

Library Board of Directors
Regular Meeting Minutes

Tuesday, August 19, 2025, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Library Board:

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

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/89745812618?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09>, Meeting ID: 897 4581 2618

Agenda Items		Action	Responsible
I.	Call to Order Library Board President Brian Hackett called the meeting to order at 7:01pm.		Brian Hackett
II.	Roll call Fox conducted a roll call. Brian Hackett, Sara Marsden, Megan Janik and Jean Sheppard were present. Library Director Rachael Fox was present. One community member was present.		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions) Sheppard moved to approve the agenda with the addition of the ACTFL levels handout for discussion during the Bilingual Pay Policy item. Marsden seconded the motion. The motion carried unanimously with affirmative votes from Hackett, Janik, Marsden, and Sheppard.	Motion	Brian Hackett
IV.	Approval of the consent agenda i. Minutes from the July 15, 2025 Regular Board Meeting A motion to approve the consent agenda was made by Janik and seconded by Sheppard. The motion carried unanimously with affirmative votes from Hackett, Janik, Marsden, and Sheppard.	Motion	Brian Hackett
V.	Actual or potential conflicts of interest None stated		Brian Hackett
VI.	Citizen comment (3 minutes each) There was no public comment.		Brian Hackett

VII. Reports		
i. June 2025 Financial Statements There was nothing to add to the written report.		Rachael Fox
ii. Friends update There was nothing to add to the written report.		Rachael Fox
iii. Foundation update There was nothing to add to the written report.		Rachael Fox
iv. Director's report The library board discussed who qualifies as media for attendance at Executive Sessions. This question arose due to attendance by the local organization Uplift Local during an executive session. The board wanted clarity on what qualifies as a media outlet for future reference to ensure they are following correct procedures. Sheppard asked if legal counsel could provide a statement that could be read to all media outlets who attend an executive session. Fox stated she would consult with legal counsel and report back to the library board.		Rachael Fox
VIII. Old Business		
i. Bilingual Pay Policy Fox recommended changing the testing format and compensation section from the European Framework of Reference (CEFR) to the American Council on the Teaching of Foreign Languages (ACTFL), which is used by other institutions in our area in the United States. She also recommended adding the minimum required score level to the policy. The library board discussed the proficiency levels and whether to select Advanced Intermediate or Advanced Low. Fox recommended Advanced Low. When Hackett asked if this would be sufficient, Fox stated she believed other organizations, such as the school district, have used Advanced Low as their standard and it would be sufficient for advanced reference transactions. Sheppard noted that the higher levels are intended for professions like lawyers and doctors, while Intermediate High is for professions requiring limited conversation skills. The board agreed on Advanced Low. Sheppard made a motion to approve the policy with ACTFL replacing the CEFR standard and using Advanced Low as the minimum level. Janik seconded. The motion carried unanimously with affirmative votes from Hackett, Janik, Marsden, and Sheppard. Marsden made a motion to approve the updated salary schedule. Janik seconded. The motion carried unanimously with affirmative votes from Hackett, Janik,	Motion	Brian Hackett

	Marsden, and Sheppard.		
IX.	New Business		
	<p>i. Meeting room Policy Marsden recommended adding that study rooms are available during regular library hours. Fox stated she would add this information to the policy.</p> <p>Janik moved to approve the Meeting Room policy with the addition regarding regular hours. Sheppard seconded the motion.</p> <p>The motion carried unanimously with affirmative votes from Hackett, Janik, Marsden, and Sheppard. Janik.</p>	Motion	Brian Hackett
	<p>ii. State Street Hotel Project Discussion The library board discussed that the public hearing was canceled because the applicant withdrew their application.</p> <p>Hackett had contemplated calling a special meeting for the library board to discuss whether they wanted to issue a statement on behalf of the library regarding the proposed hotel project. This was before the hearing was canceled. He asked whether he should have called a special meeting or how similar situations should be handled in the future.</p> <p>Sheppard stated this was a preliminary hearing and explained that if the application had been further along in the process, the library board should meet to discuss whether they wished to issue a statement on behalf of the library. This could be handled through a special meeting if needed.</p> <p>The board also discussed that parking, increased street traffic, and the safety of the crosswalk are issues to consider.</p>		Brian Hackett
	<p>iii. SDAO Public Meetings Law Training The Library Board discussed having SDAO provide training for the board and other special districts in the area. Sheppard and Janik both have scheduling conflicts in October. Sheppard suggested scheduling the training for late September or November instead. Fox said she would contact SDAO to arrange the training.</p>		Rachael Fox
X.	Announcements		
	<p>i. Comments from board members No comments</p>		All
	<p>ii. Requests/Comments from Library Director No comments</p>		Rachael Fox
XI.	Agenda items for next meeting		Brian Hackett

	<ul style="list-style-type: none"> • Library staff member presentation • Gift and Donation Policy Review 		
XII.	Adjournment regular meeting The meeting adjourned at 7:56pm.		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.