

Library Board of Directors
Regular Meeting Minutes

Tuesday, October 16, 2025, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Library Board:

Board President: Sara Marsden, *Board Vice-President:* Karen Bureker, *Board members:* 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/89745812618?wd=NFBFT0xUVjFSN0dDVGNIzTVsNDQ2dz09>, Meeting ID: 897 4581 2618

Agenda Items		Action	Responsible
I.	Library Board President Sara Marsden called the meeting to order at 7:01pm.		Sara Marsden
II.	Fox conducted a roll call. Karen Bureker, Sara Marsden, Megan Janik and Jean Sheppard were present. Library Director Rachael Fox was present. One community member was present.		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions) Sheppard moved to approve the agenda. Janik seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Sheppard.	Motion	Sara Marsden
IV.	Approval of the consent agenda Bureker moved to approve the agenda. Janik seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Sheppard.	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.	Library staff presentation: Bookmobile Librarian Jasmin Martinez Martinez expressed her joy in this work and her appreciation for the opportunity to give back to the community where she was born. From July to present, the bookmobile has served		Jasmin Martinez

133 patrons through scheduled stops every Thursday and twice on Saturdays. The bookmobile has also participated in 16 community events, serving 1,283 people and distributing 514 free books to those without library cards. A library board member asked if free books are only available for children. Martinez explained that both children's and adult books are offered, though Spanish materials are limited due to vendor availability. Community Events: A highlight was the Odell Mercado event, where the bookmobile distributed hygiene items (hairbrushes, lotions, nail clippers) along with books. During First Friday in September, the bookmobile offered Lotería in celebration of Hispanic Heritage Month. Regular Stops: • Wy'East Middle School: Visits twice per month during lunch recess, typically serving 50 students, including those with additional needs. A board member asked if patrons can place holds on items; Martinez confirmed they can, and requested items are brought on the next visit. • Senior Facilities: Monthly visits to Hawk's Ridge, Dethman House, and Down Manor assisted living facilities in Hood River. A board member asked if residents use online services. Martinez noted this is uncommon, with only a few patrons placing holds, though many check out items she selects for them. Martinez is exploring expansion to additional facilities. • Apartment Complexes: Visits locations on Cascade Avenue and behind Rosauer's grocery store on the Heights. Martinez is evaluating current stops to discontinue underutilized locations like grocery stores and add new ones. Routes are posted on the library website, social media, and promotional flyers. Brochures will be updated once the route changes are finalized. Upcoming Events: • Pumpkin Parade in Parkdale • Día de los Muertos event on October 30 • Migrant Education presentation to pre-K families on December 1 • Cascade Locks PTO Holiday Marketplace (bookmobile will provide free books) • Hood River Christmas Project (free book distribution)		
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VIII. Reports		
i. July, August, and September 2025 Financial Statements There was nothing to add to the written report.		Rachael Fox
ii. Friends update There was nothing to add to the written report.		Rachael Fox
iii. Foundation update The Library Foundation is raising funds through the annual Feast of Words fundraiser for innovative shelving in the Hood River children's library. The new shelving will display our picture book collection forward-facing and organized by genre rather than by author, making it easier for children and families to find books they'll enjoy. We will also add shelving in our teen area to expand our popular collections. The Feast of Words auction will feature several library-related items, including a ride in the bookmobile, a children's party in the Hood River children's library, a foam party, and use of the library facility for a one-day private event such as a wedding. Private events would take place on Sundays or Mondays when the library is closed. Additional insurance would be purchased if alcohol was served at the one day event, and Library Foundation members and Library Director Rachael Fox would be present. All auction items are designed to avoid interfering with regular library operations or services. The Library Board supported the idea.		Rachael Fox
iv. Director's report In addition to the written report, Fox clarified that the library will not purchase food or beverages for library staff or board members until after the next legislative session, which is expected to clarify rules surrounding a recent advisory opinion that prohibits the District from providing food or beverages to employees unless it's part of the their official compensation package. This is a widely debated issue affecting many public entities. The District will await further guidance from HR Answers, the library's contracted human resource support company, before making any changes. The Library District will launch a bilingual storytime after new staff member Mia Farmer begins in January 2026		Rachael Fox
IX. Old Business		
i. Gift and donation policy update Janik moved to approve the Gift and Donation policy.	Motion	Sara Marsden

	Sheppard seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Sheppard.		
X.	New Business		
	i. Resolution No. 2025-26.03 authorizing vendors for online and automatic payment of bills in 2025-26 Sheppard moved to approve Resolution No. 2025-26.03 authorizing vendors for online and automatic payment of bills in 2025-26. Janik seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Sheppard.	Motion	Sara Marsden
	ii. Snow Removal Contract Janik moved to approve the Snow Removal contract. Sheppard seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Sheppard.	Motion	Sara Marsden
	iii. District Building Preventative Maintenance Policy update Janik moved to approve the District Building Preventative Maintenance policy. Sheppard seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, and Sheppard.	Motion	Sara Marsden
	iv. Special Districts Association Oregon (SDAO) Best Practices checklist review The Library Board reviewed the checklist. The Library District will receive 10% discount off our insurance policy for 2026.		Sara Marsden
	v. Library Board member application review Sheppard commented that both candidates are excellent. She noted it would be ideal to have bilingual representation on the board, and that Parkdale representation would also be valuable. Fox mentioned that Yesenia Rojas ran for the Library Board in the last election. Marsden commented that Rojas has attended several meetings. Sheppard made a motion to appoint Yesenia Rojas to the Library Board, which Janik seconded. Sheppard commented that the other candidate who applied should be encouraged to run in the next election, as Sheppard will not be running again. The Library Board agreed. Fox stated she would relay the message.	Motion	Sara Marsden
XI.	Announcements		

	i. Comments from board members None		Board members
	ii. Requests/Comments from Library Director None		Rachael Fox
XII.	Agenda items for next meeting • Staff presentation: Teen and Tween Services Librarian Elizabeth Backer • Policy review • Janitorial Services contract renewal • Appointment of Library Board member		Sara Marsden
XIII.	Adjournment regular meeting The meeting adjourned at 7:53pm.		President

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.