

Library Board of Directors
Regular Meeting Agenda
 Tuesday, May 19, 2026, 7:00pm
 Library Meeting Room and Zoom
 502 State St, Hood River

Library Board:

Board President: Sara Marsden, *Board Vice-President:* Karen Bureker, *Board members:* Megan Janik, Yesi Rojas, 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/88987942233>, Meeting ID: 889 8794 2233

	Agenda Items	Action	Responsible
I.	Call to Order		Sara Marsden
II.	Roll call		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions)	Motion	Sara Marsden
IV.	Approval of the consent agenda	Motion	Sara Marsden
V.	Actual or potential conflicts of interest		Sara Marsden
VI.	Citizen comment (3 minutes each)		Sara Marsden
VII.	Reports		
	i. April 2026 Financial Statements		Rachael Fox
	ii. Friends update		Rachael Fox
	iii. Foundation update		Rachael Fox
	iv. Director's report		Rachael Fox
IX.	Old Business		
X.	New Business		
	i. Technology replacement quote	Motion	Sara Marsden
	ii. Driving Policy update	Motion	Sara Marsden
XI.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
XII.	Agenda items for next meeting		Sara Marsden

XIII. Adjournment regular meeting		Sara Marsden
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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, May 19, 2026, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

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

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	Agenda Items	Action	Responsible
I.	Call to Order		Sara Marsden
II.	Roll call		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions)	Motion	Sara Marsden
IV.	Approval of the consent agenda i. Minutes from the April 21, 2026 regular board meeting Attachment: <ul style="list-style-type: none"> • IV.i. Minutes from the April 21, 2026 regular board meeting 	Motion	Sara Marsden
V.	Actual or potential conflicts of interest		Sara Marsden
VI.	Citizen comment (3 minutes each)		Sara Marsden
VII.	Reports		
	i. April 2026 Financial Statements The April financial statements were not completed by the accountant in time for the board packet release.		Rachael Fox
	ii. Friends update <ul style="list-style-type: none"> • The Friends hosted a one-day book sale on Saturday, April 25, 2026, and made over \$500. The group reflected on successes and areas for improvement, and plans to hold another sale next year. 		Rachael Fox
	iii. Foundation update <ul style="list-style-type: none"> • The Library Foundation held its annual Feast of Words 		Rachael Fox

	<p>fundraising event on Saturday, April 11. Proceeds will go toward forward-facing picture book shelving in the children's library, as well as expanding free books for the Bookmobile and community partners FISH and One Community Health. The Foundation debriefed on the event at their last meeting and met their fundraising goal of \$35,000.</p>		
	<p>iv. Director's report ADMINISTRATION</p> <ul style="list-style-type: none"> • New Youth Services Assistant <ul style="list-style-type: none"> • We're happy to announce that Briana Witt will be joining our team as the new Youth Services Assistant. Briana holds a degree in English and is currently working on her Master of Library and Information Science degree. Her background includes experience as an Executive Sous Chef, paralegal, and volunteer educator in a youth program connecting children with food, the natural world, and community. <p>Briana values community and grew up with family involved in running a camp and another a community center, giving her firsthand experience with kids' programming and operations. She loves to read and spend her free time in the creative arts. We know she will be a huge asset to our team and the community we serve.</p> <p>Briana will be moving to the Hood River community this summer and will start in her new position in July. We're excited to welcome her to our team!</p> • Open position - Teen Intern <ul style="list-style-type: none"> • Paid temporary position June-August 2026 [Grant Funded – State Library of Oregon] – Open until filled, first review of applications Wednesday, April 29, 2026 • This internship opportunity is designed to provide valuable work experience and professional development for teenagers interested in library services and community engagement. As a Teen Intern, the selected candidate will have the chance to assist with various library tasks, work 		<p>Rachael Fox</p>

closely with library staff, and contribute to creating a positive and welcoming environment for library patrons. This is a grant-funded position aimed at building connections and opportunities for community teens, overseen by the Teen & Tween Services Librarian to ensure grant requirements are met.

