

Library Board of Directors
Regular Meeting Minutes
 Tuesday, February 17, 2025, 7:00pm
 Library Meeting Room and Zoom
 502 State St, Hood River

Board President: Sara Marsden, *Board Vice-President:* Karen Bureker, *Board members:* Yesi Rojas, Megan Janik 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/88987942233>, Meeting ID: 889 8794 2233

	Agenda Items	Action	Responsible
I.	Call to Order Library Board President Sara Marsden called the meeting to order at 7:00pm.		Sara Marsden
II.	Roll call Fox conducted a roll call. Sara Marsden, Megan Janik, Yesi Rojas and Jean Sheppard were present. Library Director Rachael Fox and Assistant Director Mo Burford were present.		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions) Janik moved to approve the agenda. Rojas seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas and Sheppard.	Motion	Sara Marsden
IV.	Approval of the consent agenda i. Minutes from the January 20, 2026 regular board meeting Janik moved to approve the agenda. Rojas seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas and Sheppard.	Motion	Sara Marsden
V.	Actual or potential conflicts of interest None stated		Sara Marsden
VI.	Citizen comment (3 minutes each) None present		Sara Marsden
VII.	Presentation Teen and Tween Services Librarian Elizabeth Backer		Elizabeth Backer

<p>Teen and Tween Services Librarian Elizabeth Backer presented the following Summer Reading Program highlights: 18 events were held, with 82 tween and teen readers participating, 1,600 hours read, and 128 teens attending events.</p> <p>Ongoing programming includes Club Ghibli, Dungeons and Dragons, Magic the Gathering, and Battle of the Books (OBOB) coaching. Future goals include developing a social media presence for the teen program, updating the website with a teen resource page, providing sensory support for the teen area, and preparing for Summer Reading 2026.</p> <p>Rojas noted she has heard positive feedback from the community about the teen programs and expressed support for expanding social media outreach. She suggested exploring a Spanish-language book club for teens and adults.</p> <p>Marsden suggested connecting teens with resources to support reading and writing in Spanish.</p> <p>Bureker noted that the high school offers a Spanish for Spanish Speakers class that supports reading and writing skills.</p> <p>Rojas shared that she personally benefited from similar classes, describing them as transformative.</p> <p>Marsden expressed hope that such resources could be made available to the broader community and teens.</p> <p>Backer noted that the Mid-Valley Elementary may have only been predominantly bilingual for the past five or so years, suggesting growing community interest in Spanish-language resources.</p> <p>Fox noted that staff member Jasmin Martinez selects Spanish-language materials and suggested that Backer connect with her regarding Spanish materials for teens.</p> <p>Marsden thanked Backer, noting the programs sound engaging and well-received.</p>		
<p>VIII. Reports</p>		
<p>i. December 2025 and January 2026 Financial Statements There was nothing to add to the written report.</p>		Rachael Fox
<p>ii. Friends update There was nothing to add to the written report.</p>		Rachael Fox
<p>iii. Foundation update</p>		Rachael Fox

	There was nothing to add to the written report.		
	<p>iv. Director's report</p> <p>Regarding emergency procedures training, Janik inquired whether the library uses nasal spray applicators for Naloxone, and Fox confirmed that it does. Bureker asked if the Board would be interested in a CPR/AED training session, offering to provide a mannequin for hands-on practice. The Board expressed general interest.</p> <p>Marsden asked what happens to the poetry walk signs after the display concludes. Fox explained that last year's signs will be relocated to Parkdale Park, and that organizers plan to seek artist permission in the future to potentially auction the signs following the display.</p>		Rachael Fox
IX.	<p>Old Business</p> <p>None</p>		Sara Marsden
X.	<p>New Business</p>		
	<p>i. Budget Officer, Budget calendar, and Budget Committee approval</p> <p>Janik moved to appoint Library Director Rachael Fox as Budget Officer, and Jen Bayer, Catherine Bourgault, Jazmin Contreras, Jessica Metta, and Eric Stasak as Budget Committee members, and to approve the budget calendar. Bureker seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas, and Sheppard.</p> <p>ii.</p> <p>iii. Bureker noted she will attempt to attend the budget meeting on the Tuesday, May 12th via Zoom.</p>	Motion	Sara Marsden
	<p>ii. Attorney Contract Renewal</p> <p>A motion to approve the attorney contract renewal with Ruben Cleaveland was made by Bureker and seconded by Sheppard. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas, and Sheppard.</p>	Motion	Sara Marsden
	<p>iii. Gardens maintenance contract renewal</p> <p>Bureker noted that the City of Hood River uses the same landscaping company and that concerns were raised at a previous city meeting regarding the chemicals used in the garden. Fox responded that she had spoken with the company and they will be switching to a more people and pet-friendly herbicide called Fiesta for the lawns. Garden beds will continue to be treated with existing weed prevention chemicals. There is no additional charge for the alternative product. Fox also noted</p>	Motion	Sara Marsden

