

Library Board of Directors
Regular Meeting Minutes

Tuesday, January 21, 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?](https://us02web.zoom.us/j/89745812618?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09)

[wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09](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 7:04pm.		Brian Hackett
II.	Roll call Fox conducted a roll call. Brian Hackett, Karen Bureker, and Sara Marsden were present. Jean Sheppard was not present.		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions) A motion to approve the agenda was made by Janik and seconded by Bureker. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.	Motion	Brian Hackett
IV.	Approval of the consent agenda i. Minutes from the December 17, 2024 regular board meeting A motion was made by Bureker to approve the consent agenda, which included the December 17, 2024 Library Board meeting minutes. The motion was seconded by Janik. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.	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.	Audit report and presentation FY 2023-24 Our auditor Tara Kamp from Clear Trail CPAs, LLC. presented		Tara Kamp

	the District's 2023-24 fiscal year audit via Zoom. The District Board received a Letter to the Governing Board and the audit report which included financial statements. Kamp gave the District a clean opinion with no reservations and there were no separate management issues. She reported no difficulties in performing the audit. Kamp stated overall it was excellent.		
VIII. Reports			
	i. November and December 2024 Financial Statements Hackett asked about the difference between the projected and actual amounts in the 2024-2025 budget. Fox responded that there is a \$10,000 difference, explaining that budgets are always based on estimates and noting that additional funds may still be received beyond what was anticipated.		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 Bureker, Marsden, and Janik stated they will be running for the library board again. There is a Public Meeting Laws training in Hood River on Friday, 24. Bureker may attend the training in person. Teen and Tween Services Librarian Elizabeth Backer will start Teen Council in the next few months. Participants should apply again for both volunteer opportunities and Teen Council. Fox stated we may need to extend the deadline for the budget committee to ensure we have enough time for applicants to apply for the three positions.		Rachael Fox
IX. Old Business			
	i. Library Director job description review and update There were no new additions recommended. Bureker moved to approve the updated Library Director job description. Marsden seconded. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, and Marsden.	Motion	Brian Hackett
X. New Business			
	i. 2025 SDIS Property/Casualty Insurance Renewal The Board discussed the Special Districts Insurance Services (SDIS) policy, noting it is one of the only insurance options		Brian Hackett

<p>available and is used by most, if not all, Special Districts in Oregon. As such, the District does not seek competitive bids for this service. They noted that the Bookmobile was added to the policy over two years ago. Fox reported there had been one minor accident involving the Bookmobile hitting a snow bank, resulting in minimal damage.</p> <p>Bureker moved to approve the 2024 SDIS property liability insurance from Special Districts Insurance Services for \$24,165. Janik seconded the motion which passed unanimously.</p>		
<p>ii. Employee Handbook policy section review</p> <p>We do not qualify for OFLA due to the size of the organization. The consulting firm for human resources we use (HR Answers) stated we are not a covered employer for OFLA because we have under 25 employees. The District currently has 21 employees.</p> <p>Fox stated in the past the District had offered these benefits as though the Act's provisions applied because there were no options for staff to take leave for medical reasons. Paid Leave Oregon insurance will cover items previously covered under OFLA. Bureker inquired about Bereavement Leave which is not covered under Paid Leave Oregon. Fox stated we currently have a Bereavement Leave in our Employee Handbook policy.</p> <p>Hackett emphasized we are removing OFLA because we are not a covered employer and we were in excess of the law and employees are covered in other ways by existing statutes and policies and updating this policy would be in line with current legal standards. Fox stated yes this is correct and in the past, no options were available with the protections like OFLA and now Paid Leave Oregon covers these items. All staff pay for this insurance each month.</p> <p>The board discussed changes to Oregon Paid Leave Insurance may change every six months.</p> <p>There was a small change to Telework or Telecommute policy due to workmen's compensation requirement.</p> <p>Hackett asked if we should wait until the full board was present (Jean Sheppard) was absent for approval. The board discussed whether we should wait. Fox expressed a desire to move forward with policy approval to get the leave benefits in place due to discussions with library staff regarding the</p>	<p>Motion</p>	<p>Brian Hackett</p>

	<p>information update but would be fine waiting if needed.</p> <p>Fox explained this updated text for each section was recommended by our consulting firm HR Answers which provides consultation benefits for human resources through our membership with Special District and provides Employee Handbook policy updates which are approved by Special Districts Association of Oregon. In addition, our legal counsel Ruben Cleaveland has approved the updates, too.</p> <p>The library board decided to approve the updates with four board members present.</p>		
	<p>iii. Library Board recruitment packet discussion</p> <p>Hackett recommended adding the term expiration dates for library board members. Fox stated she would do so. Fox also stated she would add a link to the "What is a Special District" article created by Special Districts of Oregon.</p>		Brian Hackett
X.	Announcements		
	<p>i. Comments from board members</p> <p>Bureker stated that Fox had accomplished a lot of work this month.</p>		All
	<p>ii. Requests/Comments from Library Director</p> <p>Fox reported that during the Hood River City Council's January retreat, they decided to establish elected-to-elected relationships with agencies operating in the city. Council members were assigned as liaisons to various boards. Fox explained that Amanda Goeke, a City Council member who is also a library employee, was assigned as liaison to the library district. Fox anticipated that Goeke would contact Hackett.</p>		Rachael Fox
XI.	<p>Agenda items for next meeting</p> <ul style="list-style-type: none"> • Board Governance Policy review • Budget Officer, Budget Committee and Budget Calendar approval 		Brian Hackett
XII.	<p>Adjournment regular meeting</p> <p>The meeting was adjourned at 8:03pm.</p>		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.