

**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, August 16, 2022, 7:00pm  
Library Meeting Room and Zoom  
502 State St, Hood River  
Jean Sheppard President

Present: Brian Hackett, Megan Janik, Sara Marsden, Jean Sheppard, Rachael Fox (staff)

The Board meeting minutes were prepared by Rachael Fox.

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. Hackett made a motion to approve the agenda. Marsden seconded. The motion carried unanimously.
- II. **Actual or potential conflicts of interest** Sheppard  
None stated.
- III. **Consent agenda (ACTION)** Sheppard  
Marsden moved to approve the consent agenda. Hackett 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. **July 2022 Financial Statements** Fox
- Attachments:
- V.iii. July 2022 Financial Statements

The Library Board went through the financial statements and identified the categories where additional money was spent and the categories where less money was spent. These categories for

additional funds: Building Maintenance (remodel children's library and LOT area), HVAC (leak and boiler repairs), Technology (replaced several laptops and purchased ipads for children's library and all three locations for staff use), Furniture and Equipment (new items for children's library, signage, and air conditioners Cascade Locks branch), Miscellaneous (water for patrons during pandemic and staff support). The categories the Library District spent significantly less funds: Collection Development, Insurance, Professional Services, Membership Dues, Programs, Travel, Training, Board Development, and Utilities. Overall, the Library District spent \$50,075 less than budgeted in the Materials and Services fund.

#### **iv. Director's Report**

Fox

The Bookmobile has been delayed again. Farber Specialty Vehicles is waiting for another part. They estimate the Bookmobile will be delivered in September.

### **VI. Old Business**

#### **i. Security branches**

Fox

The Library Board discussed closing the branch early in the winter due to low use during evening hours and safety concerns. Fox stated she would investigate what time would be based upon patron use and she would report back at the September 20 board meeting.

The Library Board also supported installing video cameras in the Parkdale and Cascade Locks locations.

Sheppard asked if Mid-Columbia Center for Living has provided training. Fox said no. [Fox later checked her records and discovered Mid-Columbia Center for Living has provided training for staff but it has been over four years since their last visit]. Sheppard stated it might be helpful to reach out to Mid-Columbia Center for Living to have them train staff and provide resources. GOBI was also mentioned as a resource. Fox stated she would investigate.

### **VII. New Business**

#### **i. Library Front Entrance Project discussion**

Fox

Marsden stated the front entrance does need repair and the current state may suggest we do not take care of our facilities. Fox agreed. The Library Board supported funding the \$12,500+ needed for the project. Fox will seek three bids for the project.

#### **ii. Best Practice Program discussion**

Fox

Fox asked Library Board members to notify her when they completed the Boardmanship video series.

Sheppard and Marsden asked the time commitment and format for the Board Member Education Program. Fox stated she would reach out to SDAO and report back at the September 20 Library Board meeting.

#### **iii. Antiracism statement (ACTION)**

Fox

Fox stated she had found the Antiracism statement on the Josephine Community Library website and felt it was important to adopt. Sheppard stated she agreed it's important. Hackett asked if this statement is in response to an incident. Fox stated no. Marsden asked if library staff will be informed of the statement. Fox stated all current staff members will be informed at the upcoming staff meeting and new employees will be informed when they receive their training.

Marsden moved to approve the Antiracism statement. Hackett seconded. The motion carried unanimously.

**iv. Feast of Words discussion**

Fox

The Library Board supported the focus for 2023 Feast of Words.

**v. Library Policy review schedule discussion**

Fox

Hackett stated it might be best to split up the Operations policy over a few months since it will be combining many policies into one policy. Sheppard agreed. Fox stated she will only bring the sections requiring edits and does not anticipate we will need to adopt changes to the entire Operations document each year. [Fox will split the policy the review over several months if there are extensive updates needed in the Operations policy].

**vi. Use Restriction Policy (ACTION)**

Fox

- Attachment: VII.iv. Use Restriction Policy

Hackett made a motion to approved the updated Use Restriction policy. Marsden seconded. The motion carried unanimously.

**VIII. Agenda items for next meeting**

Sheppard

Fox mentioned the Strategic Planning consultants will present the draft plan at the September 20, 2022 Library Board meeting.

**IX. Adjournment**

Sheppard

The meeting was adjourned at 8:12pm.

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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.