegate will monitor the requests.
- C. If a request is received, the requester will be provided with the appropriate link, virtual meeting invite, etc.
- D. Requests for remote attendance received with less than 48 hours' notice may be accommodated at the discretion of the district, and a reasonable effort will be made to accommodate such requests.
- E. If remote attendance requests have been received, the board will delegate a board member or staff attendee responsible to set up the device at the meeting (laptop, desktop computer, etc., with functional camera, speakers and microphone), start the virtual meeting, monitor any remote attendees, technical issues, etc., and end the feed upon adjournment of the board meeting.
- F. The presiding officer will have the same authority for control of the meeting for virtual attendees as addressed in Section 3.7 (J).
- G. Virtual attendees will have the same opportunity as in-person attendees for Public Comment, if requested. The delegate in charge of monitoring the remote aspect of the meeting shall, upon starting the virtual meeting, receive any requests for Public Comment. Virtual attendees requesting such will state their name and address and be added to the public testimony sign-up form.

3.13 Planning Session

The Board shall undertake an annual planning session.

3.14 Virtual participation

Except as provided in Oregon Public Meetings Law, members may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members. Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. Notices shall be made using the same requirements as in-person meetings.

SECTION 4: COMMITTEES

4.1 General

A. The board will create district committees/advisory committees as needed. The board will create committee, determine the number of committee members and length of term, and appoint members to any district committees by resolution. Qualifications for committee members will be as follows:

1. Committee members shall be residents of the district.
2. Committee members will be required to pass a background check consistent with the operational policies of the district prior to appointment to a committee.
3. Neither district employees nor persons having a contractual relationship with the district may serve on district committees as public members.
4. A member of the public may not simultaneously serve on more than two district committees or one district advisory committee, nor may a member of the public simultaneously serve as chair on two district committees, except relative to service on the budget committee.
5. Candidates for committees will complete a board-approved application or statement of interest.

B. Board members may suggest persons for committee membership who have demonstrated interest and knowledge in the committee's area of responsibility.

C. The district will give public notice of committee vacancies.

D. Committees will select a chair and a secretary and determine the committee's meeting schedule and rules for operation. Minutes must be taken of all committee meetings. Minutes will be retained by the committee secretary and distributed to committee members, board members and district manager.

E. The board may, by resolution, remove a member of the public from a district committee prior to the expiration of the term of office.

F. Committees and their members have no authority to represent the district's official position on any matter except by express and explicit approval of the board for such.

G. All advisory committee meetings are public meetings under state law and subject to all requirements thereof.

SECTION 5: ADMINISTRATION

5.1 Delegation

The primary responsibility of the board is to make policy-level decisions for the district, and to hire, evaluate and manage the Library Director. Administrative authority for the daily operations of the district and the management of all district personnel shall be delegated to the Library Director to the extent reasonably possible. No individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the district unless expressly authorized by the board. No individual board member

may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records law unless expressly authorized by the board. If any board member should be delegated by the board to exercise any administrative authority for the district, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration, and any such appointment shall be agreed upon between the board and the Library Director. Any board communications relative to district business must be directed to the board president, who will then communicate the question, request, or concern to the district manager.

5.2 Management

The board shall be responsible for the following supervisory duties:

Library Director:

1. Appoint the Library Director, who is recognized as having full executive and administrative authority to manage daily operations consistent with District policy and procedure.
2. Define the duties and responsibilities of the Library Director.
3. Approve the plan, form and amount of management compensation, to include salary, benefits, bonuses, vacation, travel, etc.
4. Evaluate the Library Director annually.
5. Provide advice and consultation to management on matters within the purview of the board's responsibilities.
6. With the assistance of legal counsel, engage in any necessary disciplinary action as relates to the Library Director, up to and including termination.

Financial:

1. Approve contracts exceeding the Library Director's spending authority.
2. Approve the form and amount of reimbursement for board members.
3. Approve specific important projects.
4. Review and approve the annual budget and assess, levy and collect property taxes (including setting the tax rate within the limits approved by the electors).
5. Review and approve employee salary schedules and employee benefit plans.
6. Monitor the finances of the district and otherwise acting as fiduciary, setting policy or taking action to ensure the fiscal integrity of the organization.
7. Select the district's independent municipal auditor and annually approve the audit report.

District Plans and Objectives:

1. Become familiar with and abide by all laws and policies governing the operation

of the district.

