

**Library Board of Directors**  
**Regular Meeting Minutes**

Tuesday, January 20, 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

<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 and Jean Sheppard were present. Library Director Rachael Fox and Assistant Director Mo Burford were present. Uplift Local Documenter Julie Hatfield was also present.		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, Rojas and Sheppard.	<b>Motion</b>	Sara Marsden
<b>IV.</b>	<b>Approval of the consent agenda</b> Janik moved to approve the consent agenda with the December 16, 2025 Library Board meeting minutes. Sheppard seconded the motion. The motion carried unanimously with affirmative votes from Janik, Marsden, Rojas and Sheppard.	<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> Julie Hatfield stated she was a documenter from Uplift Local and would be taking notes to share information in the community.		Sara Marsden
<b>VII.</b>	<b>Audit report and presentation FY 2024-25</b> Tiffany Elvrum from Clear Trail CPAs, LLC presented the		Tiffany Elvrum

<p>District's independent auditors' report for the July 1, 2024 through June 20, 2025 fiscal year audit via Zoom. Elvrum shared results of the financial statement and compliance audits. The report was included in the library board packet.</p> <p>The auditors issued an unmodified opinion on the district's financial statements, meaning they gave a clean opinion. Regarding the compliance audit, the auditors did not detect any problems, issues, misstatements, or other indicators of noncompliance. They found the process to be a smooth audit, and Elvrum thanked Library Director Rachael Fox for her hard work. There were no questions from the Library Board, but Elvrum told the board members they could contact her if any arose later.</p>		
<p><b>VIII. Presentation Teen and Tween Services Librarian Elizabeth Backer</b></p> <p>Librarian Elizabeth Backer was unable to attend the meeting and her presentation will be rescheduled.</p>		Elizabeth Backer
<p><b>IX. Reports</b></p>		
<p><b>i. November 2025 Financial Statements</b></p> <p>There was nothing to add to the written report.</p>		Rachael Fox
<p><b>ii. Friends update</b></p> <p>There was nothing to add to the written report.</p>		Rachael Fox
<p><b>iii. Foundation update</b></p> <p>There was nothing to add to the written report.</p>		Rachael Fox
<p><b>iv. Director's report</b></p> <p>Rojas suggested the library use a teen intern to help with social media engagement with teens. Fox stated she would pass the suggestion to Teen and Tween Services Librarian Elizabeth Backer. Marsden asked if the library currently had teen interns. Fox stated not at this moment, but the library has had them in previous years and is considering apply for a grant to have a teen intern this summer. Fox stated the library has a Teen Council that could potentially assist with social media engagement. Marsden suggested that perhaps the teens could have their own social media page for the library on Instagram with a librarian overseeing it. Fox stated both were great ideas and would pass them to Backer. Burford commented that the library pays for a texting program that has been the most effective way to contact teens who want to be involved and to remind them of upcoming events.</p> <p>Marsden inquired how patrons are counted in the library. Fox stated the library has electronic people counters on the doors</p>		Rachael Fox

	<p>in Hood River and manually counts patrons in Parkdale, Cascade Locks, and on the bookmobile. Rojas asked if the library has a goal each year for growth. Fox stated no, the library does not have a goal but has had growth year over year since the pandemic.</p> <p>Marsden asked how the library makes room for new items on the shelves. Fox stated the library removes old items at the same rate it brings in new items. Fox explained that the collection averages between 68,000-69,000 printed items, so some items must be removed to make shelving space. The library uses circulation records and other factors to decide which books to pull. Marsden asked if they are donated to Friends of the Library for sale or placed on the free shelf to be given away. Fox confirmed that pulled items are either donated to Friends of the Library for sale or placed on the free shelf to be given away.</p>		
<b>X.</b>	<b>Old Business</b> None		Sara Marsden
<b>XI.</b>	<b>New Business</b>		
	<p><b>i. Bilingualism Proficiency Pay Policy update</b> Marsden commented that the change would add American Sign Language (ASL). Fox stated this change aligns with Senate Bill 731. Janik inquired whether there is a standardized test. Fox replied that the standarized test used and the required proficiency level are included in the updated policy.</p> <p>Rojas moved to approve the updated Bilingualism Proficiency Pay Policy. Janik seconded the motion. The motion carried unanimously with affirmative votes from Janik, Marsden, Rojas and Sheppard.</p>	<b>Motion</b>	Sara Marsden
<b>XII.</b>	<b>Announcements</b>		
	<p><b>i. Comments from board members</b> Rojas asked what procedures the library has in place regarding ICE activity. Rojas expressed concern about someone getting hurt, or a child being left behind if an adult was taken. Fox responded that they don't have any formal training, though they have educated the staff about ICE being allowed in public areas only and are not allowed into staff areas. Fox suggested they talk about this topic more.</p> <p>Sheppard stated Fox should also consult legal counsel about procedures. Sheppard also mentioned the possibility of a larger ICE presence in Hood River this spring as the agency receives more funding, and that increases her concerns about</p>		Board members

	<p>safety.</p> <p>Rojas asked if the topic could be mentioned at the staff emergency training later this week. Fox and Burford both said that was a good idea. Marsden mentioned the Hood River Latino Network as a resource for information. Rojas stated the city is working with Next Door to do some training on how to respond. Fox said there will be another staff training regarding emergencies next month, and they will address these concerns at that training, too.</p>		
	<p><b>ii. Requests/Comments from Library Director</b></p> <p>Fox explained that Baker and Taylor, a major book distributor for libraries, recently closed. Ingram, the remaining large distributor, has been trying to absorb Baker and Taylor's customers but has been overwhelmed with orders. As a result, the library has experienced six-to-eight week delays in receiving printed items, primarily affecting new books. The library has now started to resume regular delivery times.</p>		Rachael Fox
<b>XIII. Agenda items for next meeting</b>	<ul style="list-style-type: none"> <li>• Budget calendar, budget officer, and budget committee approval</li> <li>• Attorney contract renewal</li> <li>• Gardens maintenance contract renewal</li> </ul>		Sara Marsden
<b>XII. Adjournment regular meeting</b>	<p>The meeting was adjourned at 7:24pm.</p>		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.