

Board of Directors
Regular Meeting Minutes
Supplementary information
 Tuesday, August 15, 2023, 7:00pm
 Library Meeting Room and Zoom
 502 State St, Hood River

Library Board:

Present: Board President: Brian Hackett, Board Vice-President: Karen Bureker, Board members: Megan Janik, Sara Marsden.

Staff members: Library Director Rachael Fox and Assistant Director Mo Burford.

Members of the public: None present.

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

	Agenda Items	Action	Responsible
I.	Call to Order Board President Brian Hackett called the meeting to order at 7:00pm.		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions) Bureker made a motion to approve the agenda as amended. Marsden 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 both the July 18 regular board meeting and the July 20 special library board meeting. Marsden 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		Rachael Fox

	<ul style="list-style-type: none"> • There was nothing to add to the written report. 		
	iii. July Financial Statements There was nothing to add to the written report.		Rachael Fox
	iv. Director's report There was nothing to add to the written report.		Rachael Fox
VII.	Old Business		
	I. Equity, Diversity, and Inclusion statement The board members granted approval for the statement. Marsden suggested integrating the statement into staff training to ensure their understanding of it. Fox agreed and committed to incorporating the statement into staff training, discussing it during the upcoming staff meeting, and also posting it within the building.	Discussion	Rachael Fox
VIII.	New Business		
	i. Privacy Policy The Library Board approved the updates to the Privacy Policy. Marsden made a motion to approve the agenda as amended. Bureker seconded. The motion carried unanimously.	Motion	Rachael Fox
	ii. Health Insurance Bureker inquired whether the staff had endorsed the plan. Fox explained that she was operating on a tight schedule because she had recently discovered that Pacificsource had excluded Providence from their in-network coverage. In light of potential emergencies requiring Hood River hospital visits, she aimed to expedite the renewal process. Fox assured the team that she was available for any questions. Fox also mentioned that the usual practice allowed staff a full two-week enrollment period, in contrast to the one-week period proposed here. Marsden proceeded to propose a motion to approve the agenda with the suggested amendments, which Bureker seconded. The motion was unanimously carried.	Motion	President
	iii. Discussion Narcan Bureker cautioned about the possibility of individuals becoming agitated after using Narcan, but emphasized that it was a life-saving measure. Hackett expressed concern about the potential for violence and its impact on both patrons and staff in such situations. Despite these apprehensions regarding violence, everyone expressed unanimous support for making Narcan accessible at all library locations. Bureker emphasized the need for the District to establish policies and procedures covering both Narcan and AED, CPR,	Discussion	Brian Hackett

	and First Aid. Fox concurred and stated she would work to develop a policy to be presented at the next board meeting.		
	<p>iv. Form for Reconsideration of Materials Addition to the Collection</p> <p>The board members supported the idea of having a formal appeal process. Bureker recommended creating a form similar to the existing removal form. Fox seconded this idea, emphasizing that the policy and form should align with the current format. Fox stated she would conduct research and present updated policies at the September 19, 2023 library board meeting.</p>	Discussion	Brian Hackett
IX.	<p>Oregon Audits Division</p> <p>There was nothing to add to the written report.</p>	Discussion	Rachael Fox
X.	Announcements		
	<p>i. Comments from board members</p> <p>Bureker has expressed an interest in attending the SDAO conference in February 2024. Fox will contact her as soon as registration becomes available.</p>		All
	<p>ii. Requests/Comments from Library Director</p> <p>Fox reported that the Library District had recently received its first two Request for Reconsideration of Library forms, which were submitted by patrons. In accordance with our Request for Reconsideration Policy, the Collection Development Team reviewed the materials in question and provided recommendations. These recommendations were subsequently considered by myself as the Library Director.</p> <p>After a thorough and comprehensive evaluation, the following determinations were reached:</p> <ol style="list-style-type: none"> 1. The first item, due to its outdated information, was withdrawn in accordance with the collection maintenance guidelines outlined in our Collection Development Policy. This policy necessitates the periodic removal of items from the collection to ensure its ongoing relevance, usefulness, and efficient use of space. Such removals encompass items that have become worn, outdated, of limited historical significance, or are no longer in demand. 2. The second item was retained in the collection without any special labeling, and it may potentially be featured in library displays. Notably, this particular item has been circulated eight times since 2021. It offers a unique individual perspective and encapsulates a personal 		Rachael Fox

	<p>journey. The narrative is presented from the author's childhood standpoint.</p> <p>As specified in our Request for Reconsideration Policy, the patron has the option to request that I present their case before the Hood River County Library District Board of Directors. However, in this instance, the patron did not request any further action to be taken.</p>		
	<p>ii. Agenda items for next meeting</p> <ul style="list-style-type: none"> • Policy review 		Brian Hackett
XI.	<p>Adjournment regular meeting</p> <p>The meeting was adjourned at 7:46pm.</p>		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.