

**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, September 20, 2022, 7:00pm  
Library Meeting Room and Zoom  
502 State St, Hood River  
Jean Sheppard President

Present: Karen Bureker, Brian Hackett, Megan Janik, Sara Marsden, Jean Sheppard, Rachael Fox (staff), Stephanie Chase and Audrey Barabakoff.

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). 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. **Additions/deletions from the agenda (ACTION)** Sheppard  
President Jean Sheppard called the meeting to order at 7:02pm. Marsden made a motion to approve the agenda. Hackett seconded. The motion carried unanimously.

II. **Actual or potential conflicts of interest** Sheppard  
None stated.

III. **Consent agenda (ACTION)** Sheppard  
Marsden made a motion to approve the agenda. Hackett seconded. The motion carried unanimously.

IV. **Library Strategic Planning consultants presentation draft plan** Chase and Barabakoff  
The Constructive Disruption consultants Stephanie Chase and Audrey Barabakoff presented the draft plan. The Strategic Planning Team consisted of four staff members, two board members, Friends of the Library President and the Library Foundation President. The consultants gathered information through a survey, one-on-one interviews, town halls (in-person and virtual), and discussions at board and staff meetings.

Library Board members commented on the process:

- Janik stated as a member of the Strategic Planning Team she enjoyed hearing all the different perspectives.
- Marsden stated she enjoyed the conversation and how everything was put together. She said it was an amazing process.
- Bureker stated she appreciated how the process engaged with different areas of the community and county.
- Sheppard stated she appreciated how it was staff driven and included them. She especially liked how the vision focused on inclusivity.

**Here are the highlights:**

- People Love the Library!
- Most people (90%) are satisfied with the current hours.
- People want the library to focus on making a difference where it’s needed most.
- People want opportunities to come together and learn through experiences.

**Here are the conclusions:**

- People are highly satisfied with the library now, especially in or who use Hood River.
- Now there is an opportunity to expand those successes to underserved areas of the county.

**Next steps:**

- Board discussion of draft
- Final revisions, if needed.
- HRCLD staff and the Strategic Planning Team bring forward the final plan for Board approval next month.

**Long term:**

- As part of the annual budgeting process, HRCLD leadership proposes annual action items that align with the strategic plan. Some goals may be scaffolded over several years. Not every goal needs an action each year. The consultants proposed a sample goal to partner with CAT and steps the Library District could take each year to form this partnership.

Hackett mentioned we should be forward thinking if we need to go out for a levy or bond in the future if we needed more funds for future projects like a new facility in Odell. He stated it can take years to build support. Sheppard stated it’s also important to live within our means we currently have. Sheppard stated it’s important the staff have the funding and support they need to experiment with new programs and services and fulfill our strategic goals.

Marsden stated the board members should also be reaching out to look at different perspectives for what our community wants and needs.

Bureker stated the Library Staff are doing a great job. She looks forward to growing and expanding and increasing awareness in the community.

Board members brainstormed ways to reach new members of our community through the DMV, schools and realtors.

**V. Open forum for the general public**

Sheppard

None present.

**VI. Reports**

**i. Friends update**

Fox

There was nothing to add to the written report.

**ii. Foundation update**

Fox

There was nothing to add to the written report.

**iii. June 2022 Financial Statements**

Fox

Fox mentioned the county has shifted the date they release the tax information needed by our accountants to complete our financial statements. Fox recommended moving the board meeting date to the end of the month next fiscal year to ensure we have the most current statements to review. Hackett noted the Library Foundation had to shift their meeting later in the month this year for the same reason.

**iv. Director’s Report**

Fox

There was nothing to add the to written report.

**VII. Old Business**

**i. Discussion of Friends of the Library and Library Foundation liaisons**

President

Bureker will be the liaison for the Friends and Hackett will the liaison for the Foundation.

**ii. Winter Hours at the Parkdale and Cascade Locks locations**

Fox

The Library Board supported having winter hours at the Parkdale and Cascade locations.

**iii. Best Practice Program discussion**

Fox

Sheppard asked if we needed to make a decision this month regarding the board member education program. Fox stated we can wait until October. Fox requested board members inform her when they have completed the required video training.

**VIII. New Business**

**i. Health Care renewal (ACTION)**

Fox

Hackett made a motion to approve the Pacificsource Navigator Gold 1000 plan for medical/vision and dental with \$1,000 deductible. Marsden seconded.

**ii. Discussion Public Service Clerk part-time position and permanent substitute hours**

Fox

Fox stated the budget committee discussed adding a part-time Public Service Clerk position next fiscal year but we are able to add the position now due to the open Children’s Librarian position and a reduction in the health care premium costs for the staff.

**iii. Volunteer Policy (ACTION)**

Fox

Janik made a motion to approve the updated Volunteer Policy. Marsden seconded. The motion passed unanimously.

**IX. Agenda items for next meeting**

Sheppard

**X. Adjournment**

Sheppard

The meeting adjourned at 8:35pm.

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 7:00 to 9:00p 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.