

## Library Board of Directors

### Regular Meeting Minutes

Tuesday, December 16, 2025, 7:00pm  
Library Meeting Room and Zoom  
502 State St, Hood River

**Present:** Board President: Sara Marsden, Board Vice-President: Karen Bureker, Board members: Megan Janik and Yesenia Rojas. Staff members: Rachael Fox.

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

<b>Agenda Items</b>		<b>Action</b>	<b>Responsible</b>
<b>I.</b>	<b>Call to Order</b> Library Board President Sara Marsden called the meeting to order at 7:00pm.		Sara Marsden
<b>II.</b>	<b>Roll call</b> Fox conducted a roll call. Sara Marsden, Megan Janik, Yesi Rojas were present. Library Director Rachael Fox was present. Karen Bureker joined the meeting via Zoom at 7:23pm.		Rachael Fox
<b>III.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b> Janik moved to approve the agenda. Rojas seconded the motion. The motion carried unanimously with affirmative votes from Janik, Marsden, and Rojas.	<b>Motion</b>	Sara Marsden
<b>IV.</b>	<b>Approval of the consent agenda</b> Sheppard moved to approve the consent agenda with the November 18, 2025 Library Board meeting minutes. Rojas seconded the motion. The motion carried unanimously with affirmative votes from Janik, Marsden, and Rojas.	<b>Motion</b>	Sara Marsden
<b>V.</b>	<b>Actual or potential conflicts of interest</b> None stated		Sara Marsden
<b>VI.</b>	<b>Citizen comment (3 minutes each)</b> None present		Sara Marsden
<b>VII.</b>	<b>Reports</b>		
	<b>i. October and November 2025 Financial Statements</b> There was nothing to add to the written report.		Rachael Fox

	<b>ii. Friends update</b> There was nothing to add to the written report.	Rachael Fox
	<b>iii. Foundation update</b> There was nothing to add to the written report.	Rachael Fox
	<b>iv. Director's report</b> There was nothing to add to the written report.	Rachael Fox
<b>VIII. Old Business</b>		Sara Marsden
<b>IX. New Business</b>		
	<p><b>i. Children's Services Assistant position discussion</b></p> <p>Marsden asked if the library would be overstaffed. Fox explained that the library is experiencing its highest activity levels ever, and she will present statistics at next month's meeting. The Children's Librarian and other staff need additional support. This position also manages the Makerspace and posts marketing content on social media and website calendars. Marsden asked if Assistant Director Burford handles marketing. Fox stated librarians currently create most of their own promotional materials and now post them on social media.</p> <p>Fox added that the library wants to offer bilingual storytime and expand children's services and programming, which is the highest priority area. She emphasized that the library needs additional support for children's programming assistance and preparation, as well as outreach and communication with Spanish-speaking families.</p> <p>Fox stated that increasing the position's hours could make it more attractive to candidates. The salary is competitive with other positions in the Gorge area and slightly higher than comparable roles. The position will also be advertised with bilingual differential pay, which was not included in the previous posting. Fox explained she did not recommend a larger increase in hours because the library recently added bilingual differential pay for other staff members and anticipates higher health care costs next fiscal year.</p> <p>Marsden asked whether other positions, such as the Bookmobile Librarian, had received hour increases and whether increasing hours for both positions would be sustainable. Fox clarified that the Bookmobile Librarian position increased from 34 to 40 hours to oversee outreach after the library eliminated the 40-hour Bilingual Outreach Librarian position, which would have otherwise resulted in overstaffing in that area.</p> <p>In addition, other librarians have increased their outreach</p>	Sara Marsden

	<p>involvement to support the Bookmobile Librarian. Between ordering items for the collection, managing programming, staffing the desk, and handling marketing, they also need assistance.</p> <p>Janik and Marsden asked if the library could support the increase. Fox confirmed we could. The position has been vacant for several months, and the savings can fund the increase and provide a buffer for anticipated health care cost increases in the next fiscal year.</p> <p>Rojas asked how long the position had been open. Fox replied it has been vacant since May and noted there is typically a gap between hiring a candidate and their start date to accommodate their current work situation.</p> <p>Rojas asked where the position is advertised. Fox listed social media, the library newsletter, flyers, Indeed, library websites in Oregon, and throughout the Pacific Northwest.</p>		
	<p><b>ii. 2026 Special Districts Insurance Services (SDIS) Property/Casualty Insurance renewal</b></p> <p>Janik moved to approve the agenda. Rojas seconded the motion. The motion carried unanimously with affirmative votes from Janik, Marsden, and Rojas.</p>	<b>Motion</b>	Sara Marsden
	<p><b>iii. Code of Conduct update</b></p> <p>Library Board member Karen Bureker joined the meeting via Zoom.</p> <p>Marsden asked whether the library has a procedure for handling items left behind. Fox explained that small items go to the lost and found, while larger items are stored outside the building temporarily to allow owners to claim them.</p> <p>The Library Board approved the recommended changes.</p> <p>Janik moved to approve the agenda. Rojas seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Rojas.</p>	<b>Motion</b>	Sara Marsden
<b>X.</b>	<b>Announcements</b>		
	<p><b>i. Comments from board members</b></p> <p>None</p>		Board members
	<p><b>ii. Requests/Comments from Library Director</b></p> <p>Fox reported that she and Rojas are registered for the Special Districts Association of Oregon conference, which offers several valuable sessions.</p>		Rachael Fox

<b>XI.</b>	<b>Agenda items for next meeting</b> <ul style="list-style-type: none"> <li>• Policy review</li> <li>• Audit report and presentation FY 2024-2025</li> <li>• Staff presentation: Teen and Tween Services Librarian Elizabeth Backer</li> </ul>		Sara Marsden
<b>XII.</b>	<b>Adjournment regular meeting</b> The meeting was adjourned at 7:30pm.		Sara Marsden

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.