<p>that the company will be maintaining a few additional beds previously tended by the Master Gardeners.</p> <p>A motion to approve the gardens maintenance contract renewal was made by Janik and seconded by Rojas. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas, and Sheppard.</p>		
<p>iv. Library website proposals</p> <p>The Board discussed the top website vendor recommendation, Library Market.</p> <p>Rojas expressed enthusiasm for the recommendation, noting the company appeared to meet all of her criteria for the new website. She acknowledged the higher cost but observed the vendor would be handling significantly more of the work, saving staff time.</p> <p>Marsden raised concerns about the District not owning the website and what would happen if the vendor ceased operations, noting she had attempted to review the terms and conditions. Fox responded that The Dalles Public Library has been with Library Market for at least five years, that staff there expressed satisfaction and recommended the company, and that their calendar product has won several awards.</p> <p>Marsden asked about price increases over time. Fox noted there are no guarantees at this point, but that The Dalles had not mentioned any price increases. Sheppard asked whether the new website would improve the Sage search experience. Fox clarified that Sage search functionality is a Sage consortium issue and would not be affected by the website change.</p> <p>Rojas asked whether a multi-year price guarantee, such as three years, could be negotiated. Marsden asked whether the District could retain the source code if the vendor ceased operations. Rojas asked how many libraries the vendor works with. Fox responded that at least five others use Library Market, two of which are Oregon libraries.</p> <p>Marsden asked about the breakdown of the annual subscription cost. Fox explained the pricing is \$2,000 per year for hosting and maintenance and \$1,500 per year for the calendar. Marsden asked whether the contract includes any uptime guarantees or provisions for compensation in the event of an extended outage or security breach. Marsden also asked whether the current website stores patron payment information online. Fox confirmed it does not, as payments are made in</p>	<p>Motion</p>	<p>Sara Marsden</p>

person or through the Sage website.

Marsden noted that for the higher-cost option she would prefer the District retain the source code. She outlined several questions: what happens if the vendor goes under, whether any compensation or code access would be provided, what guarantees exist around service continuity, and how pricing has changed over the past five years and might change over the next five. Janik asked about the availability of technical support outside of standard business hours, Monday through Friday, 9:00 a.m. to 5:00 p.m. Central Time. Rojas asked that the Translate feature be retained on the new site and whether Library Market could provide it.

Fox noted that the Library Market calendar could still be used even if the District chose a different vendor for the website itself. Rojas observed that when factoring in both vendors, the total cost appeared comparable. Janik noted that without ownership of the website, the high cost carries significant uncertainty, and that reliable technical support is essential.

The Library Board discussed submitting the following questions to Library Market prior to the next meeting:

- 1.** Is support available outside of standard business hours (Monday–Friday, 9:00 a.m.–5:00 p.m. Central Time)?
- 2.** If the system goes down, what is the expected resolution or restoration timeframe?
- 3.** What happens to the District's access and data if Library Market ceases operations, and is any refund policy in place if a shutdown occurs within a certain timeframe?
- 4.** Is a translation feature built into the platform? The District currently relies on Google Translate.
- 5.** What are the projected fee increases over the next five years, and how have fees changed over the past five years?

Fox noted that the alternative option, a WordPress site through Weblinx, would give the District full ownership of the code and the ability to separately subscribe to the Library Market events calendar. However, the WordPress option would require significantly more staff time and involvement in design and ongoing backend maintenance, which presents a challenge given current staffing levels. While the product is professional, it is not as streamlined or dynamic as Library Market.

The Board agreed to have Fox submit the questions to Library Market and report back at the next meeting.

	<p>v. Exhibits Policy update A motion to approve the updated Exhibits Policy was made by Janik and seconded by Bureker. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas, and Sheppard.</p>	Motion	Sara Marsden
	<p>vi. Bilingualism Proficiency Pay Policy update Rojas noted that when she reviewed the proficiency level chart the previous year, the requirements seemed higher than necessary for library work, and expressed that the updated policy would better serve both staff and patrons. Fox noted that staff members are able to translate and review each other's work.</p> <p>Bureker requested that the policy clearly state that the library covers the cost of the proficiency test. Fox confirmed she would add a line to the policy addressing this.</p> <p>Marsden asked whether any positions require a higher level of written proficiency. Fox indicated that her research supports "Intermediate High" as an adequate benchmark for this work. Burford added that the library is moving toward plain language translation to make materials more accessible and easier to understand.</p> <p>Marsden asked about handling more complex documents such as policies. Fox responded that such documents are less frequent and can be contracted out as needed.</p> <p>Rojas shared that in her experience when she was younger translated materials were sometimes more confusing than helpful, and expressed appreciation for the library's move toward plain language.</p> <p>Rojas asked how many staff members took the proficiency test and how many did not pass. Fox responded that she could not disclose specific information, but noted that enough staff and candidates had not passed to warrant the policy changes, and that she hoped to reopen the Children's Services Assistant position the following week with the updated requirements.</p> <p>A motion to approve the updated Bilingualism Proficiency Pay Policy was made by Janik and seconded by Rojas. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas, and Sheppard.</p>	Motion	Sara Marsden
	<p>vii. Hood River Urban Renewal Agency Fiscal Year 2025-26 Annual Statement There was nothing to add to the report.</p>		Sara Marsden