2. Approve any significant departure from established plans or policy.
3. Review and approve major changes in the district's organization or structure.
4. Develop and approve long-range plan of growth and development for the district.
5. Receive, discuss and take action on committee or other planning body recommendations.
6. Formulate District policies.
7. Pass district resolutions and adopt ordinances.

Compliance and Legal

1. Select legal counsel for the district.
2. Arrange for legal representation and consultation. Legal counsel shall report to and be responsible to the Board but shall communicate with the Board primarily through the President and Library Director. Board members should refrain from communicating with legal counsel without the consent of the President or explicit Board direction.
3. Ensure that the district is in compliance with all federal, state, and local laws.

5.3 Board Member Expenses and Compensation

A. Reimbursement

Board members will be reimbursed for authorized expenses incurred in the service of the board. Reimbursable expenses pertain only to the board member and do not include the spouse, children, other relatives or companions. Reimbursable expenses include:

1. Transportation;
2. Lodging;
3. Meals;
4. Registration fees for conferences, conventions and seminars; and
5. Other actual and necessary expenses related to the official business of the board member as deemed appropriate.

Board members should exercise good judgment so as to avoid unnecessary district expense and should not undertake any board business that will generate reimbursable expenses without the express approval of the board.

Board members will be reimbursed for eligible expenses upon completion of the relevant assignment, within a reasonable amount of time after submittal of documentation of expenses. Expenses are subject to review by the board and, if deemed unreasonable, may be declined for reimbursement.

5.4 Discipline

If necessary, the Board may discipline a Board member who does not follow its adopted rules and policies.

SECTION 6: ETHICS

Board members are considered public officials and public representatives of the district, and will conform to the expected high standards of ethical conduct, including but not limited to the following:

6.1 Governing Statutes

Board members will review and observe the requirements of the Oregon Ethics Law Guide for Public Officials, and all requirements of the Oregon Revised Statutes governing ethics for public officials, ORS 244.010 to 244.390. Liability for violation of Oregon's Ethics Laws for Public Officials is personal to the public official. It is not covered by the district's liability coverage, and the costs of investigation and any penalty issued is the responsibility of the Board member.

6.2 Conflicts of Interest

Board members are strictly prohibited from using a position in public office for private financial gain for themselves. Board members must give public notice of any actual or potential conflict of interest at a public board meeting, and such notice will be reported in the meeting minutes. The disclosure shall be repeated and recorded in the meeting minutes in each instance where the matter is discussed.

- A. Potential Conflict of Interest: Exists when a decision being deliberated by the board *could* result in financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. A potential conflict must be disclosed, but the board member may still participate in the discussion and vote on the issue.
- B. Actual Conflict of Interest: Exists when a decision by the board *will* result in a financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. An actual conflict must be disclosed and the board member may not participate in discussion of the matter or vote on the issue.

6.3 Prohibited Actions

In representing the best interests of the district and its constituents, and in avoidance of pursuing individual agendas, board members will refrain from:

- A. Disclosing confidential information or making use of special knowledge or

- information before it is made available to the general public.
- B. Promoting relatives, clients or employees for boards and commissions without making appropriate disclosures.
 - C. Seeking employment of relatives with the district without making appropriate disclosures.
 - D. Accepting a gift or gifts exceeding \$50 in total value within any single year from any source with a legislative or administrative interest in the District.
 - E. Taking an action that benefits a special interest group which causes any detriment to the District.
 - F. Any other action or request for preferential treatment that places the interests of the Board member, a board member's relatives, associates, co-workers, clients or friends above the best interests of the District.

6.4 Code of Ethics

Board members must adhere to the Code of Ethics for Members of the Board of Directors of the Hood River County Library District. They must affirm their commitment by signing the form within 30 days of being sworn into office and reaffirm at the first Board meeting of each fiscal year. If a majority of the Board determines a Board member acted unethically, they may select a Board member to craft a resolution of censure. If approved in accordance with the District Bylaws, such resolution of censure shall constitute an official statement of disapproval from the District Board of Directors.

(See Addendum A)

Approved by the Board of Directors, April 5, 2011

Last amended, June 17, 2023

Last reviewed, June 17, 2023

SECTION 7: COMMUNICATIONS

7.1 Communications with the Media

Any official position or comment by the board to any media representative or outlet shall be provided or authorized by the board president and/or the Library Director. Any other communication with the media by board members shall be considered unauthorized and board members shall not represent or imply that the communication is the official position of the district.

