

Library Board of Directors
Regular Meeting Minutes

Tuesday, December 17, 2024, 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 Board President Brian Hackett called the meeting to order at 7:01pm.		Brian Hackett
II.	Roll call Fox conducted a roll call. Brian Hackett, Karen Bureker, Sara Marsden, and Jean Sheppard were present.		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions) A motion to approve the agenda with the addition of the circulation desk quotes was made by Sheppard and seconded by Bureker. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.	Motion	Brian Hackett
IV.	Approval of the consent agenda i. Minutes from the November 19, 2024 regular board meeting A motion was made by Bureker to approve the consent agenda, which included the November 19, 2024 Library Board meeting minutes. The motion was seconded by Janik. The motion carried unanimously with affirmative votes from Bureker, 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) None present		Brian Hackett
VII.	Reports		

	i. November 2024 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 • Fox handed out copies of the Hood River County Read 2025 book <i>The Beadworkers: Stories</i> by Beth Piatote. • The new camera security system has been installed in the Hood River Library. Bureker asked how long we retain footage and if we can share with law enforcement. Fox stated the recorder will hold six weeks of footage and our Security Camera policy states when criminal activity is identified, incident-specific still images or video records may be shared with law enforcement to assist in the investigation and prosecution of the crime identified.		Rachael Fox
VIII.	Old Business		
IX.	New Business		
	i. Library Director job description review and update Hackett inquired about requiring future Library Directors to complete the American Library Association Certified Public Administrator program. Fox suggested including this requirement in future employment contracts rather than the job description, noting that its necessity would depend on each candidate's experience. She explained that while she personally benefited from the program's training in areas where she had limited experience, other candidates might already possess extensive experience in these areas. Hackett then asked about working with the Special Districts Association of Oregon. Fox agreed to update the job description to include requirements for working with both the Special Districts Association and library associations, and will present these revisions at the next library board meeting.	Motion	Brian Hackett
	ii. Janitorial bid and contract approval Sheppard moved to accept the bid from Tendene Enterprises and approve the contract. Marsden seconded. The motion carried unanimously with affirmative votes from Bureker,	Motion	Brian Hackett

	Hackett, Janik, Marsden and Sheppard.		
	<p>iii. Oregon Correction Enterprises Circulation desks</p> <p>Fox presented new design proposals and quotes for circulation desks at both levels of the Hood River Library. The Oregon Corrections Enterprises (OCE) quote totaled \$23,895, with \$16,420 for the upstairs desk and \$7,475 for the downstairs desk. State procurement rules indicate that if the District purchases products from OCE, they do not have to obtain three bids due to Public Purchasing Exemption. Fox distributed an informational sheet provided by OCE explaining these details.</p> <p>For comparison, Fox provided pricing from Demco, a library furniture vendor. Their basic model for a smaller upstairs unit starts at \$16,000, with an additional \$3,000 for a book drop. The goal is to have the desks installed before the Library Foundation Fundraising event in April.</p> <p>Bureker raised the question of selling the old desk and recommended listing it on government surplus. Another suggestion was to donate it to the Rebuild It Center. Fox agreed to investigate both options.</p> <p>Marsden made a motion to approve the quote for Oregon Corrections Enterprises in the amount of \$23,895 Burker seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.</p>	Motion	Brian Hackett
X.	Announcements		
	<p>i. Comments from board members</p> <p>Marsden proposed a scholarship program for local teens, though members discussed whether it would be permissible given the library's tax-funded status. Fox suggested routing the program through the Library Foundation and offered to present the idea to them. Marsden emphasized the importance of supporting local teens and Burford recommended expanding teen internship opportunities. The board explored several additional programming ideas, including career day events, SAT preparation classes, and college application assistance. Fox will share these programming suggestions with the incoming Teen and Tween Services Librarian.</p> <p>The board also discussed new initiatives for employee recognition. Proposed ideas included implementing a staff "shout out" system where employees can thank each other, as</p>		All

	well as featuring staff members both within the library building and on social media platforms. Fox and Burford will explore additional recognition opportunities.		
	ii. Requests/Comments from Library Director Fox announced she will be on vacation from December 22, 2024 through January 1, 2025. During this time, Burford will serve as acting Library Director. Fox will periodically check emails and remain available for emergencies.		Rachael Fox
XI.	Agenda items for next meeting <ul style="list-style-type: none"> • 2024 SDIS Property/Casualty Insurance Renewal • Audit report and presentation FY 2023-24 • Employee Handbook Policy review • Board recruitment packet and discussion • Library Director job description • November 2024 financial statements 		Brian Hackett
XII.	Adjournment regular meeting		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.