- **Library Budget**

- The Library Budget Committee met on Tuesday, May 12, from 6:00–8:00 p.m. to discuss and approve the library budget for fiscal year 2026–27. The budget committee is composed of the five member elected Library Board and five members of the community.

- **Parkdale donation**

- The Library Foundation received a \$30,000 donation for Parkdale Library from Marion Good of Ohio last year. The donation honors her brother, William (Bill) Long, who passed away. Bill was a longtime Parkdale patron who received care and support from both the library and the broader Parkdale community, including the local church and families in the area. We are grateful for the donation and are currently purchasing and installing the following items.
 - Bulletin board display case (locking) outside interior library doors
 - Bulletin board to hang behind service desk
 - Children's table with six colorful chairs
 - Book display holders (25)
 - 12 adult chairs
 - Bike rack
 - Bookmarks and bookmark display
 - Children's puzzles
 - Rug for emergency exit ramp
 - Mobile shelf for children's in-house toys
 - 4 public-use computers with monitors
 - Mobile shelving unit to replace large fixed unit in the middle of the library. This will create flexibility for programming.

The bulk of the funds will go toward these purchases. Any remaining funds will support

Parkdale Library programs, library materials, or additional projects as they arise.

- **Library Closure**

- Hood River, Cascade Locks, and Parkdale Libraries will be closed for staff training (safety procedures) from 10am–2pm on Friday, May 15th. The Hood River Library will reopen from 2pm–6pm that same day.

PROGRAMS AND EVENTS

Asian American & Pacific Islander Month and Jewish Heritage Month

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

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

This month-long celebration recognizes the history, culture, and contributions of Asian Americans and Pacific Islanders in the United States. We are also celebrating Jewish American Heritage Month, which honors the inspiring history and vibrant living culture of Jewish Americans by amplifying the stories of Jewish life in America.

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

ADULT PROGRAMS

- **Free Adult Yoga**, Saturday, May 2nd, 10:30am-11:30am, Hood River Library Reading Room. We've added a new date! Join Wild Bloom Yoga for FREE adult yoga at the library and enjoy a peaceful Saturday stretch before summer schedules fill up.
- **Wilderness Safety**, Saturday, May 2nd, 11:30am-

	<p>1:30pm, Hood River Library Meeting Room. Heading into the wild this summer? Test your trail smarts and hear real-life insights from the PNW Search & Rescue team. Come have fun and get prepared—your future self will thank you!</p> <ul style="list-style-type: none"> • Author Talk: Lois Colton, Thursday, May 7th, 6:00am-7:00pm, Hood River Library Reading Room. Join us for an evening with local author Lois Colton, who brings a powerful and personal perspective to education inside a maximum-security prison. Teaching to a Captive Audience offers a moving look at humanity, resilience, and teaching in unexpected places. • Basics of Bee Swarms, Thursday, May 21st, 6:00-7:00pm, Hood River Library Reading Room. Ever seen a cloud of bees? Join local beekeeper Rob Risinger to get the inside buzz about what’s going on. Learn why bees swarm, where they go, and what it all means. Sponsored by beeswarmed.org • Author Talk: Jolene Brink, Tuesday, May 26th, 6:00-7:00pm, Hood River Library Reading Room. Poet Jolene Brink reads from her award-winning debut Overburden, a powerful collection exploring what we uncover—and disrupt—in our search for meaning. She’ll be joined by local author Sierra Crane Murdoch for a conversation and audience Q&A. • Looking Closely: An Art Education Series, Thursdays from 11am-12pm March 19 -May 7, Hood River Library Meeting Room. Join Kerry Cobb for a series that builds confidence in how to look at, talk about, and truly understand art. You’ll gain fresh perspective and observation skills just in time to make the most of the Gorge Artists Open Studios weekend, May 1–3, 2026. • Hood River Book Club Wednesday, May 13th, 12:30pm, Meeting Room and Zoom, This month's book club selection is <i>Demon Copperhead</i> by Barbara Kingsolver. • Cascade Locks Book Club Thursday, May 28th, 5:15pm. • 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 		
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prompts and (sometimes) share the results. For more information, please contact Patty Kaplan (310.710.3822).

