

Board of Directors
Regular Meeting Minutes
Tuesday, April 19, 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)

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

Library Board President Jean Sheppard called the meeting to order at 7:08pm. Marsden made a motion to approve the agenda. Bureker seconded. The motion carried unanimously.

II. **Actual or potential conflicts of interest** Sheppard

None stated.

III. **Consent agenda (ACTION)** Sheppard

i. **Minutes from March 15, 2022 meeting**

Marsden moved to approve the consent agenda. Janik seconded. The motion carried unanimously.

IV. **Open forum for the general public** Sheppard

None present.

V. **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. **February 2022 Financial Statements** Fox

There was nothing to add to the written report.

iv. **Director's Report** Fox

There was nothing to add to the written report.

VI. New Business

i. Budget preview discussion

Fox

The Library Board discussed the salary schedule and supported the changes. Hackett noted the increases of the past two years were required to meet minimum wage increases in the State of Oregon and would not be expected to have the same increases in the future.

The board members asked about the breakdown of the carryover. Fox also noted the carryover of \$910,000 includes \$100,000 contingency we carry over each year and the \$435,000 we will need to operate the District from June 30, 2022 to November 15, 2022 when we receive the bulk of our tax revenue. The leftover funds in the carryover and the funds in the Capital Funds are designated for our capital projects which we will address over the next twenty years.

ii. Discussion: May 17, 2022 Board meeting

Fox

The board agreed to use the first hour of the board meeting to revise our vision statement(s).

iii. Employee Handbook (ACTION)

Fox

The Library Board supported the change in the trial period as recommended by HR Answers. Sheppard stated she also agreed with the change which allowed staff to use their accrued vacation at three months instead of six months. Fox stated the period could be extended longer if needed.

The Library Board approved adding Juneteenth to the list of paid holidays since the District observes all federal holidays.

The Library Board also approved to add paid holiday leave for three part-time staff members. The leave is prorated based upon the number of regular weekly hours the employees work.

Hackett asked how the floating holiday worked. Fox explained this system has been in place since the District was formed. Each staff member that works on a holiday will use the prorated leave based upon the regular weekly hours they work. If they do not work that day, the employee may use the leave at another time. Sheppard stated she liked the requirement they need to use the holiday leave by the end of the fiscal year since it encourages staff to take time for personal leave. It also prevents build up of leave. Fox agreed and said this is a new addition since staff used to be able to carry over leave.

The Library Board also approved of continuing to offer Oregon Family Medical Leave.

Hackett asked if the SLACK conversations were recorded and saved due to public records law. Fox stated we did not currently subscribe to the service and only had access to the last three months of records. Hackett stated we should explore keeping record of the conversations. Fox agreed and will look into the paid subscription which stores the information in the cloud.

Hackett stated the Whistleblower Protections section should include instructions that employees can contact the Library Board if they have an issue with the Library Director. Fox agreed and stated that exact language to report issues to the Library Board is used in our Dispute Resolution on page 16 and should also be made clear on page 28 Whistleblower Protections. The language in paragraph two Whistleblower Protections page 28 will read, "If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact a direct supervisor, Library

Director or if the issue involves the Library Director, the employee may go directly to the Library Board for assistance.” Fox stated she would make the necessary changes.

Bureker mentioned we might want to add a Disaster Operations Policy for future issues like the pandemic, etc. Fox agreed and will add the item to her list.

Bureker moved to approve the Employee Handbook with the addition of the addition of the information mentioned above in regards to the Whistleblower protection. Hackett seconded. The motion carried unanimously.

VII. Agenda items for next meeting

Sheppard

VIII. Adjournment

Sheppard

The meeting was adjourned at 8:15pm.

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.