

Hood River County Library District
Board of Directors
Regular Meeting Agenda

Tuesday, October 20, 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

I. Call to Order — Sara Marsden

II. Roll Call — Rachael Fox

III. Approval of the Agenda (*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. September 2026 Financial Statements — Rachael Fox
- ii. Friends Update — Rachael Fox
- iii. Foundation Update — Rachael Fox
- iv. Director's Report — Rachael Fox

VIII. Old Business

- None

IX. New Business

- i. Public Meeting policy update (*Motion*) — Sara Marsden
- ii. Photography and Videorecording Policy (*Motion*) – Sara Marsden
- iii. Contract snow removal (*Motion*) – Rachael Fox
- iv. New job description Shelver Substitute (*Motion*) – Rachael Fox
- v. Special Districts Association Oregon (SDAO) Best Practices checklist review – Sara Marsden

X. Announcements

- i. Comments from Board Members — All
- ii. Requests/Comments from Library Director — Rachael Fox

XI. Agenda Items for Next Meeting — Sara Marsden

- AI Policy
- Janitorial Services contract renewal
- Executive Session: Library Director Annual Evaluation

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

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.

Hood River County Library District
Board of Directors
Regular Meeting Agenda
Supplementary Information

Tuesday, October 20, 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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1-253-215-8782, <https://us02web.zoom.us/j/88987942233>, Meeting ID: 889 8794 2233

I. Call to Order — Sara Marsden

II. Roll Call — Rachael Fox

III. Approval of the Agenda (Motion) — Sara Marsden

IV. Approval of the Consent Agenda (Motion) — Sara Marsden

i. Minutes from the September 15, 2026 regular board meeting

Attachment:

- IV.i. Minutes from the September 15, 2026 regular board meeting

V. Actual or Potential Conflicts of Interest — Sara Marsden

VI. Citizen Comment (3 minutes each) — Sara Marsden

VII. Reports

• **i. September 2026 Financial Statements — Rachael Fox**

Attachment:

- VII.i. September 2026 Financial Statements
 - The financial statements were not ready when the packet was distributed.

• **ii. Friends Update — Rachael Fox**

- The Friends of the Library will host their annual holiday gathering for Friends members on Sunday, December 6, from 2 to 4 p.m. at the Hood River Library. Library Board members are also invited.
- The Friends of the Library Hood River County Reads committee has selected / *Am Agatha*, the 2026 debut adult fiction novel from local Hood River author

Nancy Foley, published by Simon & Schuster's Avid Reader Press. Loosely inspired by the life of painter Agnes Martin, the novel follows a reclusive artist who settles into an isolated life, only to find her guarded heart changing when she unexpectedly falls in love. As circumstances turn difficult, she is pushed toward a bold and unconventional course of action. The story reflects on love, loss, and the secrets people carry. I will present copies of the book for the board at the meeting. The program will run from February through March.

- **iii. Foundation Update — Rachael Fox**

- The Library Foundation will hold its annual donor appreciation event on Monday, November 9, 2026, in the Reading Room at the Hood River Library. The event will include a slide show, food, and beverages.

- **iv. Director's Report — Rachael Fox**

ADMINISTRATION

- **New Website**

We are launching our new website on Thursday, October 22, 2026. The website is funded by proceeds from the Library Foundation's 2025 Feast of Words fundraiser.

The new website will feature:

- A simple, easy-to-navigate design
- A homepage search bar for the library catalog, standard on library websites
- Professional photos and direct links to all four locations on the front page, so patrons know about each one: Hood River, Cascade Locks, Parkdale, and Bookmobile
- Pages for Adults, Teens, Children featuring new collection items and resources for each age group
- Button to translate entire website into Spanish and a dedicated page for Spanish-Language services
- Professional photos of library staff who serve dedicated departments, highlighting the specific areas they cover to help guide patrons to the correct staff member to contact.
- A new events and meeting room reservation calendar
- Library of Things collection page, with photos of each item and links to the item in our library catalog
- Makerspace page and in-house toy check-out featured for each location
- Dedicated page to local community resources and social services
- Book carousels featuring new collection items and book club selections,
- Hood River Reads books, Oregon Battle of the Books, and more
- Meets federal accessibility standards, so everyone can access our information and services

SERVICES

- **Poetry Walk Call for Submissions**

Call For Poems: Now accepting poems for the 2027 Indian Creek Poetry Walk

Blending natural beauty with creative reflection, the Indian Creek Poetry Walk features poems displayed along sections of the popular 4.5-mile trail winding through Hood River, Oregon. It's sponsored by the Hood River County Library District and the Hood River Valley Parks and Recreation District.

The 2027 Poetry Walk will include 20 poems on display April to September.

- Submission Guidelines:
 - Open to poets who live, or have roots, in the Mid-Columbia Gorge region
 - Poems must be nature-themed and reflective of the culture, history, and character of the region
 - Poems may not exceed 20 lines
 - Submit up to three poems

There is no entry fee and previously published poems are acceptable.

Poems are chosen by a panel of judges in a blind jury process.

Submit poems as individual PDFs attached to a brief email to gorgepoetrywalk@gmail.com.

Each submission must include the poet's name in the email but not on the poem document itself. Deadline for submissions is November 1, 2026.

PROGRAMS AND EVENTS

- **Winter Reading Program**

- The library will host its first-ever Winter Reading Program, Season of Wonder, from December 1 through January 26. Our goal is to encourage more reading throughout the winter months, and the program is open to readers of all ages with no registration required. Participants can earn prizes while also having the chance to win something special through raffle drawings. We'll also feature a fun visual display in the library to track our community's reading progress throughout the program.

- **Hispanic Heritage Month**

Every month, we 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.

National Hispanic Heritage Month is celebrated from September 15 to October 15 each year in the United States. It honors the history, culture, and positive impact of people whose ancestors came from Spain, Mexico, Central America, South America, and the Caribbean.

Banned Books Week is an annual event to celebrate the freedom to read and to highlight attempts to censor books in schools and libraries. The American Library Association (ALA) established the event in 1982 in response to an increase in challenges to books in libraries, bookstores, and schools. The event brings together the book community, including librarians, teachers, publishers, booksellers, and readers, to support the freedom to read, publish, and express ideas. Banned Books Week focuses on efforts to remove or restrict access to books across the country to draw attention to the harms of censorship.

