

Library Board of Directors
Regular Meeting Minutes

Tuesday, September 16, 2025, 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?](https://us02web.zoom.us/j/89745812618?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09)

[wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09](https://us02web.zoom.us/j/89745812618?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09), Meeting ID: 897 4581 2618

Agenda Items		Action	Responsible
I.	Call to Order Library Board President Brian Hackett called the meeting to order at 7:00pm.		Brian Hackett
II.	Roll call Fox conducted a roll call. Brian Hackett, Sara Marsden, Megan Janik and Jean Sheppard were present. Library Director Rachael Fox and Assistant Director Mo Burford were 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 Hackett, Janik, Marsden, and Sheppard.	Motion	Brian Hackett
IV.	Approval of the consent agenda A motion to approve the consent agenda was made by Marsden and seconded by Janik. The motion carried unanimously with affirmative votes from 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) No comment		Brian Hackett
VII.	Reports		
	i. July and August 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 There was nothing to add to the written report.		Rachael Fox
	iv. Director's report Fox explained that she believed the 60% increase in youth reading hours was due to Children's Librarian Annelisa Gebhard's engagement with every elementary school in the Hood River County School District. Gebhard promoted summer reading either through assemblies or videos shared with students and she distributed reading logs to every elementary student at each school. Fox also noted that 82 teens participated in summer reading, including 25 who utilized the CAT bus prize program. Hackett stated that the increase in teen involvement was a direct result of their recent hiring. Fox agreed, explaining that their Teen and Tween Librarian has strong community connections through the Mid-Valley PTO and Wy'east. The librarian has gone above and beyond to ensure a wide variety of programs and services for teens. Fox confirmed that Marsden, Janik, and Hackett can attend the Public Meeting Law SDAO training on September 29, 2025, at the Hood River Library. Sheppard is unable to attend but will participate in a webinar instead.		Rachael Fox
VIII.	Old Business		
IX.	New Business		
	i. Library Board Member Resignation Hackett stated he would like to resign from his position and it's something he has been thinking about for a long time. It felt it was the moment for him. No reason and no agenda and what he is doing in his family and other commitments. Hackett thanked everyone and said it was one of the most rewarding things he has done in his life and to be involved with an organization like this and to think he can contribute. He enjoyed working together with the board. Fox presented Hackett with a card from the board and a gift certificate of appreciation.		Brian Hackett
	ii. Board officer election – Library Board President Fox opened officer elections. Sheppard inquired about doing this before appointing a new board member. Fox stated it was important to have another check signer for the District since they would not have another board member for several	Motion	Fox

	months. Sheppard asked if they would fill the remainder of the fiscal year. Fox confirmed they elect a board president every July. Sheppard wanted to confirm with Hackett the reason for his departure. Hackett explained he was looking at his commitments and that the last election was heartening to see the quality of candidates who stepped up. He said he looked at this board and knew it would be in good hands and they would continue their work with the respect and progress made. The board has done more than needed to move forward a library that is representative of their community. The board reflected on how they went from the library being closed in 2011 to now having over 75,000 visitors at all locations last fiscal year. Visits have increased every year except during COVID but the comeback from COVID and outreach to all community members has been strong. The procurement of the bookmobile was particularly successful. Marsden asked if they could vote with Karen not present and whether her presence was required. Fox stated she would like to get another check signer and suggested they could wait until next month. Janik could not serve because she lives in Cascade Locks. Fox recalled that Bureker said she could be president but it would be difficult with her job commitments. Sheppard stated she had more time but would only be a caretaker of the position. Sheppard inquired if the vote could happen again after until new board member joins. Fox stated she could ask SDAO if they could hold another election mid-year after the new board member begins. Sheppard asked if this would be until July, and Fox confirmed yes. Marsden stated she could be president. Sheppard nominated Marsden to be the new president of the library board and authorized the following check signers: Library Board President Sara Marsden, Vice President Karen Bureker, Library Director Rachael Fox, and Assistant Director Mo Burford. Janik seconded the motion. The motion carried unanimously with affirmative votes from Janik, Marsden, and Sheppard.		
	iii. Library Board Open Position Sheppard read the board policies and stated they should definitely advertise the position. Fox consulted with SDAO and they recommended advertising the position for at least two weeks. Fox said she would need one week to pull everything together and wants to create an online form. The		Marsden

	advertisement can be included in the newsletter. Fox recommends no longer than three weeks due to the timeline already in place, which involves the board discussing applicants at the October board meeting and swearing in the new member at the November board meeting. Sheppard asked where the position would be posted. Fox stated it would include a press release, social media, newsletter, and website. SDAO released a board recruitment packet with advertising suggestions, covering the standard places they advertise. The Library Board approved the timeline of September 23 through October 7.		
	iv. Library Foundation liaison discussion Fox stated they can wait if needed since it's not an immediate need like having a check signer. Fox corrected the meeting time to 4:00-5:30. Sheppard stated she can be the liaison.		Marsden
	v. Gift and donation policy review Sheppard mentioned they should have the policy address large donations like a car and they should add a provision for donations of significant value. Fox stated she would consult with legal counsel and bring the policy back next month for approval. The board discussed that accepting donations for Library Things is handled on a case-by-case basis due to old and outdated equipment being donated in the past. The District allows drop off of any donated puzzles and games. Staff typically accept new LOT items or items in excellent condition that are not already in the collection.	Motion	Marsden
	vi. Executive Session discussion Fox read the information from the packet regarding who can attend the executive sessions. The board now has a statement they can read at the beginning of executive sessions. Sheppard inquired if the participant at their last executive session would qualify and Fox confirmed they would qualify.		Marsden
XI.	Announcements		
	i. Comments from board members None stated		Board members
	ii. Requests/Comments from Library Director Fox stated she had the Library Board Member Code of Ethics form for Sheppard to sign. This form is signed annually by board members and since Sheppard did not attend the July 2025 meeting when the rest of the board signed the form, she		Fox

	can complete it now. Fox also distributed the Certificate of Election for Library Board members Sara Marsden and Megan Janik.		
XII.	Agenda items for next meeting • Staff presentation: Bookmobile Librarian Jasmin Martinez • 2025 Special District Association Oregon Best Practices Program • District Building Preventative Maintenance Policy review • Gift and Donation Policy		Marsden
XIII.	Adjournment regular meeting The meeting was adjourned at 7:34pm.		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.