

Library Board of Directors
Regular Meeting Minutes

Tuesday, November 19, 2024, 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?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09>, Meeting ID: 897 4581 2618

| Agenda Items | Action | Responsible |
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| I. Call to Order Board President Brian Hackett called the meeting to order at 7:02pm. | | Brian Hackett |
| II. Roll call Fox conducted a roll call. Brian Hackett, Karen Bureker, Sara Marsden, and Jean Sheppard were present. | | Rachael Fox |
| III. Approval of the agenda (additions/corrections/deletions) A motion to approve the agenda was made by Sheppard and seconded by Janik. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard. | Motion | Brian Hackett |
| IV. Approval of the consent agenda i. Minutes from the September 17, 2024 regular board meeting A motion was made by Marsden to approve the consent agenda, which included the September 17, 2024 Library Board meeting minutes. The motion was seconded by Janik. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard. | 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. Cascade Locks Library discussion | | Cascade |

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| | <p>City Administrator Jordan Bennett discussed incorporating the library into a new city hall building. The city secured funding to explore conceptual designs for a multi-jurisdictional facility that would serve as a one-stop government center. Bennett envisioned the building would house the food bank, post office, Port of Cascade Locks, library, and City Hall.</p> <p>Hackett asked about the timeline. Bennett explained it would take at least five years and cost between \$15-20 million, depending on whether they would renovate the current building or construct a new one. Sheppard inquired about the library's tenant status. Bennett was uncertain about the exact cost but indicated they would charge rent. He noted the library would be a partner in designing the space.</p> <p>Marsden inquired if the new facility would be located at the current City Hall site. Bennett confirmed it would be in the same location.</p> <p>Fox specified the library would need 2,000 – 2,300 square feet and suggested that being in a location with multiple entities could increase foot traffic.</p> <p>After further discussion, the board decided to express interest in the project, contingent on two conditions: multiple entities would be in the building, and the rent would not exceed their current rate. Fox stated she would relay the information to Bennett.</p> | | Locks City Administrator Jordan Bennett |
| VIII. Reports | | | |
| | <p>i. September and October 2024 Financial Statements There was nothing to add to the written report.</p> | | Rachael Fox |
| | <p>ii. Friends update There was nothing to add to the written report.</p> | | Rachael Fox |
| | <p>iii. Foundation update There was nothing to add to the written report.</p> | | Rachael Fox |
| | <p>iv. Director's report Bureker expressed interest in attending the SDAO conference in February. Three board positions are up for election on the May 2025 ballot. Bureker, Janik, and Marsden planning to run again. Fox reported that she selected a company for the camera security system for the Hood River Library and it was within the Library Director's spending authority. Fox also stated, we would be installing panic buttons at all library locations and service desks.</p> | | Rachael Fox |
| IX. Old Business | | | |

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| | i. Best Practices Checklist The board review the checklist and the District received 10% discount on insurance. | | Brian Hackett |
| | ii. Public Meeting Policy The Library Board reviewed the updates in the policy. Sheppard made a motion to approve the new Public Meeting Policy. Bureker seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard. | Motion | Brian Hackett |
| X. | New Business | | |
| XI. | Announcements | | |
| | i. Comments from board members Sheppard noted that the date of the meeting minutes on the supplement agenda was incorrect and the wrong minutes were approved earlier in the meeting. The correct date was October 15, 2024. Marsden then made a motion to approve the October 15, 2024 Library Board meeting minutes. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard. | | All |
| | ii. Requests/Comments from Library Director None stated | | Rachael Fox |
| XII. | Agenda items for next meeting <ul style="list-style-type: none"> • Employee Handbook Policy review • Library Director job description review • Janitorial bids | | Brian Hackett |
| XIII. | Adjournment regular meeting The meeting was adjourned at 7:51pm. | | 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.