- **Hispanic Heritage Month program**
 - **Roots and Remembrance**, Saturday, October 3, 5-7pm, Hood River Library.
Every object holds a story; every story preserves our roots. Calling our Latino elders 55+. Are you Latino/a and 55 years or older? You are a Guardian of Memory. We invite you to bring a meaningful object, photograph, keepsake, or family heirloom that connects you to your roots, your culture, your homeland, your traditions, and your story. We invite you to share the story behind this object and what it means to you. Sponsored by: Library Foundation and REFORMA: Noche de Cuentos.

ADULT PROGRAMS

- **Writers' Open Mic**, Second Thursday of the month, 10/8, 11/12, 12/10, 6:30pm-7:30pm, Hood River Library Reading Room. Come share your work aloud. Sign ups begin at 6 PM. Eileen Garvin, local author of [Bumblebee Season](#), will be our emcee for the evening.
- **Dungeon Crawler Carl Party**, Friday, October 16th, starts at 6pm, Buddy's Arcade, 455 Wa Na Pa St. Cascade Locks, OR. CRAWLERS, YOUR NEXT QUEST AWAITS! Your mission is simple: report to Cascade Locks for a night of DCC inspired fun. Starts at 6 PM. New achievement unlocked: Arcade Party!
- **Free Yoga Series**, Saturdays, 10/10, 11/14, 12/12, 10:30-11:30am. Find your calm this fall with our free Saturday Yoga by [Wild Bloom Yoga](#), happening monthly October

through December. Free, open to adults, and all levels welcome. Please bring your own mat.

- **Puzzle Competition**, Saturday, November 7th, 2:30-4:30pmm, Hood River Library Reading Room. Recommended for ages 12+ Ready, set, puzzle! Teams of 2–4 adults race other teams to be the first to complete a 300-piece puzzle. [Details and sign up](#) or our event calendar.
- **Author Talk: Chuck Thompson**, Thursday, November 19th, 6:00-7:00pm, Hood River Library Reading Room. Come learn more about a captivating real-life mystery in the Gorge! Two missing hikers sparks a jarring examination of the contemporary outdoor community, the relationship between news media and police, and distortion of public perception.
- **Free Yoga, Saturdays, 10/10, 11/14, 12/12, 10:30-11:30am**
Find your calm this fall with our free Saturday Yoga by [Wild Bloom Yoga](#), happening monthly October through December. Free, open to adults, and all levels welcome. Please bring your own mat.
- **Hood River Book Club** Wednesday, October 14th, 12:30pm, Meeting Room
This month's book club selection is *The Paris Library* by Janet Skeslien Charles.
- **Cascade Locks Book Club** Thursday, October 22nd, 5:15-7:00pm
This month's book club selection is *Cleah's Bequest* by Mari Matthias.
- **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

- **Teen Council**, Saturday, October 3rd, 10am, Hood River Library Teen Area. Be a part of the behind the scenes planning at the Hood River Library! If you are in Middle or High School, we would love your input on Tween and Teen programs at the Library.
- **Donuts & Minis**, Saturday, October 3rd, 11am-1pm, Hood River Library Meeting Room. Calling all D&D and MTG players! Get your fix in between sessions by painting your favorite fantasy character miniatures! Donuts, and all materials, always provided
- **Fall Crafternoon, Saturday**, October 10th, 2pm-5pm, Hood River Library Meeting Room. Curate your cozy fall aesthetic at our Fall Crafternoon for tweens and teens. We'll make tiny ceramic ghosts, LED black cat garlands, and more!
- **YA Book Club**, Wednesday, October 21st, 4-5pm, Hood River Library Teen Area. Join our Teen Librarian for a discussion of a new book each month! Copies of our

monthly pick are available in our Teen Area. October's book is House of Salt and Sorrow by Erin A. Craig.

- **Teen Halloween Party** Saturday, October 24th, 6pm-8pm Hood River Library. Games, food, spooky movie, and more! Wear a contest to win a prize! For Middle School and High School aged tweens and teens.
 - **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.
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CHILDREN'S PROGRAMS

- **Fall Movie Matinees**, Select Saturdays, 2pm Hood River Library Meeting Room. Please join us for free Family Movie Matinees on select Saturdays starting October 3rd! Snacks and drinks will be provided. Movie Schedule: October 3rd: Coco, October 17th: The Wild Robot. [See our calendar for future movies.](#)
 - **Kids Halloween Party**, Saturday, October 31st, 4pm-6pm, Hood River Library. Get ready for a spooktacular night of thrills at our Halloween Party in the library! Join us for an eerie evening of creative crafts and activities, a bright glow-in-the-dark room, chilling ice cream floats, and free boooooOOOOooooOOOooks.
 - **Kid's Doodle Club** Tuesdays 4-5 pm, starting September 15th Children's Area, table outside Makerspace. Come join a low-key art club for cool kids as we learn new art techniques and make fun weekly projects!
 - **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!
 - **Lego Club**, Thursdays, 4-5 pm, Children's Area, table outside Makerspace. LEGO Club starts on October 1st! Join us on Thursdays from 4:00-5:00pm to participate in our weekly activity or build your own creations. We'll meet outside of the HR Library Makerspace.
 - **OBOB Practice**, Fridays, 3:30-4:15 pm Theater, A weekly practice session for those participating in 3rd-5TH grade OBOB.
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BOOKMOBILE ROUTE

- **1st Thursday**, 4:30p-6:00pm 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**
 - 3p-4p Rockford Grange
- **2nd & 4th Saturday, ODELL**
 - 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

- None

IX. New Business

- **i. Public Meeting policy update (Motion)** — Sara Marsden

Attachment:

- IX.i. Public Meeting policy

Our legal counsel, Ruben Cleveland, has suggested some changes to the Public Meeting policy. The board will review them and approve the updated policy.

- **ii. Photography and Videorecording Policy (Motion)** — Sara Marsden

Attachment:

- IX.ii. Photography and Videorecording policy

We would like to implement a new policy on photography and videorecording at the library. The policy will give patrons clear guidelines and explain how we take photos at our events and programs for publicity purposes. Our legal counsel, Ruben Cleveland, has reviewed the policy.

