

Board of Directors
Regular Meeting Minutes

Wednesday, June 16, 2021, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

Present: Brian Hackett, Megan Janik, Sara Marsden, Jean Sheppard, Rachael Fox

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). In support of state and federal guidelines for physical distancing, the Hood River County Library District will hold this meeting by using 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

I. Additions/deletions from the agenda (ACTION)

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:03pm. Hackett made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

Hackett stated the minutes from the May 18, 2021 budget committee meeting should state he voted no on approving the budget. Fox stated she will correct the minutes.

Hackett make a motion to approve the consent agenda with the correction to the May 18, 2021 minutes. Janik second. The motion carried unanimously.

IV. Open forum for the general public

Sheppard

None present.

V. Reports

i. Friends update

Fox

The was nothing to add to the written report.

ii. Foundation update

Fox

The was nothing to add to the written report.

iii. April and May 2021 Financial Statements

Fox

The was nothing to add to the written report.

iv. Director's report

Fox

There was nothing to add to the written report.

VI. Previous business

i. Reopening plans: Library Services

Fox

Hackett asked if we should announce the upcoming changes since the restrictions might not be lifted by Tuesday, June 29. Fox stated she would be posting a sign stating the restrictions on mask and occupancy limits will be lifted when the Governor's office makes the decision. Since we need to schedule the moving of furniture and installation of our technology in its former locations, she felt comfortable setting a date close to the restrictions being lifted. Fox stated she was no longer concerned with capacity limits since we have not been close to meeting our limits since our reopening.

Sheppard asked why we were waiting to restore our full operational hours. Fox stated one of our Public Service Clerks (19.5 hours) does not want to return to her position but move to substitute status. Another Public Service Clerk will continue at 10 hours per week instead of 19.5 hours until she moves from the area in December. We will be hiring a new Public Service Clerk for 30 hours per week and the position will change to 40 hours per week in 2022. We plan to have our new staff hired and trained by the end of July. In addition, several staff members have already requested vacation time in July.

The Board approved the reopening plans.

VII. New business

i. 2021-22 Budget approval (ACTION)

Sheppard

I. Budget hearing

Sheppard opened the public hearing at 7:26pm. No members of the public were present. Sheppard closed the public hearing at 7:27pm. Marsden make a motion to approve the Resolution No.2020-21.05 adopting the budget, making appropriations, imposing taxes, and categorizing taxes. Janik seconded. The motion carried unanimously.

ii. 2021-22 Salary Schedule approval (ACTION)

Sheppard

Janik made a motion to approved the 2021-22 Salary Schedule. Marsden seconded. Janik, Marsden, Sheppard voted yes and Hackett voted no. The motion passed by majority vote.

iii. Approval of recurring payments for 2021-22 (ACTION)

Sheppard

Hackett made a motion to approve Resolution No. 2020-21.06 - approving recurring and online payments for 2021-22. Janik seconded. The motion carried unanimously.

iv. Discussion of 2021-22 President and Vice-President positions

Sheppard

The board discuss retaining the current officers, Jean Sheppard as President and Karen Bureker as Vice President. The board will formally approve the officers at the July 20, 2021 board meeting.

v. Discussion of regular meeting time

Sheppard

The board decides to continue to meet the third Tuesday of the month at 7pm.

vi. Library Director contract renewal (ACTION)

Sheppard

Sheppard asked if there were any changes to the contract besides the salary. Fox stated District lawyer Ruben Cleaveland recommended removing section F (3) (severance pay). It refers to the "initial terms of employment set forth in paragraph A(1). This paragraph was revised and we no longer have an initial term since I have worked with the District for five years.

In addition, Fox stated she will receive a step increase as stated in her contract when she receives her certification for the Certified Public Library Administrator program. The certification is delayed due to a core class being canceled. Fox has now completed all seven classes but must wait for the committee to formally approve her certification. The committee only meets four times per year.

vii. Bookmobile Procurement (ACTION)

Fox

The District Board went through the specs for the bookmobile. Hackett asked if there was an awning. Fox stated there is an awning listed under the misc section. Fox stated staff will need to be careful with the awning when it is windy.

Fox recommended adding five additional carts to the project to allow for a more robust collection. The bookmobile will be paid by the Library Foundation and a small portion by a State of Oregon grant. Hackett made a motion to approve the quote \$184,220. Marsden seconded. The motion carried unanimously.

viii. Window tint discussion

Fox

The board agreed the window tint would be a good investment. Fox will schedule the installation.

VIII. Agenda items for next meeting

Sheppard

- Board officer elections
- Appointing agents of record
- Resolution establishing regular meeting time
- Discussion Board Friends and Foundation liaisons

IX. Adjournment

The meeting was adjourned at 7:50pm.

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.