- **Lacing Communities Together**, May - August, 2026, Hood River, Parkdale, & Cascade Locks Libraries. Be part of a Gorge-wide art project—no experience needed! “[Lacing Communities Together](#)” invites beginners and seasoned crafters to create a simple lace triangle inspired by the landscapes and communities of the Columbia River Gorge. Your piece will join others in a large installation that reflects the beauty and diversity of our region.

Join an in-person session, or starting June 1, stop by the Hood River Library to pick up a take-and-make kit. Then, return your finished lace square to be included in the final artwork. Learn more and get started: columbiagorgemuseum.org/lace-project, In partnership with Columbia Gorge Museum and Wasco County Library District.

TWEEN AND TEEN PROGRAMS

- **Teen Crafts & Snacks**, Saturday, May 2nd, 12-2pm, Cascade Locks Library. Join our Teen Librarian for some crafting fun! All materials included.
- **Teen Trivia Party**, Saturday, May 16th, 3pm-5pm, Hood River Library Meeting Room. Test your brain and win! Come solo or sign up with friends as a team! Registration required.
- **Donuts & Minis** Saturday, May 9th & 30th, 10am-12pm, Hood River Library Meeting Room Can't get enough D&D? Bring your party for donuts and paint some D&D minis while you're catching up and plotting your next campaign. All materials included.
- **Teen Council and volunteer hours** 1st & 3rd Saturday of the month, 10am-12pm, Hood River Library Teen Area Meet-up with other teen readers and our Teen Services Librarian on the last Saturday of every month to help plan library events and give input on books and materials you would like to see at the library!
- **Magic: the Gathering** Every Friday at 4pm in the Library Theater Program provided by Hood River Hobbies.
- **Dungeons and Dragons** 2nd and 4th Wednesdays, 5-

7pm, Hood River Library Meeting Room/Theater
Beginner Dungeons and Dragons group for tweens and
teens, led by experienced Dungeon Masters.

CHILDREN'S PROGRAMS

- **Mother's Day Craft Kits**, Tuesday, May 5th - Saturday, May 9th, 3pm-5pm. All Library Locations. Make Mom smile! Pick from 3 DIY gift kits at any library location the week before Mother's Day.
- **Read and Grow**, Saturday, May 16, 11am – 1pm, Library Reading Room. Come join the Central Gorge Master Gardeners for interactive garden learning stations with plant seeds, garden labels, wildflowers, soil investigation, local author Ashley Erdely and more!
- **DoodleClub** Fridays, 3:00pm-4:00pm, Kids Library Outside Makerspace Come join a low key art club of cool kids every Friday afternoon 3-4 pm. We will provide drawing supplies but feel free to supplement with your own!
- **Family Storytime – Hood River Library**
Thursdays at 10:30 a.m. The storytime is open to all ages. Storytime will feature stories, songs and fun! Literacy enrichment will be at the heart of every session. Children will learn pre-reading skills, develop an increased vocabulary, and nurture a lifelong love of reading!

