

Board of Directors
Regular Meeting Minutes
 Tuesday, December 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: Sara Marsden.

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

Members of the public: None present.

Meeting minutes by Mo Burford and Rachael Fox

Agenda Items		Action	Responsible
I.	Call to Order Board President Brian Hackett called the meeting to order at 7:03pm.		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions) The Executive Session was removed from the agenda. Marsden made a motion to approve the amended agenda. Bureker seconded. The motion carried unanimously.	Motion	Brian Hackett
III.	Approval of the consent agenda i. Minutes from the November 21, regular board meeting Bureker moved to accept the consent agenda, encompassing the minutes of the November 21, 2023 regular board meeting. Marsden 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		

	<p>i. Friends update</p> <ul style="list-style-type: none"> The Friends of the Library had approximately 35 Friends members attend their holiday gathering. 		Rachael Fox
	<p>iii. Foundation update</p> <ul style="list-style-type: none"> There was nothing to add to the written report. 		Rachael Fox
	<p>iv. November Financial Statements</p> <p>There was nothing to add to the written report.</p>		Rachael Fox
	<p>iv. Director's report</p> <ul style="list-style-type: none"> Alongside the report, Fox mentioned that Lucy Burnett, the Public Service Clerk, has accepted a position with Hood River County and will be departing in January. Consequently, the District will be in the process of searching for a part-time Public Service Clerk for 19.5 hours per week. <p>Fox sought the library board's input on the acquisition of a new outdoor phone. The plan is to procure a weatherproof phone with a protective hood to shield users from inclement weather.</p> <p>Burford highlighted the success of the Christmas Project, noting that the library distributed hundreds of free books.</p>		Rachael Fox
	<p>VII. Old Business</p>		
	<p>VIII. New Business</p>		
	<p>i. 2024 SDIS Property/Casualty Insurance Renewal</p> <p>Fox stated that our insurance agent recommended reviewing the adequacy of our coverage for the contents of the library buildings. While SDAO accessed this information, Fox suggested conducting our own examination. Fox will look further into this matter. Additionally, Fox pointed out that the District secured approval for \$50,000 in Cyber Security Insurance coverage, aligning with the other ten accessed districts. Fox did not propose obtaining extra coverage, citing our low risk and the secure management of our records by the consortium Sage.</p> <p>Marsden made a motion to approve the 2024 SDIS property liability insurance from Special Districts Insurance Services for \$20,671. Bureker seconded. The motion carried unanimously.</p>	<p>Motion</p>	Rachael Fox
	<p>ii. Code of Conduct discussion</p> <p>The board discussed the preview of the process as noted in the meeting agenda.</p>		Rachael Fox

IX. Announcements		
i. Comments from board members Hackett mentioned that the fact-finding investigation is expected to conclude around the first of the year. Bureker inquired about any concerns regarding the employee's health. Hackett expressed confidence in their decision, and when board members questioned the timeline, Fox explained that the investigating firm is closed during the last week of December, contributing to the extended duration.		All
ii. Requests/Comments from Library Director Fox is scheduled to be on her previously arranged vacation during the last week of December. However, she will remain available in case Assistant Director Mo Burford requires assistance and will conduct payroll.		Rachael Fox
X. Agenda items for next meeting <ul style="list-style-type: none"> • Code of Conduct policy review • Audit report and presentation FY 2022-23 		Brian Hackett
XI. Adjournment regular meeting The meeting was adjourned at 7:31pm.		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(2)(f): To consider information or records that are exempt by law from public inspection.

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.