

Board of Directors
Regular Meeting Meetings
Supplementary information

Tuesday, November 16, 2021, 7:00pm
Zoom meeting
502 State St, Hood River
Jean Sheppard President

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/88987942233>

Meeting ID: 889 8794 2233

I. Additions/deletions from the agenda (ACTION)

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:01pm. Fox states she would like to add an invoice for the SAGE Consortium to the consent agenda. Fox would like to also discuss the Collection Development policy and the steps patrons can take if they challenge a library material. Marsden made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

i. Minutes from October 19, 2021 meeting

Attachment: III. Minutes from the October 19, 2021, regular meeting

ii. Invoice for SAGE Library Consortium

This membership connects us to 80 consortium libraries, which we share materials. This funds technical staff who create an infrastructure, policies, and technical support for our integrated library system software Evergreen. It also funds our courier system which runs five days per week.

The cost has increased 2.8% since last fiscal year. I was aware of the increase and budgeted accordingly. The invoice for \$13,782 exceeds my spending authority, so I'm asking for Board approval.

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

IV. **Open forum for the general public** Sheppard
None stated.

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. October 2021 Financial Statements Fox

The financial statements were released after the board packet was released. They were emailed to the board prior to the meeting. We are tracking well and the bulk of the tax revenue will arrive in November.

iv. Director's report Fox

There was nothing to add to the written report.

VI. **New business**

i. Oak tree removal discussion Fox

The board discussed the moderate to high risk status of the tree and agreed with Library Director Rachael Fox that the tree needs to be removed for the safety of our community.

ii. Review bids Janitorial Services and approve contract (ACTION)

Hackett voted to approve the bid and contract for Tedene Enterprises (Clean-All Janitorial). Marsden seconded and the motion carried unanimously.

iii. Information Security Policy (ACTION) Fox

Bureker moved to approve Resolution 2021-22.03 – Creating Information Security Policy. Hackett seconded. The motion carried unanimously.

iv. Strategic plan discussion and timeline Fox

The board approved of the strategic plan timeline. Sheppard inquired how we would handle if the bids exceeded our budget. Fox stated she thought we could negotiate the price but would confirm with District Legal Counsel Ruben Cleaveland.

v. Special District Insurance Services Best Practices Checklist Fox

The board reviewed the best practices checklist.

vi. Collection development policy review Fox

Fox and Sheppard explained there has been an increase in challenges to library materials across the country and it would be helpful to review the policy and be prepared. The board

reviewed the collection development policy for the District. Fox explained whenever a patron objects to the presence of an item, s/he will be referred to the Library Director.

If the patron wishes the District to remove or reclassify the material, s/he must complete the "Request for Reconsideration of Library Material" form. The Collection Development Committee will examine the item in question, check reviews, and determine whether it conforms to the standards of this policy. The Library Director will decide whether or not to withdraw the material in question and will write to the patron, giving the reasons for the decision. If the patron is not satisfied by the Library Director's decision, the item will be referred to the Board of Directors for further review. Materials subject to complaint shall not be removed from use pending final action.

Fox stated she would review the policy with the library staff at the upcoming staff meeting on November 19, 2021.

VII. Agenda items for next meeting

Sheppard

- Policy
- Review the request for bids document for strategic planning facilitation

VIII. Adjournment

The meeting was adjourned at 7:45pm.

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.