BOOKMOBILE ROUTE

- **1st Thursday**, 5:00p-6:30pm Pine Grove, Early Intervention, 2405 Eastside Rd
- **2nd Thursday, HOOD RIVER**
 - 2:30-3:30p Pacific Ave (street parking)
 - 3:30-4:30 Hood River Aquatic Center
 - 5:00-6:00p Wyeast Vista Apartments, 1800 8th St.
- **3rd Thursday, HOOD RIVER**
 - 2:30p-3:30p Walmart Parking Lot
 - 3:30-4:30p Hood River Crossings Apartments, 3145 Cascade Ave.
 - 5:00p-6:00p Westside Elementary School
- **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 Odell (Empty lot next to the Fire Station) 		
VIII. Old Business			Sara Marsden
IX. New Business			
i. Technology replacement quote Attachment <ul style="list-style-type: none"> • IX.i. Radcomp technology replacement quote This is an anticipated expense. Before our former IT consultant departed, he advised that our network security/firewall unit, network switches, and WiFi access points would need to be replaced. The hardware is outdated and will no longer be manufacturer-supported at the end of this fiscal year. Radcomp has provided a quote of \$8,163 for equipment and \$124/month for recurring costs, which exceeds my spending authority. The equipment cost will be drawn from capital funds, and the recurring costs will be drawn from the technology budget in the general fund.	Motion	Sara Marsden	
ii. Driving Policy update Attachment <ul style="list-style-type: none"> • IX.ii. Driving Policy A few updates have been made to the Driving Policy and reviewed by legal counsel Ruben Cleveland. The updates are highlighted in the board packet. I am requesting board approval of these updates.	Motion	Sara Marsden	
XII. Announcements			
i. Comments from board members			Board members
ii. Requests/Comments from Library Director			Rachael Fox
XIII. Agenda items for next meeting <ul style="list-style-type: none"> • 2026-27 budget hearing and approval • 2026-27 salary schedule approval • Approval of recurring payments for 2026-27 • Discussion of 2026-27 President and Vice-President positions • Discussion of 2026-27 regular meeting time • Library Director Contract approval 			Sara Marsden

	<ul style="list-style-type: none"> • Accountant bid review and approval • Policy review 		
XII.	Adjournment regular meeting		Sara Marsden

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

- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
- ORS 192.660 (1) (h) Legal Rights
- ORS 192.660 (1) (i) Personnel

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Library Board of Directors
Regular Meeting Minutes
 Tuesday, April 21, 2026 7:00pm
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Board President: Sara Marsden, Board Vice-President: Karen Bureker, Board members: Yesi Rojas, Megan Janik and Jean Sheppard.

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	Agenda Items	Action	Responsible
I.	Call to Order Library Board President Sara Marsden called the meeting to order at 7:00pm.		Sara Marsden
II.	Roll call Fox conducted a roll call. Sara Marsden, Megan Janik, and Yesi Rojas were present. Library Director Rachael Fox and Assistant Director Mo Burford were present.		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions) Fox requested an item be added to the end of the agenda to discuss rescheduling the special meeting, as the consultant was unable to attend. Fox will propose dates. Janik moved to approve the agenda as amended. Rojas seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Rojas.	Motion	Sara Marsden
IV.	Approval of the consent agenda i. Minutes from the March 17, 2026 regular board meeting Janik moved to approve the agenda. Bureker seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Rojas.	Motion	Sara Marsden
V.	Actual or potential conflicts of interest None stated		Sara Marsden
VI.	Citizen comment (3 minutes each) A documenter from Uplift Local Karen Hinneman was present and there was no comment.		Sara Marsden