- **iii. Contract snow removal (Motion)** — Sara Marsden

Attachment:

- X.iii.a. Snow Removal Contract 2026-27
- X.iii.b. Snow Removal Contract 2026-27 Appendix A
- X.iii.c. Snow Removal Contract 2026-27 Appendix

We have worked with Neal Creek Forest Products for three years and would like to renew their contract. Their pricing structure remains unchanged:

Hood River location:

- \$800 per visit for standard snow removal
- \$1,000 per visit when snow accumulation reaches 6 inches or more

- \$0.65 per pound for de-icing materials applied after snow removal

Parkdale Library:

- \$150 per hour for walkway maintenance
- We provide our own de-icing service

Our legal counsel Ruben Cleveland has prepared a new contract maintaining the same prices as last year. Although the total contract value cannot be predetermined due to the unpredictable nature of winter weather, I am seeking board approval as a precautionary measure. Since contracts exceeding \$5,000 require board authorization, and our snow removal expenses could potentially surpass this threshold over the course of the year.

• **iv. New job description Shelver Substitute (Motion)** – Sara Marsden

Attachment:

- IX.iv. Shelver Substitute Job Description

This is a new job description, but it would not increase hours for the shelver position. The hours would come from the shelver position's current pool of hours. We have been considering creating this position for some time, similar to our existing substitute for Public Service Clerks. The duties are identical to those of the current shelver position, but the new position would serve as a substitute, on call whenever the shelver is unable to work a shift. Because shelving is critical to library operations and workflow, we want the same backup coverage that we have for the public service desk.

• **v. Special Districts Association Oregon (SDAO) Best Practices checklist review** – Sara Marsden

The SDIS Best Practices Program was designed to assist special districts with implementing best practices to mitigate risk in areas of high exposure. Our district annually receives credits on our property/casualty insurance contributions and takes 10% off our district's general liability, auto liability, and property insurance contributions for the 2027 policy year. Each year SDAO has a theme for the Best Practices Program. This year, the theme and requirements revolves around Public Meetings. SDAO requests the checklist be reviewed with the governing board. I will complete the checklist after our meeting. After we complete the checklist, we qualify for the 10% discount.

- Affiliate Organization Membership – Credit 2%
 - Oregon Library Association
- SDAO/SDIS training – Credit 2%
 - Management - Rachael Fox (SDAO 2026 annual conference)
 - Library Board member Yesi Rojas (SDAO 2026 annual conference)
- Checklist – Credit 2%
 - Self evaluation checklist – Rachael Fox
- Policy Requirement – Credit 2%
 - Public Meeting Policy updated within the last two years. Last updated: October 20, 2026.

- Public Meeting Training– Credit 2%
 - All District Board members must complete Public Meetings training, offered either online or in person through SDAO, or through another training approved by the Oregon Government Ethics Commission (OGEC) each term they serve.

X. Announcements

- i. Comments from Board Members — All
- ii. Requests/Comments from Library Director — Rachael Fox

XI. Agenda Items for Next Meeting — Sara Marsden

- AI Policy review
- Janitorial Services contract renewal
- Executive session: Library Director annual evaluation

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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**Hood River County Library District
Board of Directors**

Regular Meeting Minutes

Tuesday, September 15, 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

Meeting Access

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:

Phone: 1-253-215-8782

Zoom Link: <https://us02web.zoom.us/j/88987942233>

Meeting ID: 889 8794 2233

Agenda Items

- I. **Call to Order** — Sara Marsden
Library Board President Sara Marsden called the meeting to order at 6:59pm.
- II. **Roll Call** — Rachael Fox
Fox conducted a roll call. Karen Bureker, Megan Janik, Sara Marsden, Jean Sheppard were present. Library Director Rachael Fox and Assistant Director Mo Burford were also present.
- III. **Approval of the Agenda** (*Motion*) — Sara Marsden
Burreker moved to approve the agenda. Janik seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Sheppard.
- IV. **Approval of the Consent Agenda** (*Motion*) — Sara Marsden
Janik moved to approve the consent agenda with the Library Board regular meeting minutes from August 18, 2026 . Sheppard seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Sheppard.

- v. **Actual or Potential Conflicts of Interest** — Sara Marsden
None Stated

- vi. **Citizen Comment (3 minutes each)** — Sara Marsden
None present

VII. Reports

- i. August 2026 Financial Statements — Rachael Fox
There was nothing to add to the written report.
- ii. Friends Update — Rachael Fox
The Friends have selected dates for their annual Friends party on Sunday, December 6, 2-4pm and the Library Board is invited. They will be holding their annual one day book sale on Saturday, May 1, 2026.
- iii. Foundation Update — Rachael Fox
Stephen Shwift has joined the Library Foundation board. The Foundation is working on Feast of Words 2027 planning and finalizing their annual budget.
- iv. Director's Report — Rachael Fox
Janik asked whether we listed WAGAP services in Stevenson to support the Cascade Locks community on our new website. Fox will check, and if we did not, we will add them to the community resources list on our new website. Bureker asked how our library compares to others in Summer Reading participation. Fox was not sure, because other libraries do not report summer-only figures in their state statistical reports, but she will look into it. The Board agreed that the library offers a lot of great programming.

VIII. Old Business

i. Final Library Director Evaluation Questions Review — Sara Marsden

The group agreed that everything proposed made sense. Bureker asked whether the director would still complete a self-evaluation, and Fox confirmed that the director will complete the same evaluation as library staff. Sheppard asked when the evaluations would go out. Fox said they would be sent at the end of the month, and that Fox would contact HR Answers and provide the Library Board with a timeline.

IX. New Business

- i. **Employee Handbook update (*Motion*)** — Sara Marsden

Marsden confirmed which sections of the dress code were being added and which were being removed. Marsden also asked about the onboarding process for the employee handbook. Fox explained that the handbook is reviewed during onboarding training, and staff are also required to read the entire handbook and sign a form confirming they have done so. When changes are made, Fox reviews them with the team, and team members sign an acknowledgment form.

Sheppard made a motion to approve the Employee Handbook. Janik seconded. The motion carried unanimously, with affirmative votes from Bureker, Janik, Marsden, and Sheppard.

ii. **Library Director Evaluation Policy update (*Motion*) — President**

Bureker asked about the timeline for the director evaluation. Fox stated that the evaluation would be completed by the end of September, reviewed at the November Library Board meeting, and followed by contract renewal in December. The board may adjust this timeline at its discretion if circumstances change.

Bureker moved to approve the Library Director Evaluation Policy. Janik seconded. The motion carried unanimously, with affirmative votes from Bureker, Janik, Marsden, and Sheppard.

iii. **Library logo update discussion (Discussion) – Rachael Fox**

Board members asked how many logo designs would be provided. Fox was unsure but said it would likely be a few with a Mt. Hood theme. The board discussed its hopes for the new logo and agreed the project was a great idea.