7.2 Communication with Staff

The board will respect the separation between policymaking and administration (board and Library Director functions respectively) as outlined in Section 5.1 (Delegation), by observing the following communication policies with respect to district staff:

- A. The board will work with the district staff as a team in the spirit of mutual respect and support.

- B. Outside of board meetings, board members will not attempt to influence a district employee or the Library Director, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, board members discussing these matters with staff outside of board meetings in a *non-coercive* manner is appropriate.
- C. Board members will, wherever possible, limit individual contact with district staff to the Library Director, management staff, and designated staff for requests that concern the relevant matter or matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine manager authority or prevent the board as a whole from receiving information. The Library Director will determine the most effective way to respond to board requests.
- D. When expressing criticism to staff, either at a public meeting or through other communication, board members will be professional and mindful of the role and responsibility of staff members.
- E. Any written materials or information requested of staff by board members will be submitted to the entire board and include a notation stating who requested the information.
- F. The board president will refer comments or questions regarding district personnel or administration to the Library Director. The Library Director may, at his or her discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

7.3 Confidentiality

- A. Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the district position is not compromised. No mention of the information read or heard should be made to anyone other than the board members, Library Director, or legal counsel.
- B. All public statements, information or media releases relating to a confidential matter will be handled by the Library Director, legal counsel, or designated board member.
- C. Unless required by law, no board member may make public the discussions or information obtained in executive session. The board may censure a board member who discloses confidential information or otherwise violates this policy.

SECTION 8: BUDGET

8.1 Governing Statutes and the Budget Process

The board will be responsible for reviewing and approving the annual budget. The process for preparing and approving the district's annual budget is more fully described in the Local Budget Laws for Oregon, ORS Chapter 294. Board members will familiarize themselves with these statutes and with Local Budgeting Manual published by the Oregon Department of Revenue. The Local Budgeting Manual will be the primary reference for all budgeting issues, but for purposes of this policy manual, the process is summarized as follows:

A. Budget Process

1. The board appoints a budget officer (ORS 294.331)
2. The board appoints a budget committee consisting of all board members plus an equal number of electors of the district (ORS 294.414). The electors of the district shall serve for three years. Their terms shall be staggered so that as near as possible one third of the terms of the appointed members shall end each year. Appointed members may not receive any compensation for their service on the committee.
3. Vacancies on the budget committee are filled by appointment of a majority of the board.
4. The budget officer prepares (or supervises preparation of) a budget message, explaining the proposed budget and any significant changes to the district's fiscal policy or financial position, and a proposed budget to present to the budget committee.
5. The budget officer gives public notice of the budget committee meeting as required by ORS 294.401.
6. The budget committee meets, and the budget officer delivers the budget message. The committee will meet thereafter as needed to revise and complete the budget. At least one meeting must provide the opportunity for questions and comments from any interested person. (ORS 294.426)
7. The budget committee considers the budget and any comments made by the public and makes any changes. Once satisfied, the budget committee, by motion, second, and majority vote, approves the budget and the amount or rate of any relevant tax. The approval/results of the vote are recorded in the minutes of the meeting. (ORS 294.428)
8. The budget committee schedules a hearing, and the budget officer publishes a summary and Notice of Budget Hearing and Financial Summary 5 to 30 days before the scheduled hearing (ORS 294.448).
9. The board will hold one or more budget hearings on the date specified by notice, to listen to public testimony on the budget approved by the committee. (ORS 294.453).
10. The board adopts the budget, makes appropriations, imposes and categorizes taxes. The board may make changes to the approved budget before it is adopted. (ORS 294.456)
11. The board certifies taxes to the county assessor.

Upon submission of the budget to the board, the budget committee has completed its duties as required and no further meetings of the budget committee shall take place prior to the next budget cycle unless the board directs otherwise. It should be noted that budget committee members are public officials as defined in Oregon's Ethics Laws for Public Officials, and are subject to conflict of interest disclosure and other ethics requirements.

SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING

9.1 General

Board members are encouraged to attend relevant educational and professional conferences and seminars as well as conferences and seminars that deal with issues relevant to or being faced by the district. Any proposed training or attendance at any conference or training event must be authorized by the board. The Board and District staff will assist each new member-elect and appointee to understand the Board's functions, policies, procedures, and legal & ethical responsibilities before they take office.

9.2 Minimum Requirements

All board members will be required to complete certain curricula. The curricula shall consist of the following minimum criteria, but the board may add additional board training requirements or recommendations as needed:

- A. Read and be familiar with Oregon Ethics Guide for Public Officials.
- B. Read and be familiar with the Local Budgeting Manual published by the Oregon Department of Revenue.
- C. Read and be familiar with all board policies and duties outlined herein.