VII. Reports		
i. February and March 2026 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 The Library Foundation reached its \$35,000 goal during the annual Feast of Words fundraiser.		Rachael Fox
iv. Director's report Marsden inquired about Yoga program would extend into May. Burford confirmed they added an additional session for May.		Rachael Fox
VIII. Old Business		Sara Marsden
IX. New Business		
i. Cascade Locks Lease renewal Janik moved to approve the agenda. Rojas seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Rojas.	Motion	Sara Marsden
ii. Health Insurance Renewal Fox learned after last month's board meeting that the insurance will renew on July 1 instead of September 1. The District switched insurance companies last September; the new company renews on the fiscal year, but benefits run on the calendar year. There is no increase to medical insurance and a minimal increase to dental. The broker told Fox it was unheard of for medical insurance to have no increase. Fox conducted a staff survey, as recommended by the library board, and received feedback requesting a lower coinsurance, but the current plan is the lowest offered by any provider. Marsden commented it seemed like an easy decision given there is no increase. Rojas moved to approve the agenda. Janik seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Rojas.	Motion	Sara Marsden
iii. Fiscal Year 2026-27 Budget preview discussion Marsden asked when next year's minimum wage schedule would be released. Fox stated it was already available, reflecting a 3.3% increase to a rate she believed was \$15.55. There were no further questions. The budget committee meeting will be held on May 12, where the budget will be discussed further.		Sara Marsden
iv. Special meeting The special meeting to discuss updating the Library Director Evaluation process, originally scheduled for April 21, was		Sara Marsden

	rescheduled because the consultant and a board member were unable to attend. Fox proposed June 16 or July 21. The board selected June 16 at 6pm, prior to the regular board meeting.		
XII.	Announcements		
	i. Comments from board members Janik inquired whether the IMLS funding from the State Library to grant funding for the Sage courier was approved for the upcoming fiscal year. Fox confirmed the courier will be funded and that the State Library has not had to reduce its services for fiscal year 2026-27.		Board members
	ii. Requests/Comments from Library Director No comments		Rachael Fox
XIII.	Agenda items for next meeting • Employee Handbook update		Sara Marsden
XII.	Adjournment regular meeting The meeting was adjourned at 7:25pm.		Sara Marsden

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Hood River County Library District

Rachael Fox

Network Replacement

Quote #1026801-1-A

RADCOMP Technologies
866-490-2426
1000 E Jewett Blvd
PO Box 69
White Salmon, WA 98672

Prepared By

Christopher Elisea
Technology Purchasing and
Inventory Coordinator
[RADCOMP Technologies](#)
866-490-2426

Quote # 1026801-1-A

Prepared on	5/14/2026
Expires	5/28/2026

Prepared For










Hood River County Library District
Rachael Fox
502 State Street

Hood River, OR
97031

Scope of Work

- Prep hardware in office
- At Hood River
 - Utilize existing subnets and VLANS
 - VLAN 3 - VoIP - 192.168.3.0/24
 - VLAN 29 - Public Wired - 192.168.29.0/24
 - VLAN 30 - Private Wired - 192.168.30.0/24
 - VLAN 31 - Public Wireless - 10.100.29.0/24
 - VLAN 32 - Private Wireless - 10.100.30.0/24
 - Add Management VLAN for network infrastructure
 - VLAN 8 - MGMT - 192.168.8.0/24
 - Port assignments can be taken from Auvik
 - DHCP for all subnets on Sophos
- At Cascade Locks
 - Current network is flat
 - Implement Public/Private for location
 - Share MGMT VLAN from HR
 - VLAN 40 - CCL Private - 192.168.40.0/24 - DHCP on local Sophos
 - VLAN 41 - CCL Public - 192.168.41.0/24 - DHCP on local Sophos
 - Internet is provided through school
 - May need to work with them to allow for IPSEC traffic
- At Parkdale
 - Current network is flat
 - Implement Public/Private for location
 - Share MGMT VLAN from HR
 - VLAN 50 - Parkdale Private - 192.168.50.0/24 - DHCP on local Sophos
 - VLAN 51 - Parkdale Public - 192.168.51.0/24 - DHCP on local Sophos
 - Internet is through HREC and seems to have some kind of VPLS connection to HR
 - Need to determine if the library is paying for this as it could be replaced with IPSEC tunnel
- Wireless
 - Standard SSIDs for all locations
 - Information in Hudu
 - Add captive portal to open guest network and utilize client device isolation
- Create IPSEC tunnel with HR as hub
- Schedule install times. Should be easy as each location is closed for at least one day during the week
- Bring equipment to each site and install