X. Announcements

a. Comments from board members — All

- Bureker asked how AI is starting to alter the library's world. Fox said there is talk of AI writing books and that libraries are creating policies in response. Fox and Burford have not otherwise seen many effects on the library or its services. Bureker suggested the library look at an AI policy, noting that her fire department now only uses one specific site. Janik added that the County also has an AI policy. Fox said she would review what other libraries are doing, along with other relevant policies. Board members were generally concerned about AI and its unknown effects. Fox will continue researching AI in libraries and will look into developing a policy for the library.

b. Requests/Comments from Library Director — Rachael Fox
None stated

XI. Agenda Items for Next Meeting — Sara Marsden

- Public Meeting policy update
- Contract snow removal
- Special Districts Association Oregon (SDAO) Best Practice checklist

XII. **Adjournment Regular Meeting** — President

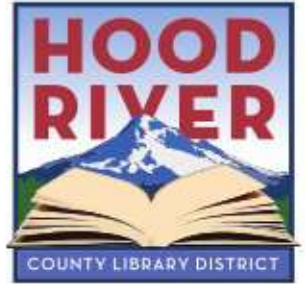
The meeting was adjourned at 7:34pm.

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
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PUBLIC MEETING POLICY



Preparation for Board Meetings

Distribution of Materials to Board Members

The agenda, Library Director's report and financial statements shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting.

At the same time, the Library Director or the Director's designee shall provide members with detailed information relative to the agenda, including existing District Policy pertinent to Agenda items.

Distribution of Agenda to the Public

The proposed agenda will simultaneously be distributed to all District offices and other facilities, local and other news media, and posted at one or more locations convenient for review by District personnel and the public.

Board Meeting Agenda

The Library Director shall draft the agenda after conferring with the president of the Board. Unless modified by the Board, the agenda shall follow the following general format:

- Call to order
- Roll call by Library Director or designee
- Approval of the minutes
- Citizen comment
- Financial report
- Library Director's report
- Old business
- New business
- Agenda suggestions for future meetings from Board members and District personnel
- Adjournment
- Executive Session (*include citation to statutory authority*)

Notice and Location of Meetings

Application

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees or advisory groups appointed by the Board, if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

Compliance with Law

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.705.

Location of Meetings

All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberations toward a decision, joint meetings with other governing bodies, or when required due to an actual emergency. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.

Meetings Held By Electronic Means

All meetings of the Board, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to:

- (a) Access and attend the meeting by telephone, video or other electronic or virtual means;
- (b) If in-person oral testimony is allowed, submit during the meeting oral testimony by telephone, video or other electronic or virtual means; and
- (c) If in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means, so that the governing body is able to consider the submitted testimony in a timely manner.

Regular Meetings

The Board shall hold regular monthly meetings on the third Tuesday of each month. Such meetings shall be held at the Hood River Library 502 State Street Hood River, at 7:00pm, or at such other places and times as the Board may designate from time to time.

Special Meetings

The Board may hold special meetings at the request of the President; the Vice-President in the absence of the President; or any three members of the Board. No special meeting shall be held upon less than 24 hours' public notice.

Emergency Meetings

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the officer or directors calling the meeting shall recite the reason(s) for calling the emergency meeting, and the reason(s) shall be noted in the minutes. Only business related directly to the emergency shall be conducted at an

emergency meeting. If the Board determines that the reasons for calling the meeting are insufficient, the meeting shall be immediately adjourned.

Notice of Meetings

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular or special meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be published or posted at the following locations within the District: Hood River, Parkdale and Cascade Locks Libraries.

Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For emergency meetings, the District shall give as much notice as possible under the circumstances, but at minimum will contact local media to inform them of the meeting.

Executive Sessions

Notice for a meeting called solely to hold an executive session shall be given in the same manner as notice for regular, special and emergency meetings set forth above. The notice shall indicate the general subject matter to be considered and set forth the statutory basis for calling the executive session.

Interpreters for the Hearing Impaired

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

- The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.
- If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.
- The requirement for an interpreter does not apply to emergency meetings.
- The Library Director shall be responsible for developing and maintaining a list of

qualified interpreters and is responsible for arranging for attendance of an interpreter at any meeting for which an interpreter is requested.

Board Meeting Conduct

Presiding Officer

The President shall preside at Board meetings. In the President's absence, the Vice-President shall preside. If both the President and Vice-President are absent, the remaining members shall select a board member to preside.

Conduct of Meetings

The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any procedural decision of the presiding officer regarding the conduct of the meeting may be overridden by a majority vote of the Board.

Public Comment

Public comment and public participation is at the sole discretion of the Board. If public comment or participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Any individual who fails to leave the premises when asked to do so may be treated as a trespasser, and law enforcement personnel may be contacted to remove the individual.

People providing public comment should feel that their comments will not be challenged or questioned during public comment. Discussion or questions from the Board directed to those providing comments may lead to embarrassment and result in a chilling effect on the willingness to provide public comment. Accordingly, the presiding officer and Board shall use best efforts to limit any public comment period to **only public comment**, and not engage in further discussions or questioning with the people providing comments.

Electronic Equipment

The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to ensure an orderly and safe meeting, including rules related to the operation of electronic recording equipment. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

Recording of Votes

Votes shall be recorded. Any member may request that his or her vote be changed prior to consideration of the next order of business by making a motion for the Board to reconsider the issue and conduct a new vote. Such motion must be seconded and approved by the Board in the usual manner of business. If the motion to reconsider is approved, then Board

members may recast their votes accordingly.

Quorum Requisites

A majority of the positions on the Board (filled or vacant) shall constitute a quorum. A quorum is required to be present in order for the Board to deliberate or take any final action. If only a quorum is present, a unanimous vote shall be required to take final action. If there are vacancies on the Board such that a quorum cannot be obtained, ~~fewer~~ less than a quorum may meet and take action in accordance with ORS 198.320.

Vote Explanations

Members of the Board may append to the record, at the time of voting, a statement indicating the reason for their vote or abstention.

Conflict of Interest/Ex Parte Contacts

Any Board member with a potential conflict of interest shall declare the conflict for the record but may participate in discussions and vote. Any Board member with an actual conflict of interest shall declare the conflict for the record, and refrain from discussion or voting. If any member of the Board has had any ex parte contact in a quasi-judicial matter, the member shall declare the contact prior to participating in discussion on the matter.

