

**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, July 20, 2021, 7:00pm  
Hybrid: In-Person and Zoom meeting  
502 State St, Hood River  
Jean Sheppard President  
Notes prepared by Library Director Rachael Fox

Present: Karen Bureker, Megan Janik, Sara Marsden, Jean Sheppard, Rachael Fox (staff)

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/88987942233>

Meeting ID: 889 8794 2233

- I. Additions/deletions from the agenda (ACTION)** Sheppard  
Library Board President Jean Sheppard called the meeting to order at 7:00pm. Bureker made a motion to approve the agenda. Janik seconded. The motion carried unanimously.
- II. Actual or potential conflicts of interest** Sheppard  
None stated.
- III. Board officer elections (ACTION)** Sheppard  
Bureker moved to elect Sheppard as president of the Board of Directors for the 2021-22. Janik seconded. The motion carried unanimously. Janik moved to elect Bureker as Vice President for the 2021-22 fiscal year. Sheppard seconded. The motion carried unanimously.
- IV. Consent agenda (ACTION)** Sheppard  
Janik moved to approve the consent agenda. Bureker seconded. The motion carried unanimously.
- V. Open forum for the general public** Sheppard  
None present.
- VI. Reports**
- i. Friends update** Fox  
The was nothing to add to the written report.
- ii. Foundation update** Fox  
The Friends and Foundation will hold a donor appreciation ice cream social event in the Library Gardens on Saturday, September 18, 2pm.
- iii. June 2021 Financial Statements** Fox  
There was nothing to add to the written report.

**iv. Director's report**

Fox

There was nothing to add to the written report.

**VII. Previous business**

**i. Library Reopening**

Fox

The board discussed waiting to start in-person indoor programming until September. The board agreed to discuss programming at their August meeting. The board also discussed the possibility of requiring masks in the library. Fox will consult with Sheppard if this measure is needed before the August board meeting.

**VIII. New business**

**i. Appointing agents of record (ACTION)** President

Janik moved to adopt Resolution 2021-22.01, appointing the insurance agent of record as Columbia River Insurance and the employee benefits agent of record as Hub International group. Bureker seconded. The motion carried unanimously.

**ii. Establishing regular meeting time (ACTION)**

President

Attachments: VIII.ii. Resolution 2021-22.02, establishing a regular meeting time

Bureker moved to adopt Resolution 2021-22.02, establishing the regular Board of Directors meeting as the 3<sup>rd</sup> Tuesday of month at the Hood River Library. Janik seconded. The motion carried unanimously.

**iii. Discussion of Friends of the Library and Library Foundation liaisons**

President

Karen Bureker and Sara Marsden will work together to add Friends of the Library meetings. The board will discuss the Library Foundation liaison at their August 2021 board meeting.

**iv. Hood River County Library District COVID-19 Employee Policy (ACTION)**

President

Attachment: VIII.iv. HRCLD COVID-19 Employee policy

Sheppard stated library staff should be supported when they are sick and encouraged to not come to work. Fox stated she will continue to support library staff when they are sick and ensure the new employees and the entire staff are aware of our support. Burker stated the date of the policy review needed to be revised. Fox stated she will update the date. Burker made a motion to approve the updated policy. Janik seconded. The motion carried unanimously.

**IX. Agenda items for next meeting**

Sheppard

- Policy review

**X. Adjournment**

The meeting adjourned at 7:49pm.

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 7.00 to 9.00p 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.