One-Time Costs

Description	Quantity	Unit Price	Tax	Price
Sophos XGS 128 Network Security/Firewall Appliance 	1	\$1,250.00	\$0.00	\$1,250.00
Sophos Rack Mount for Firewall XGS128	1	\$192.00	\$0.00	\$192.00
Sophos XGS 108 Network Security/Firewall Appliance 	2	\$721.00	\$0.00	\$1,442.00
Pro 48-Port PoE Managed Switch 	1	\$1,570.00	\$0.00	\$1,570.00
Pro 24-Port PoE Managed Switch 	1	\$1,000.00	\$0.00	\$1,000.00
Lite 16-Port PoE Switch 	2	\$290.00	\$0.00	\$580.00
CloudKey+ Network Monitoring Appliance 	1	\$360.00	\$0.00	\$360.00
Cloudkey Rack Mount Kit 	1	\$135.00	\$0.00	\$135.00
Wi-Fi 7 Outdoor Wireless Access Point 	1	\$284.00	\$0.00	\$284.00
Wi-Fi 7 Pro Tri-Band Wireless Access Point 	5	\$270.00	\$0.00	\$1,350.00

Total Ex Tax	\$8,163.00
Tax	\$0.00
Total	\$8,163.00

Monthly Recurring Costs

Description	Quantity	Unit Price	Tax	Price
Sophos Xstream Protection XGS128	1	\$64.00	\$0.00	\$64.00
Sophos Xstream Protection XGS108	2	\$30.00	\$0.00	\$60.00

Total Ex Tax	\$124.00
Tax	\$0.00
Total	\$124.00

Christopher Elisea

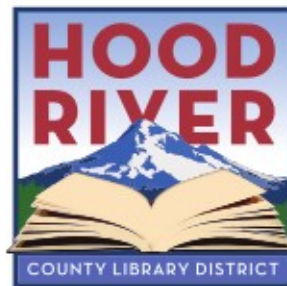
Technology Purchasing and Inventory 5/14/2026
Coordinator

Rachael Fox

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. A 25% restocking fee on returned products, 35% on special orders, unless other arrangement have been made.

Prices subject to change, based upon total purchase. All delivery, training or consulting services to be billed at service rates in effect at time of service. Generally all hardware computer components proposed above are covered by a limited one-year warranty FROM THEIR MANUFACTURER. We specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental or consequential merchant ability or fitness of purpose, damages related to services or products listed here.

Driving Policy



PURPOSE

The Hood River County Library District values the safety and health of employees and the public. The safe operation of motor vehicles by District employees is essential.

The District has full authority and discretion to determine who shall drive District owned vehicles and privately owned vehicles used in the course and scope of District Business. This policy defines the minimum standards for vehicle operation, usage, and maintenance.

MINIMUM STANDARDS FOR DRIVING FOR THE DISTRICT

POSSESSION OF A VALID DRIVER'S LICENSE

Employees driving District vehicles, or their own personal vehicle in the course of District business, must hold a valid driver's license valid in the State of Oregon. The license shall have the necessary endorsements for the vehicle you will be driving as required by law.

Employees shall not drive for the District and must notify their supervisor immediately in the event that the employee's driver's license is suspended or if there is an incident that otherwise requires reporting pursuant to this policy if driving is an essential function of the employee's job, if the employee regularly drives District vehicles, or if the employee regularly drives their own vehicle for District business. In the event that your driver's license is suspended, you are required to notify your supervisor immediately. If you cannot drive for the District, and driving is an essential function of your job, the District will proceed with the appropriate action. Failure to notify your supervisor of a driver's license suspension or revocation may constitute discipline up to and including termination.

If you have your license suspended or revoked, you will not be allowed to drive for the district.

