

**Library Board of Directors**  
**Regular Meeting Minutes**

Tuesday, March 18, 2025, 7:00pm  
 Library Meeting Room and Zoom  
 502 State St, Hood River

**Library Board:**

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

The Hood River County Library District will hold this meeting by offering a hybrid format. Participants can attend in-person or on Zoom Conferencing. Please use the following phone number or video link:

1-253-215-8782, <https://us02web.zoom.us/j/89745812618?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09>, Meeting ID: 897 4581 2618

	<b>Agenda Items</b>	<b>Action</b>	<b>Responsible</b>
<b>I.</b>	<b>Call to Order</b> Board President Brian Hackett called the meeting to order at 7:04pm.		Brian Hackett
<b>II.</b>	<b>Roll call</b> Fox conducted a roll call. Brian Hackett, Karen Bureker, Sara Marsden, and Megan Janik were present.		Rachael Fox
<b>III.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b> A motion to approve the agenda was made by Marsden and seconded by Bureker. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.	<b>Motion</b>	Brian Hackett
<b>IV.</b>	<b>Approval of the consent agenda</b> <b>i. Minutes from the February 18, 2025 regular board meeting</b> A motion to approve the consent agenda was made by Bureker and seconded by Janik. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.	<b>Motion</b>	Brian Hackett
<b>V.</b>	<b>Actual or potential conflicts of interest</b> None stated		Brian Hackett
<b>VI.</b>	<b>Citizen comment (3 minutes each)</b> Yesi Rojas attended the meeting. She has filed to run for a position on the library board in the May 2025 election. She came to the meeting to see how it works.		Brian Hackett
<b>VII.</b>	<b>Library Staff Presentation: Children's Librarian</b>		Annelisa

	<b>Annelisa Gebhard</b> Gebhard presented regarding the children's library programs and services.		Gebhard
<b>VIII. Reports</b>			
	<b>i. January and February 2025 Financial Statements</b> There was nothing to add to the written report.		Rachael Fox
	<b>ii. Friends update</b> There was nothing to add to the written report.		Rachael Fox
	<b>iii. Foundation update</b> There was nothing to add to the written report.		Rachael Fox
	<b>iv. Director's report</b> There was nothing to add to the written report.		Rachael Fox
<b>IX. Old Business</b>			
	<b>i. Library card policy</b> Fox discussed the changes in the policy regarding fees. Library staff are looking into implementing flat fees for item replacement. For example, there would be a flat fee for hardback adult books, etc. If the cost of an item falls outside the average price range, the library would charge the patron the actual cost of the item rather than the flat fee. These flat fees would be cost-effective for patrons while more accurately reflecting the actual cost the library pays for the items.  A motion to approve the consent agenda was made by Bureker and seconded by Janik. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.		Brian Hackett
<b>X. New Business</b>			
	<b>i. Budget Committee approval</b> The library board discussed the budgeting experience of the candidates. Bayer has served on the committee since 2011 and possesses a comprehensive understanding of the library. Catherine Bourgault brings experience in non-profit management and finance. Jessica Metta previously served on the City Council and is currently the director of MCEDD, giving her significant budgeting experience.  A motion to appoint Jen Bayer, Catherine Bourgault, Jessica Metta to a three year term on the Budget Committee and to continue with Jazmin Contreras and Eric Staysak on the committee.  A motion to approve the consent agenda was made by		Brian Hackett

<p>Marsden and seconded by Janik. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.</p>		
<p><b>ii. Code of Conduct policy</b>  Hackett inquired whether the appeal process should be directed to the board or remain under the Library Director's authority. Fox expressed confidence in keeping the appeal process with the Library Director. Burford noted that this approach empowers library staff for future follow-up. Fox also stated that the appeal process for technology or meeting room issues will be incorporated into each of those specific policies.</p> <p>A motion to approve the Code of Conduct policy and Resolution No. 2024-25 of the Hood River County Library District adopting a code of conduct for library facilities and designating public forums was made by Marsden and seconded by Janik. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.</p>	<p><b>Motion</b></p>	<p>Brian Hackett</p>
<p><b>iii. Bookmobile Librarian position</b>  Hackett asked if other staff members were interested in increasing their hours. Fox replied that no one else capable of performing these duties was interested in increasing their hours. Marsden inquired whether this would increase benefits, and Fox confirmed that it would, as benefit coverage is prorated based on the number of hours worked.</p> <p>Hackett expressed concern about becoming static with current services, potentially losing focus on outreach and not seeking new initiatives. Burford responded that while it took significant energy to reach their current position, maintaining these services may not require the same level of effort going forward.</p> <p>Fox stated we are currently meeting our goals and remain open to new partnerships and opportunities. Marsden noted that the previous librarian had accomplished a lot and expressed hope that they could maintain community connections and identify emerging needs. Fox affirmed their continued commitment to this approach.</p>	<p><b>Motion</b></p>	<p>Rachael Fox</p>
<p><b>iii. Garden Maintenance discussion</b>  Fox contacted Crystal Greens to discuss their current application schedule and potential alternative products. Fox stated at the time of the meeting Crystal Greens inquired if Fox had any recommendations of alternative products. Fox explained that she lacked knowledge and experience about specific products and could not make recommendations. The</p>	<p><b>Motion</b></p>	<p>Brian Hackett</p>

	board discussed the importance of maintaining alignment with practices of other government organizations. Bureker will meet with the City Council liaison to learn about their practices and will report back to the library board.		
<b>XI.</b>	<b>Announcements</b>		
	<b>i. Comments from board members</b> Hackett will be unable to attend the April 15, 2025 library board meeting. Vice President Karen Bureker will chair the meeting in his absence. Hackett requested that the board discuss the Public Meetings Policy at their May 20, 2025 library board meeting including the announcement and posting procedures for library meetings.		All
	<b>ii. Requests/Comments from Library Director</b>  Fox informed the library board that there are plans to build a five-story hotel with 128 rooms across the street from the library on State Street.  Fox also informed the library board about the executive order regarding the Institute of Museum and Library Services.  Fox will be on vacation the week of March 24-28, during which time Assistant Director Mo Burford will be the Person In Charge of the District.  The library is currently working on renewing its lease with the Hood River County School District for the Cascade Locks school.		Rachael Fox
<b>XII.</b>	<b>Agenda items for next meeting</b> <ul style="list-style-type: none"> <li>• Technology Use Policy review</li> <li>• Meeting Room Policy review</li> <li>• Public Meeting Policy discussion</li> <li>• Budget preview FY 2025-26</li> </ul>		Brian Hackett
<b>XIII.</b>	<b>Adjournment regular meeting</b> The meeting was adjourned at 8:27pm.		Brian Hackett

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7:00pm to 9:00pm in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.