

Board of Directors
Regular Meeting Minutes
 Tuesday, September 19, 2023, 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 and Jean Sheppard.

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

Members of the public: None present.

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

	Agenda Items	Action	Responsible
I.	Call to Order Board President Brian Hackett called the meeting to order at 7:00pm.		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions) Sheppard made a motion to approve the agenda with the additional of the Employee Handbook-Paid Leave Policy. Marsden seconded. The motion carried unanimously.	Motion	Brian Hackett
III.	Approval of the consent agenda Marsden moved to accept the consent agenda, encompassing the minutes of the August 15 regular board meeting. Sheppard provided the second. The motion passed with unanimous approval.	Motion	Brian Hackett
IV.	Actual or potential conflicts of interest None stated.		Brian Hackett
V.	Public comment (3 minutes each) None present.		Brian Hackett
VI.	Reports		
	i. Friends and Foundation There was nothing to add to the written report.		Rachael Fox
	ii. Friends update		

	There was nothing to add to the written report.		
	iii. Foundation update There was nothing to add to the written report.		Rachael Fox
	iv. July and August Financial Statements There was nothing to add to the written report.		Rachael Fox
	iv. Director's report Fox mentioned an issue concerning the ADA parking spot in, specifically, the presence of erosion under the concrete. She plans to conduct a more in-depth investigation and will present bids for consideration at the October 17, 2023 board meeting. Chinook Plumbing is installing a water spigot on the west side of the building, as there was previously no water access available for programming in the gardens. The library will be introducing a new database, NovelList Plus, which will provide both patrons and staff with the tools to engage in comprehensive reader's advisory services.		Rachael Fox
VII.	Old Business		
	i. Form for Reconsideration of Materials Hackett suggested a modification to question 5, which involves adding a checkbox to inquire whether the patron wishes to include or exclude the material. Depending on their response, they would then be directed to provide further explanation in either section 5a or 5b. Sheppard proposed a motion to approve the Request for Reconsideration Materials form, along with the recommended amendments, as well as the Request for Reconsideration Policy and Collection Development Policy. Janik seconded the motion, which passed unanimously with approval from all members.	Motion	Rachael Fox
VIII.	New Business		
	i. Staff training During the board meeting, there was a discussion regarding the potential use of volunteers to manage library operations. Fox expressed that volunteers might not have the necessary training to fully utilize the integrated library system or provide comprehensive support for the extensive amount of library services we offer. It was suggested that managing three volunteers to run library operations would require staff oversight and extensive training for the volunteers. Fox pointed out that many libraries offer in-service days. Burford mentioned that having the team together for training	Discussion	Rachael Fox

<p>would be highly beneficial as it facilitates the sharing of ideas and concepts. Additionally, Fox mentioned that the library's opening hours would coincide with the release times of local elementary schools and the Cascade Locks and Parkdale libraries would be open regular hours.</p> <p>The board acknowledged and approved the proposal.</p>		
<p>ii. Request to increase credit limit District credit card</p> <p>Sheppard raised the question of whether we could issue checks to vendors we're currently paying with the credit card. Fox clarified that we already do so in most cases and emphasized that many of our purchases come from companies that accept checks or offer payment through Amazon. However, she pointed out that there's still a significant amount of regular technology support tools and other vendors that necessitate payment via credit card.</p> <p>Sheppard also expressed concerns about the potential for an increased credit card limit to expose the District to fraudulent charges. In response, Fox mentioned that the District's credit card has been subject to fraudulent charges five times over the past seven years. She highlighted the credit card company's prompt detection and reimbursement for these fraudulent charges.</p> <p>Marsden made a motion to raise the credit card limit to \$20,000, and Bureker seconded the motion. The motion passed unanimously.</p>	<p>Motion</p>	<p>Rachael Fox</p>
<p>iii. Westside Urban Renewal update</p> <p>The District's legal counsel, Ruben Cleaveland, outlined for Fox all the necessary procedures to be followed concerning the Westside Urban Renewal. Fox confirmed that they were indeed adhered to.</p> <p>The Special Districts Association of Oregon reported that they frequently receive input from Fire Districts facing similar challenges as the Library District, as both do not charge fees for their services and encounter losses as a result. In light of this, the board engaged in a discussion about the possibility of lobbying the legislature for potential changes.</p>	<p>Motion</p>	<p>Rachael Fox</p>
<p>iv. Board and Budget Committee positions</p> <p>Sheppard suggested that the Library District follows the same procedures as other Special Districts by opening up positions when a committee member's term ends, allowing them to apply for reappointment and other members of the public to</p>	<p>Discussion</p>	<p>Rachael Fox</p>

	apply. The rest of the board concurred with this approach. There were also suggestions to place advertisements in local newspapers to inform the public about available committee positions.		
IX.	Announcements		
	i. Comments from board members Hackett asked the status of the signature card for Umpqua bank. Fox mentioned that she had made both physical visits to the branch and several phone calls, but was informed that the process was being managed by Umpqua Bank's main office. She expressed her intention to visit the bank again for further inquiries. Hackett also mentioned that he would provide his picture for the board member profiles.		All
	ii. Requests/Comments from Library Director Fox confirmed that there had been no additional requests from the patron who had submitted two Request for Reconsideration forms, suggesting that they were likely content with the decision made by the library collection development committee.		Rachael Fox
X.	Agenda items for next meeting		Brian Hackett
XI.	Adjournment regular meeting The meeting was adjourned at 7:43pm.		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.