	<p>viii. Special Districts Association Oregon (SDAO) Conference 2026 report</p> <p>Rojas reported that the conference was informative and well-attended. She participated in the Oregon Public Meeting Law session, networked with representatives from SDAO and other libraries at the luncheon, and attended several additional sessions including a keynote presentation on communicating with the press. She also attended a Board Member Best Practices and Governance leadership session, which emphasized rotating board roles to build a stronger, more well-rounded board. Rojas noted that she met many people and learned a great deal. She also observed that she was one of few minority attendees and submitted a suggestion to SDAO to create a space for minority participants to collaborate and connect.</p> <p>Marsden expressed support for the idea of rotating board roles.</p> <p>Fox reported attending the keynote session on media relations, which covered best practices for responding to the press and designating a media point person. She also attended a session on evaluations, in which SDAO legal counsel recommended using an outside organization for the Executive Director evaluation process. Additionally, Fox attended sessions on succession planning and cross-training, noting that the library is considering this given the specialized knowledge and certifications required of the cataloger role. She also attended a session on sexual abuse prevention policy, and noted that SDAO will be providing a recommended policy for districts in the near future. Fox agreed the weather was a highlight of the trip.</p>	<p>Yesi Rojas and Rachael Fox</p>
XII.	Announcements	
	<p>i. Comments from board members</p> <p>None stated</p>	<p>Board members</p>
	<p>ii. Requests/Comments from Library Director</p> <p>Fox reported that the library has been receiving increased feedback regarding parking following the closure of the private parking lot across the street on State Street. She noted that several conversations have taken place over the past week. Fox has told patrons that street parking is controlled by the city, that the parking lot across the street is privately owned, that the library does not own land on which to build a parking lot, and that the library is a special district not a city library.</p> <p>Fox does not anticipate the library being able to acquire land for parking in the foreseeable future.</p>	<p>Rachael Fox</p>

	<p>Rojas asked whether there is a CAT bus stop nearby. Fox confirmed there is one directly across the street and noted that this information will be added to materials provided to patrons about nearby parking options, including free parking on Wednesdays after 3:00pm between Labor Day and Memorial Day.</p>		
<p>XIII. Agenda items for next meeting</p>	<ul style="list-style-type: none"> • Policy review • Library Director evaluation discussion <ul style="list-style-type: none"> ◦ Fox stated she wanted to revisit the discussion from last year's director evaluation regarding moving to an outside company to conduct the evaluation. Fox consulted with HR Answers, a human resources consulting firm, and recommends holding a planning session with the consultant. The current evaluation was created fifteen years ago when the District was formed, and she is not sure whether guidance from a human resources organization was provided regarding the questions posed for each group completing the evaluation. The Board had also discussed in the past whether the questions are gathering information helpful to inform the process. The District currently gathers feedback from a variety of participants including staff, board members, community members and the Library Director. Fox noted adding a report from the consultant regarding goals, strengths and areas to work on will be helpful to the Director and the organization. <p>Fox also revisited the discussion recommending moving her annual evaluation to later in the year to avoid the busy season for the Director, staff, and Board. The evaluation is regularly held in April, May, or June, which coincides with budget season, summer reading planning, Hood River County Reads, and the Library Foundation's annual fundraiser. The Board continued to support the shift to the fall.</p> <p>The Board discussed March and April dates for a planning session, deciding to potentially meeting before the next meeting on April 21st between 6:00 and 7:00 p.m. before the next board meeting. This would be a special meeting open to the public. The consultant will provide feedback and options and present a proposal for the Board to review and modify as needed, with the goal of launching the</p>		<p>Sara Marsden</p>

	<p>evaluation through HR Answers in the fall.</p> <p>Janik noted that staff engagement may also be stronger in the fall due to fewer activities. Fox noted that her contract expires June 20, 2026, and an extension would be needed, with a permanent amendment to align the contract with the new evaluation timeline.</p> <ul style="list-style-type: none"> • Hood River Valley Park and Recreation Board member Brian Hackett will give a short presentation about the upcoming Parks & Recreation bond and levy measures. Library Director Evaluation. 		
XII.	Adjournment regular meeting The meeting was adjourned at 8:22pm.		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.