

Board of Directors
Regular Meeting Minutes
Tuesday, July 19, 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 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. Fox stated she would like to add a the Cascade Locks leave agreement to the agenda. Janik made a motion to approve the amended agenda. Marsden seconded. The motion carried unanimously.
- II. **Actual or potential conflicts of interest** Sheppard
None stated.
- III. **Board Officer Elections** Sheppard
Hackett moved to elect Sheppard as president of the Board of Directors and Bureker as Vice President for the 2022-23. Janik seconded. The motion carried unanimously.
- IV. **Consent agenda (ACTION)** Sheppard
Marsden moved to approve the consent agenda. Janik seconded. The motion carried unanimously.
- V. **Open forum for the general public** Sheppard
None present.
- VI. **Reports**
- i. **Friends update** Fox
 • The Friends did not meet in July, 2022.
- ii. **Foundation update** Fox
 • The Foundation did not meet in July, 2022.
- iii. **May 2022 Financial Statements** Fox
There was nothing to add to the written report. Hackett asked if the estimate regarding the uncollectible (5%) was accurate. Fox reported it was accurate and we are on target to receive the

amount provided in the October 2021 assessment provided by Hood River County minus the 5% uncollectible.

iv. Director's Report

Fox

Fox added information regarding outreach in Odell.

- Library staff are providing outreach every Saturday in the Odell Mobile Home park. They are serving 38 families and 70 kids total! They are driving their cars and going door-to-door and offering kids a selection of books, a craft bag, and a burrito/snack.
- Library staff are hosting a Pop-Up-Library every 1st and 3rd Thursday of the month in the Odell Neighborhood Park. We are partnering with Gorge Grown and Hood River Valley Parks and Rec. The park is the second neighborhood they have been wanting to serve. At their last Pop-Up-Library they had around 100 people stop by. They offer books, to-go or stay crafts, snacks and summer reading prizes.

VII. New Business

i. Oregon Corrections Enterprises furniture quote (ACTION)

Sheppard

Janik made a motion to approve the estimate of \$8,500 for the purchase of new furniture from Oregon Corrections Enterprises. Marsden seconded. The motion carried unanimously.

ii. Financial Management Policy (ACTION)

Sheppard

Hackett made a motion to approve Resolution 2022-23.01 and the updated Financial Management Policy. Janik seconded. The motion carried unanimously.

iii. Appointing agents of record (ACTION)

Sheppard

Marsden made a motion to approve Resolution 2022-23.02, establishing agents of record. Janik seconded. The motion carried unanimously.

iv. Establishing regular meeting time (ACTION)

Sheppard

Janik made a motion to approve Resolution 2022-23.03, establishing a regular meeting time. Marsden seconded. The motion carried unanimously.

v. Cascade Locks Lease – Hood River County School District (Action)

Sheppard

The Hood River County School District has made an increase in rent from \$943.80 to \$1,115.40 per month. They have not raised the rent in five years.

The School District requested the contract be changed from five years to one year. They stated there is complex accounting/accountability practices that must be followed for multiyear contracts. This results in significant increase in workload for their business services office.

Sheppard noted that the section stating “year-over-year increases shall not exceed five percent” was removed. She asked the board if they felt comfortable with the removal. Fox noted they have not increased the rent in five years. She also noted they usually look to the Port of Cascade Locks to set their rates and the port has significantly raised their rates and they did not think it was appropriate to apply the same increase to the Library District.

The Library District lawyer Ruben Cleaveland approved the contract. Janik made a motion to approve the lease agreement. Hackett seconded. The motion carried unanimously.

VIII. **Agenda items for next meeting**

Sheppard

IX. **Adjournment**

Sheppard

The meeting adjourned at 7:36pm.

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.