Smoking

Oregon's Indoor Clean Air Act prohibits smoking in District buildings and within 10 feet of all entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and air-intake vents. "Smoking" includes cigarettes, cigars, pipes, and the use of "inhalant delivery systems" (vaping); and other devices. The Board may adopt anti-smoking policies that are stricter than state law and prohibit smoking on District properties other than buildings.

Adjournment

Upon completion of the entire agenda, or at an hour pre-determined for the meeting to end, a board member shall make a motion to adjourn the meeting. Another board member shall second the motion, and the board chair (or acting board chair) shall declare the meeting adjourned after an affirmative vote of the Board.

Special circumstances: in the case of emergency circumstances (medical emergency, threat to public safety, etc.), the meeting may be adjourned without motion or preamble. If a loss of board quorum occurs for any reason during the course of the meeting, the meeting is considered adjourned at that point. The minutes of the meeting shall reflect how and why the meeting was adjourned.

Executive Sessions

Notice

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice shall indicate the general subject matter to be considered at the executive session and set forth the statutory basis for calling the executive session.

No Final Decisions

The Board may fully discuss board members' views but may not make any final decisions during any executive session.

Authorized Purposes

Executive sessions shall be held only for the following purposes: stated in ORS 192.660(2), which includes the following relevant provisions:

ORS 192.660(2)(a). To consider the employment of a public officer, employee, staff member or individual agent if:

- A. The District has advertised the vacancy;
- B. The Board has adopted regular hiring procedures;
- C. In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and
- D. In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

This authority does not apply to:

- (1) The filling of a vacancy in an elective office.
- (2) The filling of a vacancy on any public committee, commission or other advisory group.
- (3) The consideration of general employment policies.
- (4) The employment of the chief executive officer, other public officers, employees and staff members of a public body when the procedures listed above have been followed.

ORS 192.660(2)(b). To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

~~**ORS 192.660(2)(c).** To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.119 and 441.993 including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the~~

hospital.

~~**ORS 192.660(d).** To conduct deliberations with persons designated by the governing body to carry on labor negotiations.~~

ORS 192.660(2)(e). To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

ORS 192.660(2)(f). To consider information or records that are exempt by law from public inspection.

ORS 192.660(2)(g). To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

ORS 192.660(2)(h). To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ORS 192.660(2)(i). To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

~~**ORS 192.660(j).** To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.~~

ORS 192.660(2)(k). To consider matters relating to school safety or a plan that responds to safety threats made toward a school.

~~**ORS 192.660(n).** To discuss information about review or approval of programs relating to the security of any of the following:~~

- ~~-(A) A nuclear-powered thermal power plant or nuclear installation.~~
- ~~-(B) Transportation of radioactive material derived from or destined for a nuclear-fueled thermal power plant or nuclear installation.~~
- ~~-(C) Generation, storage or conveyance of:~~
 - ~~-(i) Electricity;~~
 - ~~-(ii) Gas in liquefied or gaseous form;~~
 - ~~-(iii) Hazardous substances as defined in ORS 453.005 (7)(a), (b) and (d);~~
 - ~~-(iv) Petroleum products;~~
 - ~~-(v) Sewage; or~~
 - ~~-(vi) Water.~~
- ~~-(D) Telecommunication systems, including cellular, wireless or radio systems.~~
- ~~-(E) Data transmissions by whatever means provided.~~

ORS 192.660(2)(o). To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.

ORS 192.660(2)(p). To consider matters relating to cyber security infrastructure and responses to cyber security threats.

~~**ORS 192.660(3).** Labor negotiations IF negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.~~

Conduct of Executive Session

The President or other presiding officer shall announce the statutory authority (including description) for the executive session before going into closed session. Once the executive session has been convened, the President shall direct any representatives of the news media who are present not to report information from the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole. Board members shall only discuss the subject matter of the executive session, and shall not discuss other topics or general District policy.

Minutes of Board Meetings

Minutes

The Board shall keep minutes of all of its meetings, including executive sessions, in accordance with the requirements of ORS 192.650. Minutes may be taken in writing or by audio recording, and shall include at least the following information:

- All members of the Board present.
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name.
- The substance of any discussion on any matter.
- A reference to any document discussed at the meeting.

Minutes of executive sessions shall be kept separately from minutes of open meetings.

Disclosure of Executive Session Minutes

If disclosure of material in the executive session minutes would be inconsistent with the purpose

for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board.

Retention

Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105.

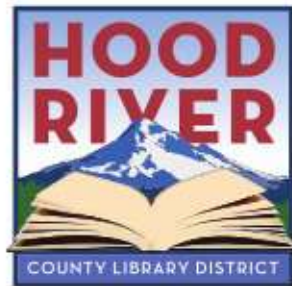
Availability to the Public

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting.

Adopted by the Board of Directors: November 19, 2024, 2024

| Last amended: 10/20/26

Photography and Video Recording Policy



As public buildings, library facilities are subject to similar rules associated with sidewalks or public places, whereby people and items in plain view may be photographed. That being said, library staff members have the right to impose certain time, place, or manner restrictions for safety reasons and continuous library operations to ensure there is no disruptions in library services.

The use of photographic equipment – such as tripods or lighting – is not permitted because of safety, liability, and other issues, unless previously authorized by the Library Director. Library staff members may stop any photography or video recording that appears to interfere with the library's ability to conduct business, that compromises public safety or security, that violates the privacy of library patrons, or that is contrary to library policies.

Photographers/videographers are asked to be respectful of other library patrons and to observe the following:

- Refrain from disturbing other library patrons. The privacy of library patrons may not be violated.
- Taking photos/videos of specific, copyrighted (or otherwise protected) materials for redistribution is not permitted.
- Taking photos, video, or audio of any other person in restrooms is not permitted.
- Taking photos, video, or audio of any other person in staff-only areas is not permitted.
- Members of the media are asked to notify the Library Director before or upon entering the library to alert staff of the intent to photograph or video inside the library. Whenever possible, staff in the facility will be notified in advance to avoid potential interruption of library services and operations.

Please note that Hood River County Library District staff may photograph and record programs and events for library publicity and promotional purposes. Library staff will make every effort to notify members of the public when photography and video recording are taking place, and any patrons who do not want to be photographed or recorded will be respected.

It is not feasible for the Hood River County Library District to collect release forms from all photo subjects for the use of images or videos taken in the library. Therefore, the Library District is not responsible for obtaining or maintaining any releases.

