

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
- 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.