

**Board of Directors**  
**Regular Meeting Minutes**

Tuesday, December 15, 2020, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

Present: Jean Sheppard, Karen Bureker, Brian Hackett, Megan Janik, Sara Marsden, Rachael Fox (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/81736137383>

Meeting ID: 817 3613 7383

**I. Additions/deletions from the agenda (ACTION)**

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:02pm. Janik made a motion to approve the agenda as amended. Marsden seconded. The motion carried unanimously.

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

Sheppard

None stated.

**III. Consent agenda (ACTION)**

President

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

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

Sheppard

**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. November 2020 Financial Statements**

Fox

Fox distributed the Financial Statements to the board via email. Sheppard asked if the District was on track to receive the amount budgeted for tax revenue. Fox stated if the next two payments in February and May 2021 are the similar to previous years, we should receive the

amount we anticipated. Fox stated she planned for 7% uncollectible tax revenue instead of the 5% used in past fiscal years due to the pandemic.

iv. **Director's report**

Fox

Sheppard asked if the Hood River Library has seen a decrease in patrons using the Curbside Services since the services were moved into the library. Fox stated she did not think there was a significant decrease but she had not run the statistics since September. Fox will provide statistics at the January board meeting.

**VI. New business**

**i. Library Fine Free and Automatic Renewals (Action)**

Fox

Sheppard asked what would be the motivation to have patrons return library materials if there are no fines. Fox stated patrons will still be charged for lost items after 28 days overdue. If a patron has \$15.00 or more in fees on their account, then the patron would be blocked from checking out physical and digital items. Marsden asked if the fees would be removed if the patron returned the items. Fox stated the fees will be removed. Marsden asked if patrons would be notified their materials have been automatically renewed. Fox stated patrons should receive an email or text but she will confirm with the SAGE Administrator. The Library Board members agreed the removal of fines and automatic renewals will support our community and is in line with our dedication to providing free and equitable access for all our patrons.

Fox stated it may take time to make all the changes in our system due because it must be done by the SAGE Administrator. Hopefully, the change will go into effect in January. Library staff will send out press releases, newsletters and social media posts.

Bureker made a motion for the Hood River County Library District to be fine free for all our patrons and provide two automatic renewals. Janik seconded the motion. The motion carried unanimously.

**ii. Library Card Policy (ACTION)**

Fox

The Library Board reviewed the changes in the policy which supports the Library District move to a fine free library. Hackett made a motion to approve the updated Library Card Policy. Bureker seconded the motion. The motion carried unanimously.

**iii. Financial Management Policy (ACTION)**

Fox

Sheppard stated she would like to add the Library Director must also be included to authorize the purchase of emergency services and materials. Bureker stated the Library Director should also inform the District Board by email or at the next board meeting. Fox agreed with both changes. Sheppard also asked the difference in Section 3 between the first two bullet points. Fox stated the first bullet point references emergency services and the second references purchases that must be approved before the meeting that might cause unnecessary hardship or financial detriment to the District but is not an emergency. Hackett asked if \$5,000 is sufficient. Fox stated that she thinks \$5,000 would be sufficient and anything over that amount should be discussed with the Library Board. Sheppard agreed.

Bureker made a motion to approve the updated Financial Management Policy with the addition of adding the Library Director must also authorize the emergency purchase and the Library Director must inform the Library Board of the purchases which exceed \$5,000 at the next Board meeting. Marsden seconded. The motion carried unanimously.

**iv. Request to increase credit limit District credit card (ACTION)** Fox

Hackett asked if \$10,000 is sufficient. Fox stated that she thinks \$10,000 is sufficient. Sheppard states she wouldn't recommend more than \$10,000 due to potential unauthorized use of the card. Fox stated she has had to replace our card three times in four years due to thief by an unknown party. Columbia Bank was swift to recognize the theft and stop purchases. Sheppard states we should explore if they will offer an incentive for using the card. Hackett made a motion increase to the credit limit to \$10,000. Bureker seconded. The motion carried unanimously.

**v. COVID 19 Policies (ACTION)** Fox

Marsden made a motion to approve the undated Employee and Volunteer COVID-19 policies. Bureker seconded. The motion carried unanimously.

**vi. Insurance renewal (ACTION)** Fox

Sheppard asked if there was a typo in the supplemental information regarding the cost of increase. Fox stated there was a typo and it should be \$830 more than last year. The board discussed exclusion regarding sexual assault and molestation reporting requirements. Sheppard stated government entities should receive governmental immunity. Fox stated she would consult with Library District lawyer Ruben Cleaveland and report back to the Library District regarding the maximum amount.

Janik made a motion to approve the invoice for \$13,680. Marsden seconded. The motion carried unanimously.

**vii. Board member positions discussion**

Fox

Fox reported if board members would like to file for reelection they may do so between February 6 – March 18.

**viii. Ethics Training video** Fox

Fox reported she was unable to access the video on two different laptops using multiple browsers. Fox will seek assistance on fixing the issue and the District Board will complete the video at the January Board meeting.

**VII. Agenda items for next meeting**

Sheppard

**VIII. Adjournment**

The meeting was adjourned at 8:15pm.

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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.