By visiting the Library, a public property, participating in a Library program or activity, or attending a Library event, the patron (or for children under 18, the patron's parent or guardian) consents to the capture and/or use of the patron's image and/or voice by the Hood

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

River County Library District and waives any claims or rights, whether in law or in equity unless the patron opts-out as described below.

Patrons who do not want to be photographed or recorded, or to have their names, voices, or biographical materials used in connection with any such recording, may opt-out by notifying the Library District photographers or videographers (or designated staff on-site) for each event or activity.

The Library District will take reasonable measures to honor such requests; provided patrons who do not want to be photographed or recorded are responsible for removing themselves (or their children) from the area in which photographing/recording is occurring or notifying the camera operator of their opt-out status so that their images can be identified and excluded as appropriate.

Failure to do so may result in the individual's inclusion in a photograph or recording; it will be deemed equivalent to a release and will allow the Hood River County Library District to use that photograph or recording as it chooses until the Hood River County Library District is notified otherwise by the patron.

Adopted by the Board of Directors: October 20, 2026

DATE: _____

Neal Creek Forest Products, LLC (“Contractor”)
3763 Neal Creek Rd.
Hood River, OR 97031

27

5. Compensation:

a. Contractor shall be paid as set forth in Exhibits "A" and "B." If any terms of this contract differ from those set forth in Exhibits "A" and "B" this contract shall control.

b. Contractor shall submit monthly invoices to the District for Work performed. The invoices shall describe all Work performed with particularity and shall itemize and explain all expenses that this Contract requires District to pay and for which Contractor claims reimbursement. Each invoice also shall include the total amount invoiced to date by Contractor prior to the current invoice. Contractor shall send invoices to the District by the tenth of the month for work completed in the prior month. Payments shall be made within 30 days of the date of the invoice. Should the Contract be prematurely terminated, payments will be made for work completed and accepted to date of termination.

6. Ownership of Documents: All documents and other work product created by Contractor pursuant to this Contract shall be the property of District.

7. Indemnification: EXCEPT FOR PROPERTY DAMAGE AS SET FORTH IN EXHIBITS "A" and "B" CONTRACTOR SHALL DEFEND, SAVE, HOLD HARMLESS, AND INDEMNIFY THE DISTRICT AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEYS FEES, RESULTING FROM, ARISING OUT OF, OR RELATING TO THE ACTIVITIES OF CONTRACTOR OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR AGENTS UNDER THIS CONTRACT. Contractor shall not be held responsible for any claims, suit, actions, losses, damages, liabilities, costs and expenses directly, solely, and proximately caused by the negligence of District.

8. Termination: This Contract may be terminated by either party by giving thirty days written notice to the other party.

9. Independent Contractor Status:

a. Contractor shall perform all Work as an independent Contractor. The District reserves the right (i) to determine and modify the delivery schedule for the Work and (ii) to evaluate the quality of the Work Product, however, the District may not and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work.

b. Contractor understands and agrees that it is not an "officer", "employee", or "agent" of the District, as those terms are used in ORS 30.265.

c. Contractor is responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Contract and, unless Contractor is subject to backup withholding, District will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any social

security, unemployment insurance or workers' compensation benefits from compensation or payments paid to Contractor under this Contract, except as a self-employed individual.

10. Insurance. Contractor shall maintain General Liability insurance with a combined single limit, or the equivalent, of not less than 2 million dollars for each occurrence, and 3 million dollars in the aggregate, for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this Contract. It shall provide that the District, its officers and its employees are Additional Insureds but only with respect to the Contractor's services to be provided under this Contract.

11. Assignment and SubContracts: Contractor shall not assign this Contract or subContract any portion of the work without the written consent of District. Any attempted assignment or subContract without written consent of District shall be void. Contractor shall be fully responsible for the acts or omissions of any assigns or subContractors and of all persons employed by them, and the approval by District of any assignment or subContract shall not create any Contractual relation between the assignee or subContractor and District.

12. Governing Law; Venue; Consent to Jurisdiction. This Contract shall be governed by and construed in accordance with the laws of the State of Oregon. Any claim, action, suit or proceeding between District and Contractor that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the Circuit Court of Hood River County for the State of Oregon or, if the claim, action, suit or proceeding must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

13. Merger Clause; Waiver. This Contract and attached exhibits, if any, constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. No waiver, consent, modification or change of terms of this Contract shall bind all parties unless in writing and signed by both parties and all necessary State approvals have been obtained.

14. Amendments. No amendment to this Contract is effective unless it is in writing signed by the parties.

15. Attorney Fees. In the event of any action or proceeding to enforce the terms of this Contract, the prevailing party shall be entitled to recover its reasonable attorney fees, in addition to costs and disbursement, at arbitration, trial, and on appeal.

16. No Third Party Beneficiaries. The signatories to this Contract are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, or is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such persons are individually identified by name herein.

///

18. Counterparts. This Contract may be executed in one or more counterparts, including by signature pages delivered in electronic format, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY ACKNOWLEDGES THAT CONTRACTOR HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

CONTRACTOR:

DISTRICT:

By: _____
Title: _____

Rachael Fox
District Director

Exhibit "A"



NEAL CREEK FOREST PRODUCTS

3763 Neal Creek Rd, Hood River, OR

(541) 645-5605 · lily@weeasttimberservices.com

SNOW REMOVAL · DE-ICING · SEASONAL SERVICE

SNOW REMOVAL AGREEMENT

2026–2027 Season

SERVICE SEASON FROM

2026

TO

2027

CUSTOMER INFORMATION

CUSTOMER NAME

Hood River Library

PHONE

541-386-2535

SERVICE ADDRESS

502 State St. Hood River, OR 97031

EMAIL (FOR INVOICES)

rachael@hoodriverlibrary.org

BILLING / MAILING ADDRESS

502 State St. Hood River, OR 97031

GATE CODE / ACCESS

AREAS TO CLEAR (DRIVEWAY, PARKING, WALKWAYS)

OBSTACLES, HAZARDS OR SPECIAL CONDITIONS

SERVICES REQUESTED

Snow removal rate \$ 800.00 per ☒ Visit ☐ Month ☐ Hour

Service type ☐ Residential ☒ Commercial ☐ Other

Extra work rate \$ 1,000.00 per Visit, over 6 inches

Description:

Please check the services you would like this season.

