

**Library Board of Directors**  
**Regular Meeting Minutes**

Tuesday, October 15, 2024, 7:00pm  
 Library Meeting Room and Zoom  
 502 State St, Hood River

**Library Board:**

*Present: Board President: Brian Hackett, Board Vice-President: Karen Bureker, Board members: Sara Marsden. Library staff: Rachael Fox and Mo Burford.*

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

	<b>Agenda Items</b>	<b>Action</b>	<b>Responsible</b>
<b>I.</b>	<b>Call to Order</b> Board President Brian Hackett called the meeting to order at 7:01pm.		Brian Hackett
<b>II.</b>	<b>Roll call</b> Fox conducted a roll call. Brian Hackett, Karen Bureker, Sara Marsden, and Jean Sheppard were present.		Rachael Fox
<b>III.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b> Fox stated she would like to add discussion of the Teen and Tween Services job description in the section on job description updates. A motion to approve the agenda with the addition was made by Marsden and seconded by Sheppard. The motion carried unanimously with affirmative votes from Bureker, Hackett, Marsden and Sheppard.	<b>Motion</b>	Brian Hackett
<b>IV.</b>	<b>Approval of the consent agenda</b> Hackett inquired about the increase related to the budget. Fox replied the actual cost was estimated at \$700 more than budgeted. A motion to approve the consent agenda, which included the September 17, 2024 Library Board meeting minutes and the SAGE invoice was made by Sheppard and seconded by Marsden. The motion carried unanimously with affirmative votes from Bureker, Hackett, Marsden and Sheppard.	<b>Motion</b>	Brian Hackett
<b>V.</b>	<b>Actual or potential conflicts of interest</b> None stated		Brian Hackett
<b>VI.</b>	<b>Citizen comment (3 minutes each)</b>		Brian Hackett

	None present		
<b>VII. Reports</b>			
<b>i. September 2024 Financial Statements</b> There was nothing to add to the written report.			Rachael Fox
<b>ii. Friends update</b> There was nothing to add to the written report.			Rachael Fox
<b>iii. Foundation update</b> <ul style="list-style-type: none"> <li>• There will be a donor appreciation event for library foundation donors on Monday, November 18, 6pm in the library Reading Room.</li> <li>• The Feast of Words will be held Saturday, April 26, 2024.</li> </ul>			Rachael Fox
<b>iv. Director's report</b> There was nothing to add to the written report.			Rachael Fox
<b>VIII. Old Business</b>			
<b>IX. New Business</b>			
<b>i. Best Practices Checklist</b> There was nothing to add to the written report.			Rachael Fox
<b>ii. Public Meetings Law training</b> Karen Bureker, Brian Hackett, Sara Marsden, Jean Sheppard, Rachael Fox, and Mo Burford completed the sixteen minute training at the meeting. Fox stated Janik was unable to attend the meeting and would complete the training by the end of the month.	<b>Motion</b>		Brian Hackett
<b>iii. Public Meetings Policy</b>  Fox presented proposed policy changes. Sheppard asked whether virtual-only meetings would require providing public computer access. Fox will seek legal counsel's guidance.  Hackett opposed having different rules based on quorum status, expressing concern that members might strategically choose meetings to advance specific agendas.  Marsden and Sheppard clarified that under the new rule, decisions made with minimum quorum (three members) would require unanimous agreement. Sheppard explained this requirement prevents minority rule, as without it, two members of a three-person quorum could bind the entire board and advance a specific agenda, and noted this might be a legal requirement.  Fox recommended postponing policy approval pending additional guidance from legal counsel. Hackett inquired about	<b>Motion</b>		Brian Hackett

	<p>maintaining SDAO discount eligibility despite the delay. Fox stated SDAO has historically been supportive when requirements are in progress and did not expect this delay to be an issue. She would contact SDAO the next day to inquire and email the board. Fox will consult with both SDAO and legal counsel and present an updated policy at the next meeting.</p>		
	<p><b>iv. Snow Removal contract renewal</b>  Sheppard made a motion to approve the extension of personal services contract with Neal Creek forest products and seconded by Marsden. The motion carried unanimously with affirmative votes from Bureker, Hackett, Marsden and Sheppard.</p>	<b>Motion</b>	Brian Hackett
	<p><b>v. Job description updates and classification changes</b>  Fox discussed changes listed in the packet. The changes will cost roughly \$6,600 for job description changes and more hours for the Children’s Services Librarian.  Sheppard made a motion to approve the new job description and classification change for the Cataloging Librarian, Collection Development Librarian and the increase in 2 hours per week for the Children’s Librarian and Bureker seconded. The motion carried unanimously with affirmative votes from Bureker, Hackett, Marsden and Sheppard.  Fox informed the Library Board the job posting for the Teen Services Librarian position is closed. We did not hire a candidate at this time.  Fox reported that the Teen Services position is being reimagined to begin engaging patrons at a younger age. The new vision expands services to include tweens, aiming to maintain their involvement through the high school years via programs, services, and volunteer opportunities. The job description will be updated to serve ages 10-18. This broadens the previous 13-18 age range. The new name of the position is Teen and Tween Services Librarian  Sheppard and Marsden suggested increasing hours or pay for the expanded role. Fox explained that current budget constraints prevent additional hours, and the pay aligns with other Librarian I positions. The board supported changing the position to serve ages 10-18 and approved the new position title. Fox will provide an update at the next meeting.</p>	<b>Motion</b>	Brian Hackett
<b>X.</b>	<b>Announcements</b>		
	<b>i. Comments from board members</b>		All

	None stated		
	<b>ii. Requests/Comments from Library Director</b> None stated		Rachael Fox
<b>XI.</b>	<b>Agenda items for next meeting</b> <ul style="list-style-type: none"> <li>• Public Meeting Policy</li> <li>• Discussion Teen and Tween Services position</li> <li>• SDAO Best Practices checklist review</li> </ul>		Brian Hackett
<b>XII.</b>	<b>Adjournment regular meeting</b> Marsden made a motion to adjourn the meeting and Sheppard seconded. The motion carried unanimously with affirmative votes from Bureker, Hackett, Marsden and Sheppard.		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.