SECTION 10: AMENDMENTS

The Board Governance Policy may be amended by resolution at any regular or special meeting provided that at least five days notice and a majority of the Board members vote in favor.

Approved by the Board of Directors, April 5, 2011

Last amended, March 28, 2023

Last reviewed, March 28, 2023

Hood River County Library District

BOARD POLICIES RECEIPT ACKNOWLEDGMENT FORM

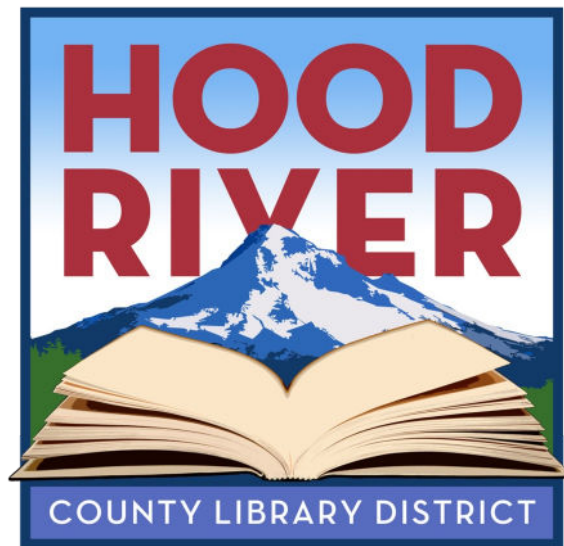
I am a duly elected board member of the board of Hood River County Library District, and hereby acknowledge that I have been provided a copy of the Board Duties and Responsibilities Manual, and that it contains important information regarding my role as a board member. I have read and understand the policies contained in the Manual and have asked the currently presiding board president or president tempore for clarification of any information that I did not understand or had further questions regarding.

By my signature below, I agree to observe and comply with all policies and guidelines contained in the manual.

Board Member's Name (Print)

Board Member's Signature

Date



Hood River County Library District Board of Directors

Hood River County Library District Information



About Us

The Hood River County Library District serves over 24,000 residents throughout Hood River County, Oregon. Established in 2011, we are an independent special district funded through a property tax of \$0.39 per \$1,000 of assessed value and supported by our Library Foundation and Friends of the Library. We operate three branches: the main Hood River Library, Parkdale Branch, Cascade Locks Branch, as well as a bookmobile that serves Hood River County. Our libraries provide essential services including free access to books and materials, public computers and internet, educational programs for all ages, and community meeting spaces. The district maintains a collection of over 80,000 physical items and circulates approximately 191,000 items annually. We serve our diverse community with bilingual staff and materials in both English and Spanish. Operating with an annual budget of approximately \$2.8 million and a dedicated team of 20 staff members, we strive to be a welcoming hub of lifelong learning and community engagement for all Hood River County residents.

District's Mission

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

District's Vision Statement

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

District's Core Values

- Collaboration
- Community
- Compassion
- Fun

Hood River County Library District Strategic Plan 2023-2028

Priorities and Goals

Make library service fully accessible to all by reducing barriers to access

- Goal 1: Support vibrant locations across the county.
- Goal 2: Increase the ease of access to library services.
- Goal 3: Using a universal design approach, update library spaces to be more accessible for patrons with a variety of physical abilities and needs.

Engage our communities at their point of need

- Goal 1: Provide Bookmobile service to underserved areas of the county.
- Goal 2: Develop partnerships to support future service development in underserved areas of the county.
- Goal 3: Ensure services connect with the whole family, developing programming and access to services that serve families together.

Create community through the Library

- Goal 1: Prioritize opportunities for local community members to come together, including using library space and through activities and programming.
- Goal 2: Prioritize co-creation and partnership when developing new programs and offerings.
- Goal 3: Make a difference in community issues by being at the table with community organizations, coalitions, and government agencies.

Facilitate learning through experiences

- Goal 1: Take opportunities to share local, global, and creative culture with local residents.
- Goal 2: Provide opportunities to learn more about the landscape around us.
- Goal 3: Continue to expand the Library of Things, including collections at each location.

Tell the story of the Library, with an emphasis on the future

- Goal 1: Develop fun and innovative ways to broadly communicate the library's value.
- Goal 2: Work together to envision the future of the library in our county's communities.
- Goal 3: Raise awareness of the library's impact through participation in and presentations to community coalitions and local government.

