

**Board of Directors**  
**Regular Meeting Agenda**  
**Supplementary information**  
 Wednesday, January 31, 2024, 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, and Jean Sheppard.*

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

**Members of the public:** None present.

**Meeting minutes:** Mo Burford and Rachael Fox

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/89745812618?pwd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09>, Meeting ID: 897 4581 2618

	<b>Agenda Items</b>	<b>Action</b>	<b>Responsible</b>
<b>I.</b>	<b>Call to Order</b> Board President Brian Hackett called the meeting to order at 7:04pm.		Brian Hackett
<b>II.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b> Hackett requested adding discussion of the March Library Board meeting date. Marsden made a motion to approve the amended agenda. Sheppard seconded. The motion carried unanimously.	<b>Motion</b>	Brian Hackett
<b>III.</b>	<b>Approval of the consent agenda</b> Janik moved to accept the consent agenda, encompassing the minutes of the December 16, 2023 special meeting and the December 19, regular board meeting. Marsden provided the second. The motion passed with unanimous approval.	<b>Motion</b>	Brian Hackett

<b>IV.</b>	<b>Actual or potential conflicts of interest</b> None stated		Brian Hackett
<b>V.</b>	<b>I. Audit presentation</b>  Tiffany Elvrum from our auditors Pauly Rogers and Co., PC, presented the District's 2022-23 fiscal year audit via Zoom. The District Board received a Letter to the Governing Board and the audit report which included financial statements. Elvrum gave the District a clean opinion with no reservations and there were no separate management issues. Elvrum stated overall it was great. She reported no difficulties in performing the audit.		Elvrum
<b>VI.</b>	<b>Public comment (3 minutes each)</b> None present		Brian Hackett
<b>VII.</b>	<b>Reports</b>		
	<b>i. Friends and Foundation update</b> There was nothing to add to the written report.		Rachael Fox
	<b>ii. Friends update</b> There was nothing to add to the written report.		Rachael Fox
	<b>iii. Foundation update</b> There was nothing to add to the written report.		Rachael Fox
	<b>iv. November and December Financial Statements</b> There was nothing to add to the written report.		Rachael Fox
	<b>iv. Director's report</b> Marsden inquired about the leak in the library, questioning whether it was infiltrating the interior. Fox clarified that the issue stemmed from water descending down the interior wall but assured that it hadn't caused any permanent damage. Fox consulted with a roofer, gutter installer, and masonry technician, all of whom suggested that addressing the heat tape in the gutter would likely resolve the problem. The gutters tended to freeze in winter without the heat tape, causing water to cascade down the building's side and penetrate the interior. The masonry technician stated we could postpone masonry repairs until the entire building was addressed. Fox engaged an electrician to fix the heat tape issue.		Rachael Fox
<b>VIII.</b>	<b>Old Business</b>		
<b>IX.</b>	<b>New Business</b>		
	<b>i. Auditing bids 2024-2026 (Action)</b>	<b>Motion</b>	Rachael Fox

	Sheppard proposed accepting the bid from Pauly Rogers & Co for the auditing years 2024, 2025, and 2026, with a total amount of \$30,525. Janik seconded the motion, and it was unanimously approved.		
	<b>ii. Budget Committee positions discussion</b> Hackett inquired about the number of community members appointed to the budget committee. Fox responded that five members were appointed. The board unanimously agreed that the questions raised were sufficient, and Fox will proceed to advertise the vacancies.		Rachael Fox
	<b>iii. Discussion Urban Renewal Agency's governing board</b> The board discussed the desire to receive input from Will Norris regarding the library district's involvement in the Urban Renewal Agency governing board. Fox will extend an invitation to Will Norris for the library board meeting scheduled on February 20, 2024.	<b>Discussion</b>	Rachael Fox
<b>IX.</b>	<b>Announcements</b>		
	<b>i. Comments from board members</b> The library board opted to shift the date of their March meeting to Monday, March 18, 2024, at 7 pm, citing a scheduling conflict.  Marsden asked for an update on the employee situation. Hackett stated the final report was being drafted and then will be reviewed by legal counsel, then there will be another special board session in Executive Session.		All
	<b>ii. Requests/Comments from Library Director</b> No comments		Rachael Fox
<b>X.</b>	<b>Agenda items for next meeting</b> <ul style="list-style-type: none"> <li>• Code of Conduct and Use Restriction policy review</li> <li>• Budget Officer, Budget Committee and Budget Calendar approval</li> <li>• Presentation: Outreach and Bookmobile services, Bilingual Outreach Librarian Yelitza Vargas-Boots and Bookmobile Specialist Jasmin Martinez</li> </ul>		Brian Hackett
<b>XI.</b>	<b>Adjournment regular meeting</b> The meeting was adjourned at 7:45pm.		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.