☒ **Snow removal** at the rate shown above

☐ **No de-icing**

☒ **De-icing with snow removal** \$0.65 per lb of ice melt only

☐ **De-icing when no snow** price per service \$ + \$0.65 per lb of ice melt

De-icing and ice melt are billed on your regular bi-weekly invoice.

Customer initials



AGREEMENT DETAILS

- Snow removal begins after 4 inches of new snow.
- Payment is due within 10 days of the invoice date.
- Service may be paused on accounts more than 5 days past due.
- Damage from our equipment must be reported within 1 day.
- Either party may cancel this agreement within 7 days written notice.
- Snow stakes are ☒ provided by the customer ☐ installed by Neal Creek Forest Products for \$ _____.

BILLING AND PAYMENT

Services are invoiced **bi-weekly through QuickBooks**. Each invoice is emailed to the address above and lists every snow removal visit, de-icing service and pound of ice melt applied.

- **Online:** use the secure payment link in your QuickBooks invoice email.
- **By check:** payable to **Neal Creek Forest Products**, mailed to 3763 Neal Creek Rd, Hood River, OR. Please write your service address on the check.

Payment is due within the number of days listed in Agreement Details. Service may be paused on accounts past due beyond the listed limit until the balance is paid.

CUSTOMER RESPONSIBILITIES

- Keep the service area clear of vehicles, trailers, hoses, firewood, garbage cans, toys and other items.
- Mark driveway edges, landscaping, rocks, sprinkler heads and anything else that may be hidden under snow.
- Keep the address visible and the gate or access open, or the gate code current.
- Tell us promptly about new hazards, access changes or areas you do not want cleared.

SERVICE EXPECTATIONS

- Snow removal begins once new snow reaches the depth listed in Agreement Details.
- Customers are served in route order. Exact arrival times are not guaranteed; timing can change with heavy snowfall, low visibility, road closures, equipment problems or safety concerns.
- Snow is pushed to the side of the service area. Equipment may leave about 2 feet of clearance around vehicles, garage doors, steps and buildings; hand shoveling of those spots is not included.
- Berms left by county or state plows after we clear are not guaranteed a same-day return visit.

Customer initials



TERMS AND CONDITIONS

- Property and surfaces.** Neal Creek Forest Products is not responsible for damage to unmarked objects, landscaping, gravel, soft or saturated ground, cracked or aging asphalt, seal coat, or normal scrape marks from snow-removal equipment.
- Repairs.** If our equipment damages something within the marked service area, report it within the time listed in Agreement Details and we will review it and make reasonable repairs.
- Slips and falls.** Snow removal and de-icing reduce but do not eliminate ice hazards, and ice can re-form after service. The customer agrees not to hold Neal Creek Forest Products or its employees responsible for slips, falls or accidents in the service area, except those caused by our negligence.
- Ice melt.** Ice melt can affect concrete, plants, pets and vehicles. The customer accepts these risks when choosing de-icing service.
- Extra work.** Roof or deck shoveling, hauling snow off site and areas not listed in this agreement are not included. Sidewalk and stair work is billed at the extra work rate on page 1; other extra work is quoted separately.
- One-time requests.** Service outside the agreed schedule depends on availability and is billed separately.
- Cancellation.** Either party may end this agreement with the written notice listed in Agreement Details (email is fine). Neal Creek Forest Products may pause or end service for unsafe access, repeated obstructions, unpaid balances or abusive conduct. Services already completed are still owed.
- Term.** This agreement covers the service season listed on page 1 only. A new agreement is needed each season.

ADDITIONAL NOTES

SIGNATURES

By signing, the customer confirms the information in this agreement is correct, accepts these terms, and authorizes Neal Creek Forest Products to perform the services checked on page 1.

CUSTOMER

Printed name	Signature	Date

NEAL CREEK FOREST PRODUCTS

Lily De La Rosa		10/14/2026
Printed name	Signature	Date

Please sign and return by email or mail. Keep a copy for your records.

lily@weeasttimberservices.com · 3763 Neal Creek Rd, Hood River, OR · (541) 645-5605

Customer initials

Exhibit "B"



NEAL CREEK FOREST PRODUCTS

3763 Neal Creek Rd, Hood River, OR

(541) 645-5605 · lily@weeasttimberservices.com

SNOW REMOVAL · DE-ICING · SEASONAL SERVICE

SNOW REMOVAL AGREEMENT

2026–2027 Season

SERVICE SEASON FROM

2026

TO

2027

CUSTOMER INFORMATION

CUSTOMER NAME

Parkdale Library

PHONE

541-352-6502

SERVICE ADDRESS

7300 Clear Creek Rd Parkdale OR 97041

EMAIL (FOR INVOICES)

rachael@hoodriverlibrary.org

BILLING / MAILING ADDRESS

502 State St. Hood River, OR 97031

GATE CODE / ACCESS

AREAS TO CLEAR (DRIVEWAY, PARKING, WALKWAYS)

OBSTACLES, HAZARDS OR SPECIAL CONDITIONS

SERVICES REQUESTED

Snow removal rate \$ 150.00 per ☐ Visit ☐ Month ☒ Hour

Service type ☐ Residential ☒ Commercial ☐ Other

Extra work rate \$ per

Extra work description

Please check the services you would like this season.

☒ **Snow removal** at the rate shown above

☒ **No de-icing**

☐ **De-icing with snow removal** \$0.65 per lb of ice melt only

☐ **De-icing when no snow** price per service \$ + \$0.65 per lb of ice melt

De-icing and ice melt are billed on your regular bi-weekly invoice.

Customer initials



AGREEMENT DETAILS

- Snow removal begins after 4 inches of new snow.
- Payment is due within 10 days of the invoice date.
- Service may be paused on accounts more than 5 days past due.
- Damage from our equipment must be reported within 1 day.
- Either party may cancel this agreement within 7 days written notice.
- Snow stakes are ☒ provided by the customer ☐ installed by Neal Creek Forest Products for \$ _____.

BILLING AND PAYMENT

Services are invoiced **bi-weekly through QuickBooks**. Each invoice is emailed to the address above and lists every snow removal visit, de-icing service and pound of ice melt applied.

- **Online:** use the secure payment link in your QuickBooks invoice email.
- **By check:** payable to **Neal Creek Forest Products**, mailed to 3763 Neal Creek Rd, Hood River, OR. Please write your service address on the check.

