

Board of Directors
Regular Meeting Minutes
 April 16, 2024, 7:00pm
 Library Meeting Room and Zoom
 502 State St, Hood River

Present: Board President: Brian Hackett, *Board members:* Karen Bureker, Megan Janik, Sara Marsden, Jean Sheppard. *Library staff:* Rachael Fox, Library Director

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?pwd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09>, Meeting ID: 897 4581 2618

	Agenda Items	Action	Responsible
I.	Call to Order Board President Brian Hackett called the meeting to order at 7:02pm.		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions) Sheppard made a motion to approve the agenda. Bureker seconded. The motion carried unanimously.	Motion	Brian Hackett
III.	Approval of the consent agenda Bureker moved to accept the consent agenda, encompassing the minutes of the March 18, 2024 regular board meeting. Marsend provided the second. The motion passed with unanimous approval.	Motion	Brian Hackett
IV.	Actual or potential conflicts of interest None stated.		Brian Hackett
V.	Public comment (3 minutes each) None present		Brian Hackett
VI.	Reports		
	i. Friends update There was nothing to add to the written report.		Rachael Fox
	ii. Foundation update There was nothing to add to the written report.		Rachael Fox

	iii. February 2024 Financial Statement There was nothing to add to the written report.		Rachael Fox
	iv. Director's report <ul style="list-style-type: none"> • Fox reported after consulting with Ruben Cleaveland, it has been confirmed that we have the authority to standardize our contracts to a three-year term when feasible and when in compliance with established procurement guidelines. • The Board discussed potential strategies to enhance security measures at the service desk. Proposed solutions included the installation of a panic button system and security cameras, as well as the implementation of staff training programs focused on safety protocols and emergency response procedures. 		Rachael Fox
VII. Old Business			
	i. Proposed increase in the Maximum Indebtedness of the Waterfront District The Library Board discussed the originally planned early closure of the Waterfront Urban Renewal District, which had been extended to reach its maximum indebtedness. According to presentations from the City last year, the Waterfront district was originally set to close when the Westside Urban Renewal District began, which would have provided the library with \$35,000 in FY2024-25 to \$37,000 in FY 2025-26 per year in additional funding. Fox informed the Board that she is still working on the library's budget. Sheppard inquired if funds would be transferred to the Capital Equipment Reserve Fund. Fox stated she was unsure if funds will be transferred into the Capital Equipment Reserve this year. Fox is considering bringing in a consultant from the Special District Association of Oregon and/or an accountant who specializes in Special Districts to assist with the budget process. The Board also discussed the potential need for a future levy to secure additional funding. While they did not pursue submitting a written comment regarding the Waterfront district closure, the Board discussed potentially attending the relevant meeting to voice their concerns. Sheppard suggested including the topic of urban renewal into the yearly budget deliberations. She also suggested that the budget committee's might have suggestions regarding the issue.	Discussion	Brian Hackett
VIII. New Business			
	i. Bulletin Board and Information Use Policy	Motion	Brian

	Sheppard made a motion to approve the updated Bulletin Board and Information Use Policy. Janik seconded the motion. The motion passed unanimously.		Hackett
	ii. Budget preview discussion Fox emphasized the importance of proactive planning in light of potential changes to the tax revenue each year. Fox also mentioned that the library is in a position to accommodate the state-mandated minimum wage increase of 3.45% set by the State of Oregon. Hackett commented planning is challenging with the minimum wage changing annually. Fox expressed her expectation that the library's expenditures should align with the anticipated revenue for the upcoming fiscal year.	Discussion	Rachael Fox
	i. Comments from board members Bureker commented we may want to start looking into a levy.		All
	ii. Requests/Comments from Library Director None stated.		Rachael Fox
X.	Agenda items for next meeting <ul style="list-style-type: none"> • Tuesday, May 14, 2024, 6:00-8:00pm: First Budget Committee Meeting • Tuesday, May 21, 2024, 6:00-7:00pm: Second Budget Committee meeting, if needed. • Library Director Evaluation 		Brian Hackett
XI.	Adjournment regular meeting The meeting was adjourned at 7:49pm.		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.