SATISFACTORY MOTOR VEHICLE REPORT

The District may Request Motor Vehicle Reports (MVR) from Oregon Department of Motor Vehicle annually. The annual review will keep the District informed of any adverse trends developing with District drivers. The District will use a 35-point matrix system to evaluate your status. The procedure is based on the points you have accumulated, based on the class of violations you have had over a three-year period (violation classes are found in ORS 806 through ORS 815). An explanation of how the Evaluation Matrix System works is as follows:

- **CLASS A VIOLATIONS per DMV report:**

- **POINT SYSTEM:**

- During the last year: 35 points

502 State Street
Hood River · OR 97031

541 386 2535

www.hoodriverlibrary.org

- The second year: 25 points
- The third year: 15 points
- The fourth year: 0 points

- **CLASS B VIOLATIONS per DMV report:**

- **POINT SYSTEM:**

- During the last year: 25 points
- The second year: 15 points
- The third year: 10 points
- The fourth year: 0 points

- **CLASS C & D VIOLATIONS per DMV report:**

- **POINT SYSTEM:**

- During the last year: 20 points
- The second year: 10 points
- The third year: 5 points
- The fourth year: 0 points

- **FELONIES/MISDEMEANORS TRAFFIC CRIME per DMV report:**

- If any felony or misdemeanor traffic crime appears on your record in the last 3 years, you will be considered a significant risk.

The District has set a maximum of 35 points during a three-year period. If you have 35 points or more, you will be considered a significant risk and will be subject to actions deemed appropriate by the District. If your record indicates that you are a significant risk, the District will review your driving record. At this time the District will provide you with a copy of the record, so that, you may review it for incorrect information. If you believe information on the report to be incorrect you must work with the Department of Motor Vehicles to make corrections. A meeting will be scheduled to discuss any question or comments you may have about your record. After the meeting the District will determine what action is appropriate and will notify you.

In addition to violations, if you have 3 or more preventable accidents in the last 3 years, you will be considered a significant risk. Preventability of accidents will be determined using details of the accident and Federal Motor Carriers Guidelines.

DRIVER RESPONSIBILITIES

Driver responsibilities are as follows:

CITATIONS

If you should be issued a citation for a moving violation while operating a District vehicle or while operating your own vehicle for District business any fines, penalties or bail will be your responsibility.

You must notify your supervisor of any citations, traffic crimes, or acts of gross negligence involving a motor vehicle that is owned by the District or if any of the foregoing occur while operating a personal vehicle for District business.,-whether it occurs on District time or your personal time in a timely manner. Furthermore, you must notify your supervisor of any traffic crimes that occur within 36 hours if driving is an essential function of your job. If convicted of a traffic crime, the employee understands the district may impose discipline up to and including termination.

VEHICLE ACCIDENTS

This section will include all accidents involving District vehicles and personal vehicles driven for District business.

All District vehicles will have a "Driver's Accident Kit". This kit is used to gather information at the accident scene. Pictures shall be taken of all vehicles, position of vehicles and damage done to all vehicles. The vehicles photographed should match those that are identified in the accident report. The scene shall also be photographed to capture weather/road conditions that may have played a role in the accident. You shall immediately report the accident to your immediate supervisor or manager. A district "Accident Report" is required to be completed by the immediate supervisor or yourself and given to the manager or supervisor as soon as possible or the beginning of the next day. The employee should not make any comments regarding the cause of the accident or who is at fault. Police response shall be requested for the following accidents: a fatality, injury requiring ambulance transportation of an injured person, accidents involving a driver who appears to be under the influence of intoxicants and any accident involving a hazardous material spill.

If you are driving your personal vehicle for District business, turn in any information about the accident that you collect. All required forms must be completed.

In all cases a DMV "Traffic Accident and Insurance Report" will be submitted within 72 hours. If you and/or passengers are disabled and unable to complete the report, your immediate supervisor or manager shall be responsible for the timely completion of all reports.

