Library Board of Directors
Regular Meeting Minutes
Tuesday, June 16, 2026, 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, Karen Bureker, Megan Janik, Jean Sheppard, and Yesi Rojas were present. Library Director Rachael Fox and Assistant Director Mo Burford were also present. Uplift Local documenter Natasha White was also present.		Rachael Fox
III.	**Approval of the agenda (additions/corrections/deletions)** Janik moved to the agenda. Sheppard seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Sheppard and Rojas.	**Motion**	Sara Marsden
IV.	**Approval of the consent agenda** Janik moved to approve the consent agenda with the Library Budget Committee meeting minutes from May 12, 2026 and the Library Board regular meeting minutes from May 19, 2026. Sheppard seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Sheppard, and Rojas.	**Motion**	Sara Marsden
V.	**Actual or potential conflicts of interest** None stated		Sara Marsden
VI.	**Citizen comment (3 minutes each)** No comment		Sara Marsden
VII.	**Reports**		
	i. April and May 2026 Financial Statements		Rachael Fox

	There was nothing to add to the written report.		
	ii. Friends update Fox explained that the Friends of the Library donated funds to purchase Playaway devices, which come with a single audiobook installed on each device. Fox stated these devices are popular with our patrons and we currently have copies for kids but want to expand into teen and adult titles. Other libraries also carry these devices for all ages. Fox explained that audiobook CDs are on their way out, as many people no longer have CD players, especially in newer cars. Our current Playaway devices require headphones, and we're waiting to purchase more until the newer units with Bluetooth capability are released. Marsden asked whether patrons check these out from our own collection. Fox confirmed yes. Marsden asked if the book on a device can be changed, and Fox explained that each device holds only one book and cannot be swapped. Fox noted that audiobooks are expensive, and the cost of a Playaway is comparable. Burford added that only one company currently produces audiobooks on CD, and they will be moving away from that format. Marsden asked if Playaways are intended for parents who don't want their kids to have a device. Fox said yes, but they also serve as an alternative format, since Libby (our online ebook and audiobook service) often has long wait times for popular titles. Playaways allow patrons to check out a copy immediately, or, if the title is in high demand, to experience a much shorter wait period than they would for the digital version. Rojas asked if we purchase them in groups. Fox explained that we purchase them individually, but we have a standing order that automatically ships new bestsellers for kids. Rojas asked about cost. Fox said each device runs around $100. Burford noted that traditional audiobooks on CD can range from $30 to $120 depending on the length of the title. Marsden asked if Playaways are listed on Libby. Fox said no, they're listed in the Sage catalog. The library will add displays and provide patron education about them. Marsden asked if we'd be getting new titles each year. Fox stated yes and explained that we hold onto devices but would pull them from circulation if no one is checking them out, similar to how we manage our other collections. Marsden asked about copyright, and whether there's a limit on how many times an item can be checked out. Fox said it works		Rachael Fox

	the same as any other physical title we've purchased and the library owns the title and can circulate the items as many times as we want. Rojas asked if we can trade devices with other libraries. Fox noted that other Sage libraries also carry them. Marsden asked whether the devices are bulky, expensive, or prone to breaking. Fox said they hold up well and don't break. Burford added that they run on batteries but don't drain them quickly. The library supplies headphones, which we include. The devices are compact and durable tough squares. Fox closed by noting that not every patron wants to download items, and Playaways allow patrons to continue having access to physical formats.		
	iii. Foundation update There was nothing to add to the written report.		Rachael Fox
	iv. Director's report Fox read through the Director's report listed in the board meeting packet.		Rachael Fox
VIII.	**Old Business**		Sara Marsden
IX.	**New Business**		
	i. 2026-27 Budget hearing and budget approval Marsden opened the budget hearing at 7:16pm. There were no members of the public present. The hearing closed at 7:17pm as there was no public comment. Janik made a motion to approve the proposed 2026-27 budget and Resolution 2025-26.05, adopting the budget and imposing taxes. Rojas seconded. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas and Sheppard.	**Motion**	Sara Marsden
	ii. Approval of recurring payments for 2026-27 Marsden asked if there were any changes. Fox reported there were no additions, but vendors we no longer use, such as Providence for health insurance, were removed from the list. Sheppard made a motion to approve Resolution 2025-26.06, approving recurring and online payments for 2026-27. Janik seconded. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas and Sheppard.	**Motion**	Sara Marsden
	iii. Salary Schedule 2026-27 Janik made a motion to approve the salary schedule 2026-27, Bureker seconded. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas and	**Motion**	Sara Marsden

