

Board of Directors
Regular Meeting Minutes

Tuesday, February 16, 2021, 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/83767002300>

Meeting ID: 837 6700 2300

I. Additions/deletions from the agenda (ACTION)

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:03pm. Fox stated the ethics video was still not accessible but the hosting company was still working on resolving the issue. Marsden made a motion to approve the agenda as amended. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

i. Minutes from January 19, 2021 meeting

Janik moved to approve the consent agenda. Bureker 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

Fox updated the total raised for the Bookmobile to \$91,250.

iii. January 2021 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. Old business

i. **Reopening plans: Curbside Services and Grab-and-Go Services by appointment**

Fox

The Board discussed opening the Hood River Branch by appointment for Browsing and Computers on Wednesdays and Saturdays. The first day will be Wednesday, March 10. We'll have a trial run with Friends of the Library, Library Foundation members, Library Board members, friends and family on Wednesday, March 3 and Saturday, March 6. Participants will be asked to fill out a survey. Library staff are striving to add at least two browsing appointments per 20 minutes and 2 computer computer appointments per 45 minutes.

VII. New business

i. **Renew contract legal counsel Ruben Cleaveland (ACTION)**

Fox

Hackett made a motion to approve the contract renewal with Ruben Cleaveland. Janik seconded. The motion carried unanimously.

ii. **Garden's Maintenance Bids (ACTION)**

Fox

Bureker made a motion to approve Crystal Greens bid and contract. Marsden seconded. The motion carried unanimously.

iii. **Budget calendar approval and Budget Committee Discussion (ACTION)**

Fox

The Library Board discussed seeking a replacement for the open position on the budget committee that was held by Eric VonLubken. Fox will post on Facebook. Board members will bring recommendations to the next board meeting.

Janik made a motion to approve the budget calendar. Marsden seconded. The motion carried unanimously.

iv. **Art installation request (ACTION)**

Fox

The Board discussed the request for the art installation. Fox presented the ten different criteria listed in the Gift and Donation Policy. The Board discussed the limited connection to the local community and the art not conforming with the general architecture of the building in the proposed location. The board discussed the beauty of the art but they decided to deny the request. They wish to have another rotating art in the area. Fox will explore the possibility.

v. **Request assist voter ballots Odell**

Fox

Sheppard stated she could see a potential issue if library staff were accused of voter fraud. Marsden asked if there would be staff interested in transporting the ballots. Fox stated she would be willing to do it and was confident another staff member would be willing. Fox will discuss this further with the Library District legal counsel and report back to the board.

vi. **Ethics Training video**

Fox

Fox stated the issued with the training video had not been resolved. The company that created the training video would be reaching out to Fox the next day.

VIII. **Agenda items for next meeting**

Sheppard

IX. Adjournment

The meeting was adjourned at 8:05pm.

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.