Information to Obtain from Other Driver After Accident:

- Name. Phone Number, Address
- Insurance Name, Phone Number, Address
- Policy Number
- Driver License Number

Required forms:

- District Accident Report
- Accident report from Driver's Accident Kit
- DMV "Traffic Accident and Insurance Report"
- 801 form (if necessary)

You will be required to submit to drug and alcohol testing if at least one of the following occurs:

- A fatality
- An injury, to anyone involved, requiring professional medical attention
- A citation is issued to you for a moving violation as a result of the accident (within 8hrs)
- If there is reasonable suspicion you have been operating the vehicle under the influence

You *MAY* be tested, at the manager and supervisor discretion, if at least one of the following occur:

- The incident results in significant damage to a vehicle or property
- Damage to a vehicle makes it unsafe/illegal to drive and/or
- Vehicle is towed from the scene and/or
- Combined damage to vehicle/property might exceed \$1500.00

In the event of an accident that requires a drug or alcohol test, you will be transported by your supervisor or other District representative to the nearest testing facility. If the accident occurs out of the area, arrangements will be made with a local medical facility. The Post-Accident test shall be performed as soon as possible. On-Call personnel will be required to immediately notify their supervisor or their Department Manager if the accident occurs after hours.

Because circumstances after the accident can change, alcohol testing may occur up to 8 hours after the accident and drug testing may occur up to 32 hours of the accident.

You will not be allowed to drive, for the District, until test results are received. The District will assist in making arrangements for you to get home if you wish.

You will be considered under the influence of alcohol if test results indicate a detectable level of alcohol at .02 or greater. You may be considered under the influence of intoxicants if tests reveal the presence of a substance and observations show that more likely than not you were impaired at the time of the accident. In such cases the District will consider further action.

CELL PHONES

The employee is responsible to follow all required laws relating to cell phone use and driving whether in a district vehicle or their personal vehicle being used for district business. Any cell phone citation while driving will be the responsibility of the employee and needs to report to their supervisor or District Manager.

MAINTENANCE

The District believes it is providing you a safe vehicle. It is your responsibility to operate the vehicle safely.

All vehicles will be kept in safe operating condition at all times; you will be responsible for inspecting the vehicle for safe operations before each trip. The pre-trip inspections are to assure the vehicle is in a safe operating condition and free from apparent damage that could cause failure during use.

You are encouraged to thoroughly inspect the vehicle occasionally during use and after fueling the vehicle as an ongoing safety practice.

Any vehicle, which is found to have defects in parts vital to the safe operation, will be removed from service until necessary repairs are made.

Vehicle reports are to be available to all drivers of the vehicle. It is your responsibility to check previous inspection reports before driving a vehicle.

USE

All occupants of any District vehicle are required to wear seat belts.

PASSENGERS

Non-Employee passengers will be allowed in District Vehicle if the passenger is involved in the scope and application of District business.

Under emergency conditions non-employee passengers may be permitted to ride in District vehicles. In an emergency, you are allowed to drive a person to a gas station, phone, etc. if they are stranded.

Employees that do not adhere to the above responsibilities will be subject to disciplinary action as stated in the District's Disciplinary Policy

EMPLOYEES CONSIDERED A SIGNIFICANT RISK

If the District determines, from your driving record, that you pose a significant risk to the District you will be subject to the following actions.

- Written warning
- If driving is an essential function of your job, you may be suspended, without pay until your driving record has improved for the three-year period.
- If driving *is not* an essential function of your job, you may be suspended from driving for the District until your driving record has improved for the three-year period.
- The District may allow you to take a driving class. It will be your responsibility to find, take, and pay for the class. The class must be approved by the district.
- If you resume driving, a monthly DMV report may be required for a 12-month period.
- Termination of employment

TRAINING

The District will provide you with Defensive Driving Training on a regular basis or as needed.

Adopted by the Board of Directors: November 15, 2022

Last amended: ~~May- 19, 2026,~~ October 17, 2023

~~Last reviewed: November 15, 2022 October 17, 2023~~