Library Board of Directors

Board of Directors and Current Officers

The District is governed by an independent, unpaid Board of Directors elected by the local community. Board members serve 4-year terms.

- Open position - term ends June 30, 2027
- Library Board Vice President, Karen Bureker, term ends June 30, 2025
- Library Board member, Megan Janik, term ends June 30, 2025
- Library Board member, Sara Marsden, term ends June 30, 2025
- Library Board member, Jean Sheppard, term ends June 30, 2027

Board Commitment

A strong, engaged Board of Directors is essential to our district's public service mission. Each board member must advocate for library services while maintaining the highest standards of truth, honor, and integrity. Board seats should be filled by individuals dedicated to serving the public's best interest and bringing fresh perspectives to guide the district forward.

Hood River County Library District Board Member Duties

A board member of Hood River County Library District serves on a five member Board of Directors responsible for conducting the affairs of the district in compliance with Oregon Revised Statutes. The Board of Directors has the legislative authority and power to establish policies and procedures that are in the best interest of the residents it serves.

The board ensures that the district achieves its mission in an ethical, transparent, accountable and prudent manner. Each board member is accountable for the functions described below, all of which are accomplished at board meetings and committee assignments through review of information, strategic planning, conversation and decision making.

Together, the board makes decisions and sets policy for the district. Individually, you do not have any power, but acting with your fellow board members you have an opportunity to have a positive impact on your community. The board's major responsibility is setting policy.

Board members also do the following:

- Attend the board meeting held on the third Tuesday of each month (sometimes special meetings can be held to address specific issues)
- Review and adopt the annual budget
- Approve financial reports
- Set goals and evaluate progress towards those goals
- Ask voters to approve bond measures and local option levies for facilities and operations
- Hire and evaluate the library director

- Help set standards, controls and policies that support sound risk management practices are in place; e.g. safety and security, insurance, data controls and personnel management practices
- Delegate authority
- Connect with the community

For more information, please review our [Library Board Duties and Responsibilities Policy Manual](#) and the Addendum A [Hood River County Library District Code of Ethics for Library Board Members](#) on our website.

Board Meeting Schedule

Regular board meetings are held on the 3rd Tuesday of each month at 7.00p in the Jeanne Marie Gaulke Community Meeting Room in the Hood River branch library, [502 State St, Hood River](#).

Library Board of Directors Meeting Packets

Board meeting packets provide agendas, minutes, and supporting documents for each monthly meeting. View current and past meeting packets at www.hoodriverlibrary.org/about/board.

Additional Information

Library Board Policies

The Library District's comprehensive policies govern all aspects of library operations and services. Access the full policy manual at www.hoodriverlibrary.org/about/policies.

Library Budget

All current and past budget documents demonstrate our commitment to financial transparency. Review budget information at www.hoodriverlibrary.org/about/budget.

What is a Special District?

How Do I Become A Board Member?

Board members can be either elected or appointed.

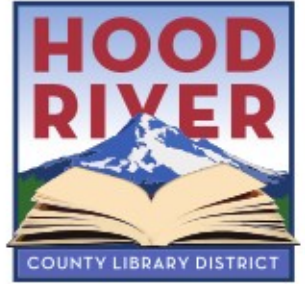
Appointment

There is one board position that is open for appointment. Attached is a board member application or you can apply **online**. Please have the application completed and returned to the District by the deadline.

The board will review the applications and a decision will be made at the October 21, 2025 library board meeting. If you are selected your first meeting when you will be sworn into office will be on Tuesday, November 18, 2025.

Thank you for your interest in serving on our board! If you have any questions, please don't hesitate to contact Rachael Fox, Library Director, at rachael@hoodriverlibrary.org or 541-387-7062.

Board Member Application
Hood River County Library District
Term: November 18, 2025 through June 30, 2027
Application Deadline: (Time) (Date)



Applicant Name: _____ Date: _____

Address: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Are you a resident of our district? _____ Are you a registered voter? _____

Why do you want to serve on the (District Name) Board?

Describe past experiences or positions held that would assist you as a board member.

Outline strengths, abilities and talents that you would bring to the board.

In your opinion, what is the most important role of a board member?

****Attach additional sheets if needed****

If appointed, would you be able to serve the entire term? _____

Please submit your application to:

Rachael Fox, Library Director
rachael@hoodriverlibrary.org
502 State Street Hood River, OR 97031
541-387-7062

502 State Street
Hood River - OR 97031

541 386 2535