Payment is due within the number of days listed in Agreement Details. Service may be paused on accounts past due beyond the listed limit until the balance is paid.

CUSTOMER RESPONSIBILITIES

- Keep the service area clear of vehicles, trailers, hoses, firewood, garbage cans, toys and other items.
- Mark driveway edges, landscaping, rocks, sprinkler heads and anything else that may be hidden under snow.
- Keep the address visible and the gate or access open, or the gate code current.
- Tell us promptly about new hazards, access changes or areas you do not want cleared.

SERVICE EXPECTATIONS

- Snow removal begins once new snow reaches the depth listed in Agreement Details.
- Customers are served in route order. Exact arrival times are not guaranteed; timing can change with heavy snowfall, low visibility, road closures, equipment problems or safety concerns.
- Snow is pushed to the side of the service area. Equipment may leave about 2 feet of clearance around vehicles, garage doors, steps and buildings; hand shoveling of those spots is not included.
- Berms left by county or state plows after we clear are not guaranteed a same-day return visit.

Customer initials



TERMS AND CONDITIONS

- Property and surfaces.** Neal Creek Forest Products is not responsible for damage to unmarked objects, landscaping, gravel, soft or saturated ground, cracked or aging asphalt, seal coat, or normal scrape marks from snow-removal equipment.
- Repairs.** If our equipment damages something within the marked service area, report it within the time listed in Agreement Details and we will review it and make reasonable repairs.
- Slips and falls.** Snow removal and de-icing reduce but do not eliminate ice hazards, and ice can re-form after service. The customer agrees not to hold Neal Creek Forest Products or its employees responsible for slips, falls or accidents in the service area, except those caused by our negligence.
- Ice melt.** Ice melt can affect concrete, plants, pets and vehicles. The customer accepts these risks when choosing de-icing service.
- Extra work.** Roof or deck shoveling, hauling snow off site and areas not listed in this agreement are not included. Sidewalk and stair work is billed at the extra work rate on page 1; other extra work is quoted separately.
- One-time requests.** Service outside the agreed schedule depends on availability and is billed separately.
- Cancellation.** Either party may end this agreement with the written notice listed in Agreement Details (email is fine). Neal Creek Forest Products may pause or end service for unsafe access, repeated obstructions, unpaid balances or abusive conduct. Services already completed are still owed.
- Term.** This agreement covers the service season listed on page 1 only. A new agreement is needed each season.

ADDITIONAL NOTES

SIGNATURES

By signing, the customer confirms the information in this agreement is correct, accepts these terms, and authorizes Neal Creek Forest Products to perform the services checked on page 1.

CUSTOMER

Printed name	Signature	Date

NEAL CREEK FOREST PRODUCTS

Lily De La Rosa		10/14/2026
Printed name	Signature	Date

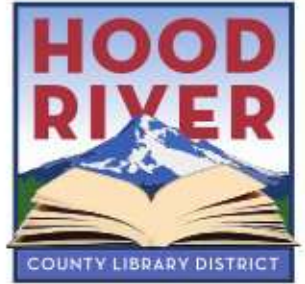
Please sign and return by email or mail. Keep a copy for your records.

lily@weeasttimberservices.com · 3763 Neal Creek Rd, Hood River, OR · (541) 645-5605

Customer initials	
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Job Description

Shelver Substitute



Position Title: Shelver Substitute

Classification: Clerk II

Hours Per Week: The work schedule for this position will vary based on operational needs. Hours will not exceed 15 hours in a work week. You will be notified of shift prior to the work commencing.

Exempt/Non-exempt: Non-exempt

Salary Range: \$15.56 to \$17.18

General statement of duties

Manages library collections through precise shelving, material processing, and patron support. Ensures a clean, welcoming library environment by providing flexible assistance and maintaining systematic operational standards. The Shelver advances the library's mission by providing welcoming, inclusive services that support patron growth, promote literacy and learning, and foster a lifelong appreciation for libraries.

Supervision received

Works under the general supervision of the Assistant Director. Daily assignments and supervision may be provided by the Library Director or other senior staff.

Supervision exercised

Supervision of other employees is not a normal function of this position.

Essential duties and responsibilities

- Organize and maintain library materials by accurately shelving new and returned items, ensuring proper arrangement and easy patron access.
- Verify shelf organization by systematically reading and checking shelves to maintain accurate material placement.
- Process returned materials by checking them in and routing items to their designated locations throughout the library.
- Provide patron support by assisting library visitors in locating materials, answering questions, and offering information about library services, policies, and procedures.
- Support collection management through participation in inventory projects, missing item searches, and other collection-related tasks.
- Handle logistical operations including processing courier deliveries, holds, and book drop returns.
- Maintain a clean, organized, and welcoming public environment by ensuring library areas are tidy and presentable.
- Demonstrate flexibility and commitment to library operations by completing additional tasks as needed to support overall library functioning.

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Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

Secondary duties

- Attend meetings and training seminars as required.
- Engage in ongoing professional development.
- Assist with special projects as required.
- Serve on assigned committees.
- Performs other job-related duties as assigned.

Desired experience, education, and skills

- High school diploma or equivalent.
- Two years experience working in customer service.

Special requirements/licenses

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops, or conferences.

Knowledge, skills and abilities

- Knowledge of alpha-numeric systems for arranging library materials and basic automated bibliographic identification.
- Proficiency in using integrated library systems, web-based databases, and basic office applications.
- Understanding of intellectual freedom principles in public libraries
- Strong customer service and communication skills, with ability to work with diverse audiences.
- Excellent verbal and written communication skills in English, with the ability to effectively engage diverse audiences. Spanish language proficiency is preferred.
- Ability to work collaboratively in a team environment, maintaining positive relationships with colleagues and community partners. Demonstrate willingness to support coworkers, contribute ideas, and adapt flexibly to various situations.
- Excellent organizational abilities and attention to detail.
- Ability to work independently, set priorities, and respond to unpredictable circumstances.
- Capability to handle disruptive behavior calmly and effectively.
- Ability to respond and adapt quickly to diverse challenges and unpredictable situations, particularly when staffing public service desks or conducting community outreach.
- Basic mathematical and budgetary skills.
- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to read, write, and interpret routine documents.
- Ability to perform essential job functions with or without accommodation.

Essential physical abilities and working conditions

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

Tools and equipment used

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

Signatures

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

Employee Name

Signature

Date

Supervisor Name

Signature

Date

Effective Date: October 20, 2026

Last revised: October 20, 2026