

Board of Directors
Regular Meeting Meetings
Tuesday, April 20, 2021, 7:00pm
Zoom meeting
502 State St, Hood River
Karen Bureker Vice President
Notes prepared by Library Director Rachael Fox

Present: Brian Hackett, Megan Janik, Karen Bureker, Rachael Fox (Staff), Jana Hannigan (Staff), Sarah Ryan (Staff), Yeli Boots (Staff).

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). In support of state and federal guidelines for physical distancing, the Hood River County Library District will hold this meeting by using 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)** Bureker
Library Board Vice President Karen Bureker called the meeting to order at 7:03pm. Janik made a motion to approve the agenda. Hackett seconded. The motion carried unanimously.
- II. Actual or potential conflicts of interest** Bureker
None stated.
- III. Consent agenda (ACTION)** Bureker
i. Minutes from March 16, 2021 meeting
Hackett moved to approve the consent agenda. Janik seconded. The motion carried unanimously.
- IV. Open forum for the general public** Bureker
None present
- V. Staff Member Presentation: Jana Hannigan, Children's Services Librarian**
Hannigan gave a presentation on outreach services. Hannigan requested the kids' team be allowed to make a short five minute presentation each month on outreach services. Bureker said a short presentation would be okay or a report.
- 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. **March 2021 Financial Statements**

Fox

There was nothing to add to the written report. Bureker stated she was surprised we had received almost twice as much as anticipated from past year taxes. Fox stated she was surprised too.

iv. **Director's report**

Fox

There was nothing to add to the written report.

VII. **Old business**

i. **Reopening plans: Next phase – Hood River Branch**

Fox

The board supported the plan to eliminate appointments at the Hood River Branch and monitor occupancy as the next step in reopening. They also supported continuing with appointments until we are confident we will not encounter a fourth wave in Hood River County resulting in increased restrictions.

VIII. **New business**

i. **Annual Planning Session**

Bureker

The Board supports using our annual planning session to update the library's mission, vision, and values. Hackett suggested hiring a consultant to assist Ungar and I. Bureker stated it might be beneficial to have the consultant at the board meeting. Fox stated she would explore hiring a consultant.

ii. **Budget Committee Approval (ACTION)**

Fox

The Library Board approved the library budget calendar at the February Board meeting. Janik made a motion to appoint Angela Schock to the budget committee. Hackett seconded. The motion carried unanimously.

iii. **Salary Schedule and Salary Analysis discussion**

Fox

The District board discussed the increase. Bureker, Hackett and Janik agreed it was important to be fiscally responsible. Janik asked if the District could afford the pay increase long term. Fox stated the District should continue to receive more money each year and the estimate this year includes the additional money we will receive moving forward due to the ending of the Urban Renewal Cascade-Columbia District. Bureker stated it would be best to present two options: 3% increase with a merit based step increase and 6.25% with no merit based step increase. For comparison, Hackett stated he would like to also see the cost if the District was to compensate the staff at the recommended wages. Fox stated she would present the three options to the budget committee.

iv. **Potential space in Odell discussion**

Fox

The board agreed to accept the offer for the use of the space in Odell. Fox will move forward with checking with the county planning department to make sure the space can be used to offer library programs.

IX. Agenda items for next meeting

Bureker

- Library Director Evaluation
- Tuesday, May 11, 2021, 6:00-8:00p: First Budget Committee meeting
- Tuesday May 18, 2019, 6.00-7.00p: Second Budget Committee meeting, if needed.
- 2021-22 salary schedule

X. Adjournment

Bureker

The meeting was adjourned at 8:47pm.

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.