Hood River County Library District

Board of Directors

Regular Meeting Minutes

Tuesday, August 18, 2026, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Library Board

Board President: Sara Marsden

Board Vice-President: Karen Bureker

Board Members: Megan Janik, Yesi Rojas, and Jean Sheppard

Meeting Access

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:

Phone: 1-253-215-8782

Zoom Link: https://us02web.zoom.us/j/88987942233

Meeting ID: 889 8794 2233

Agenda Items

I. **Call to Order** — Sara Marsden
Library Board President Sara Marsden called the meeting to order at 7:00pm.

II. **Roll Call** — Rachael Fox
Fox conducted a roll call. Karen Bureker, Megan Janik, Sara Marsden, Jean Sheppard, and Yesi Rojas were present. Library Director Rachael Fox and Assistant Director Mo Burford were also present. Uplift Local documenter Kat Cuff was also present.

III. **Approval of the Agenda** *(Motion)* — Sara Marsden
Burreker moved to approve the agenda. Sheppard seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Sheppard and Rojas.

IV. **Approval of the Consent Agenda** *(Motion)* — Sara Marsden
Rojas moved to approve the consent agenda with the Library Board regular meeting minutes from July, 21, 2026 . Bureker seconded the motion. The motion

carried unanimously with affirmative votes from Bureker, Janik, Marsden, Sheppard and Rojas.

V. **Actual or Potential Conflicts of Interest** — Sara Marsden
None Stated

VI. **Citizen Comment (3 minutes each)** — Sara Marsden
None present

VII. Reports

i. June and July 2026 Financial Statements — Rachael Fox
    - There was nothing to add to the written report.
ii. Friends Update — Rachael Fox
    - There was nothing to add to the written report.
iii. Foundation Update — Rachael Fox
    - There was nothing to add to the written report.
iv. Director's Report — Rachael Fox
    - The library has added free faxing for patrons in Parkdale and Cascade Locks; Hood River already offers free faxing.
    - New industrial-strength step stools have been installed in the Hood River Library restrooms, anchored to the ground, so children can safely wash their hands.

VIII. Old Business

i. Board Officer Elections *(Motion)* — Sara Marsden

The board held a general discussion of officer elections. Sara Marsden expressed willingness to continue as President for another year, and Karen Bureker as Vice President; the board agreed. Members also proposed moving to two-year terms, rotating through the board membership after each term.

Bureker moved to elect Sara Marsden as Board President. Janik seconded the motion, which carried unanimously with affirmative votes from Bureker, Janik, Marsden, Sheppard, and Rojas.

Sheppard moved to elect Karen Bureker as Board Vice President. Janik seconded the motion, which carried unanimously with affirmative votes from Bureker, Janik, Marsden, Sheppard, and Rojas.

IX. New Business

i. **Hood River and Parkdale Shelving Quotes** ***(Motion)*** **—** Sara Marsden

Fox obtained three quotes. Bureker asked whether the same company was being used and whether the library had any existing shelving from them; Fox confirmed we do not. Marsden asked about the timeline for production; Fox said 8 to 10 weeks. Bureker asked about the cost and how the funds would be split, given the large donation designated for Parkdale; Fox confirmed the Parkdale shelving is covered by the Parkdale donation and the Hood River shelving by Feast of Words 2026. Rojas asked about creating a plaque for the Parkdale shelving and Fox confirmed there will be one to honor the donor.

Sheppard moved to approve the motion. Rojas seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsen, Sheppard, and Rojas.

ii. **Library Evaluation Questions Review (*Discussion*) — President**

Sheppard noted that she liked the shorter length but did not like the notice about anonymity, and wondered whether the statement was accurate and whether the sentence could be reworded to better reassure staff on this point. Bureker felt that some comments would inevitably identify staff, and that this was acceptable as long as staff were assured there would be no retaliation. The group agreed a reassurance of no retaliation should be included.

Fox said her understanding was that staff could choose to be more or less anonymous. Bureker elaborated on this point and Fox read the relevant language from the staff evaluation survey. The group felt anonymity should be available on a per-question basis, rather than as a single overarching choice, when staff write comments.

Marsden was unclear on whether all the language in the staff survey would be shared with staff; Fox confirmed it would be available for staff to read. Marsden felt the review was a good length and had no comments about the questions themselves.

iii. Feast of Words 2027 and Carnegie Donation (Discussion) – Sara Marsden

Fox presented the idea of adding seating space and displays using the Carnegie donation. Bureker asked whether items would need to be removed; Fox said some may, though it's still unclear how many, and that moving library materials around would be more likely.

The board asked how busy the meeting rooms were; Fox and Burford said they are often full, but usage fluctuates. They also discussed making some of those spaces bookable, and/or turning the Columbia Gorge History Room into a quiet space with a door. Bureker asked whether the Meeting Room gets used or is left dirty; Burford said it is almost always clean.

Sheppard asked where the new displays would be located and suggested they be placed in their respective subject areas; Burford and Fox confirmed that was the plan. Moving furniture around would also create more space for the Teen area.

The group discussed generally the potential for bookable spaces. Marsden thought it would be worth trying to make at least one of the small meeting rooms bookable. The group also discussed generally how to best serve the community . Fox stated they will be looking into the option of making the spaces bookable once they implement their new reservation software.

Bureker asked if hiring a designer had been considered; Fox said it had, but that this tends to cost around $5,000 to $10,000.

Sheppard suggested the Columbia Gorge History Room could be used as a study room; Bureker suggested limiting this to certain days and times. Fox stated they would look into this further, starting with potentially making it a quiet study room reserved for certain days and times. Fox noted that the room's use is constrained by the collection it houses, including the glass case of rare volumes and yearbooks. In the future, Fox will explore whether the collection would need to move out of the space, or whether it could be made holdable if the room is turned into a permanent bookable meeting space in the future. Fox wants to ensure that added seating elsewhere in the library would compensate for limiting regular access to seating in the Columbia Room.

Fox thanked the group for their ideas and suggested starting with the seating changes and evaluating from there. Sheppard expressed excitement about the displays and about seeing whether circulation increases, and also suggested expanding the book club section, including books used by local book clubs, and possibly stocking extra copies.

X. Announcements

a. Comments from board members — All
   - Rojas asked if anyone from the library had reached out to Radio Tierra regarding library annoucements on the radio station. Fox explained there may have been a misunderstanding, and said the Bookmobile and Outreach Librarian was waiting to hear from them. Rojas said she would pass along the contact information for the director of Radio Tierra to Fox.

b. Requests/Comments from Library Director — Rachael Fox
   None stated

XI. **Agenda Items for Next Meeting** — President

- Employee Handbook update
- Policy Update

XII. **Adjournment Regular Meeting** — President

The meeting was adjourned at 7:44pm.

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.