

Board of Directors
Regular Meeting Minutes
 Tuesday, May 16, 2023, 7:00pm
 Library Meeting Room and Zoom
 502 State St, Hood River

Notes prepared by Assistant Director Mo Burford and Library Director Rachael Fox

Library Board:

Present: Board President: Jean Sheppard, Board Vice-President: Karen Bureker, Board members: Brian Hackett, Megan Janik, Sara Marsden.

Library staff:

Present: Rachael Fox and Mo Burford

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 Jean Sheppard called the meeting to order at 7:00pm.		Jean Sheppard
II.	Approval of the agenda (additions/corrections/deletions) Fox stated she would like to add board email discussion to the New Business section. Janik made a motion to approve the agenda as amended. Hackett seconded. The motion carried unanimously.	Motion	Jean Sheppard
III.	Approval of the consent agenda Hackett made a motion to approve the agenda. Janik seconded. The motion carried unanimously.	Motion	Jean Sheppard
IV.	Actual or potential conflicts of interest None stated.		Jean Sheppard
V.	Public comment (3 minutes each) There were no members of the public present.		Jean Sheppard
VI.	Reports		
	i. Friends update There was nothing to add to the written report. Fox stated the Friends and Foundation may be interested in hiring a facilitator to hold a session for the Friends and Foundation members to discuss a potential merger. Fox stated		Rachael Fox

	the consultant we hired for our Strategic plan was mentioned. Sheppard suggested Six Rivers Dispute Resolution Center.		
	ii. Foundation update There was nothing to add to the written report.		Rachael Fox
	iii. March Financial Statements Fox noted the notes should have read March 31, 2023 instead of May 31, 2023.		Rachael Fox
	iv. Director's report There was nothing to add to the written report.		Rachael Fox
VII.	Old Business		
VIII.	New Business		
	i. 2023-24 salary schedule Sheppard asked how Fox decided the percentage used for the Cost of Living Increase. Fox stated the percentage was what we could afford with our budget without using our reserve. The cost-of-living used by the State of Oregon to determine the minimum wage increase for this fiscal year is 5.2%. Fox noted, we have increased salaries over the past six years to meet the pre-determined minimum wage increases and in the last three years the increase was more than the cost-of-living increase. Hackett stated, he wanted to congratulate Rachael Fox on managing this budget and the work she has done. Hackett stated his comment at the budget meeting wasn't exactly what he hoped, but he wanted to say that it's been a lot of work to get to where we are and it's been hard to keep up with rising minimum wages. Fox thanked Hackett. Bureker made a motion to approve the salary schedule for 2023-24. Janik seconded. The motion carried unanimously.	Motion	Rachael Fox
	ii. Hood River County Library Facade Restoration Bureker inquired about the expected completion time for the project. Fox replied, indicating that she couldn't provide a specific estimate but expressed her belief that it would be finished during the spring or summer seasons. She reasoned that the task would only require one week to complete. Janik made a motion to approve the bid from NW Northwest Restoration in the amount of \$18,800. Bureker seconded. The motion carried unanimously.	Motion	Rachael Fox
	iii. Library Board Code of Ethics Sheppard stated she thinks it is important and that every board member should subscribe to these tenets, especially section II of the ALA Bill of Rights. Sheppard stated the Josephine Community Library District is good but too wordy.	Discussion	Rachael Fox

<p>Bureker expressed she liked the idea and we are in a place where communities across the countries are voting in board members to defund public services.</p> <p>Fox stated she would work with District attorney Ruben Cleaveland and Special Districts Insurance Services to prepare a draft by the June 20, 2023 library board meeting.</p> <p>Hackett stated he fully agreed and but his concern is that board members may not sign it and it could be problematic. He asked what we would do if someone does not sign.</p> <p>Fox stated she would talk to District attorney Ruben Cleaveland and Special Districts Insurance Services about what happens in that event.</p>		
<p>iv. Bookmobile Specialist job description Fox clarified that requiring bilingualism for this position would not be mandatory. She and other staff members consulted anticipate difficulties in finding candidates who meet both the bilingual criteria and the specific conditions of the role, such as the limited working hours of 32 hours per week. In the current competitive job market, many candidates are seeking full-time employment, which adds to the challenge.</p> <p>Furthermore, the position places significant emphasis on vehicle maintenance, which may not appeal to a wide range of candidates. This specialized requirement further narrows the pool of potential applicants.</p> <p>When Sheppard inquired about the possibility of expressing a preference for bilingualism, Fox explained that the job description's Knowledge, Skills, and Ability section specifies a preference for fluency in English, with a preference for proficiency in spoken and written Spanish. Additionally, the library plans to explicitly state this preference in the job announcement.</p> <p>Bureker made a motion to approve the job description for the Bookmobile Specialist. Janik seconded. The motion carried unanimously.</p>	<p>Motion</p>	<p>Rachael Fox</p>
<p>v. Executive Session: Library Director Evaluation The board entered Executive Session at 7:35pm. The board ended Executive Session at 7:55pm.</p> <p>Hackett put forward a motion to increase Fox to step five. Hackett stated Fox's work is excellent and got us through the last few years.</p>		<p>Jean Sheppard</p>

	<p>Sheppard stated she think it's important to recognize the work Fox has done and she be payed commensurately.</p> <p>Sheppard also stated we should codify what to do when they staff reach the top of their step increases. One suggestion would be to increase the wage by 2% every five years on top of cost-of-living increase. Fox stated she would look into it further and report back to the board.</p> <p>Hackett made a motion to increase Fox to step five starting July 1, 2023. Marsden seconded. The motion carried unanimously.</p>		
	<p>vi. Board emails discussion</p> <p>Fox stated she recently asked District attorney Ruben Cleaveland about Library Board members forwarding their board emails to their personal email. Cleaveland stated he is fine with forwarding as long as a record of the email and response is going through the District's email for record keeping purposes but overall he would recommend discontinuing this practice because of record keeping on the return emails.</p> <p>Sheppard stated she thinks discontinuing forwarding emails is the most professional thing to do and is the safest for everyone's privacy. Fox stated she would email instructions the following week.</p>	Discussion	Fox
IX.	Announcements		
	<p>i. Comments from board members</p> <p>None stated.</p>		All
	<p>ii. Requests from Library Director</p> <p>None stated.</p>		Rachael Fox
	<p>ii. Agenda items for next meeting</p> <ul style="list-style-type: none"> • 2023-24 budget approval • Approval of recurring payments for 2023-24 • Discussion of 2023-24 President and Vice-President positions • Discussion of 2023-24 regular meeting time • Library Director Contract approval • Library Board Code of Ethics 		Jean Sheppard
X.	<p>Adjournment regular meeting</p> <p>The meeting was adjourned at 8:18pm.</p>		Jean Sheppard

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.