	Sheppard.		
	iv. Library Director contract renewal **Library Director Contract** An error resulted in the Library Director contract being omitted from the meeting packet. [The contract was added to the packet and reposted directly following the meeting.] Fox pulled the contract up on the screen, and the Board reviewed it together. Fox worked with legal counsel Ruben Cleaveland to update the contract to create an interim contract while the Library Board moves the contract renewal date from July to January 1 and updates the Library Director evaluation process. The Board reviewed the following updates: “The District Board shall meet with the Director annually on or before December 1 of each year to establish performance goals for the coming year and to evaluate and assess the performance of the Director in meeting goals of the past year and progress toward achieving the District's current strategic plan.” “This is a renewal of a previous Agreement which has been renewed each year since 2011. The current term of the most recently signed Agreement is from July 1, 2025, to June 30, 2026. The parties desire to change the contract term to coincide with the calendar year, with each renewal term starting on January 1 of each year. Accordingly, the term of this Agreement is from the 1st day of July, 2026, and continuing through the 31st day of December, 2026, unless sooner terminated as provided herein. Prior to January 1, 2027, it is anticipated that the parties will enter into a new agreement after the annual evaluation and assessment is conducted in accordance with Section B above. The new agreement is anticipated to be effective on January 1, 2027, with subsequent one-year renewals to be effective as of January 1 of each year thereafter." The salary updated to $108,347 per year — Step 6 on the 2026–27 salary scale, Fox's current step — reflecting the 3.3% cost of living adjustment all District employees will receive this fiscal year. Janik made a motion to approve the Library Director contract, Bureker seconded. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas and Sheppard.	**Motion**	Sara Marsden

	v. Accounting bid review and approval Fox stated she recommended continuing with the current firm, as the price is lower and the firm provides the same services with the added benefit that the current firm also handles 1099s for vendors. Marsden asked if Fox was happy with the firm; Fox stated she is and has no major issues. Sheppard made a motion to accept the bid from Onstott, Broehl, and Cyphers and approve the contract with the firm; Janik seconded. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas, and Sheppard.	**Motion**	Sara Marsden
	vi. ADA door operators public restroom Marsden asked if there would be a button to open the door and hold it open. Fox stated patrons will be able to open the door using the button, either by touch or touchless activation. Fox noted the doors are heavy. Marsden asked if they would require maintenance. Fox stated they will require the same maintenance as the front doors and the lower-level doors, which have the same function, and that the District already has a company that services these doors. Rojas made a motion to approve the quote of $8,560 from The Door Works Co and $608.35 from Gorge Electric. Janik seconded. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas, and Sheppard.	**Motion**	Sara Marsden
	vii. Discussion of 2026-27 President and Vice-President positions Rojas stated the rotation was recommended at the recent Special Districts Association Oregon conference, recommending that the roles of president and vice-president change every year. Bureker said this is what the Fire District board does as well. Fox stated it can take 4–8 weeks to get the check signers changed over when the positions change. Fox recommended to the board it would be best to make sure there is at least one check signer during this transition period, since there is also a new requirement from the bank that could take longer, and noted that other boards have the vice president move into the president position. The board discussed that the Vice President should probably become the president to help avoid a situation where no one could sign checks, but no decision needed to be made today. Marsden asked Bureker if it would work for her to be president		Sara Marsden

	next year, since she is currently vice president. Bureker stated her only concern is if she's on call during a meeting, she would have to leave immediately, and the new vice-president would need to take over. Fox stated the President signs checks one to two times per month, reviews online purchases, and approves the agenda. The board will discuss this further at the July 2026 meeting.		
	viii. Discussion of regular meeting time The Board decided the time of the meeting does not need to be changed.		Sara Marsden
XII.	**Announcements**		
	i. Comments from board members Marsden asked about the library serving as a cooling shelter for patrons when the library is closed. Fox stated the library would need to pay employees to be present in order to do so. Fox noted that MCCAC has taken responsibility for ensuring there are shelters and supplies available during heat waves. Additionally, the library keeps bottled water on hand for patrons, who can ask for it at the desk. The library also posts information letting patrons know the locations of cooling shelters.		Board members
	ii. Requests/Comments from Library Director Fox stated she would be on vacation for the rest of the week, and Assistant Director Mo Burford will be in charge of the District in her absence.		Rachael Fox
XIII.	**Agenda items for next meeting** • City of Hood River presentation on the proposed Safety and Housing bond measure for the November 2026 ballot • Board officer elections • Appointing agents of record • Resolution establishing regular meeting time • Discussion Board Library Friends and Foundation liaisons • Employee Handbook update		Sara Marsden
XII.	**Adjournment regular meeting** The meeting was adjourned at 7:44pm.		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.