

**Board of Directors**  
**Regular Meeting Minutes**  
 Tuesday, June 20, 2023, 7:00pm  
 Library Meeting Room and Zoom  
 502 State St, Hood River

Notes prepared by Assistant Director Mo Burford and Library Director Rachael Fox

**Library Board:**

*Present: Board President: Jean Sheppard, Board members: Brian Hackett, Megan Janik, Sara Marsden*

*Not present: Board member: Karen Bureker.*

**Library staff:**

*Present: Rachael Fox.*

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

	<b>Agenda Items</b>	<b>Action</b>	<b>Responsible</b>
<b>I.</b>	<b>Call to Order</b> Board President Jean Sheppard called the meeting to order at 7:00pm.		Jean Sheppard
<b>II.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b> Marsden made a motion to approve the agenda as amended. Janik seconded. The motion carried unanimously.	<b>Motion</b>	Jean Sheppard
<b>III.</b>	<b>Approval of the consent agenda</b>  <b>i. Minutes from the May 9, 2023, Budget Committee meeting</b>  <b>ii. Minutes from the May 16, 2023 regular board meeting</b>  Hackett made a motion to approve the agenda as amended. Janik seconded. The motion carried unanimously.	<b>Motion</b>	Jean Sheppard
<b>IV.</b>	<b>Actual or potential conflicts of interest</b> None stated.		Jean Sheppard
<b>V.</b>	<b>Public comment (3 minutes each)</b> There were no members of the public present.		Jean Sheppard
<b>VI.</b>	<b>Reports</b>		
	<b>i. Friends update</b>		Rachael Fox

	There was nothing to add to the written report.		
	<b>ii. Foundation update</b> There was nothing to add to the written report.		Rachael Fox
	<b>iii. April and May Financial Statements</b> There was nothing to add to the written report.		Rachael Fox
	<b>iv. Director's report</b> There was nothing to add to the written report.		Rachael Fox
<b>VII.</b>	<b>Old Business</b> <b>VII.i. Library Board Code of Ethics and Library Board Governance Policy</b> Janik made a motion to approve the Library Board Code of Ethics and the update to the Library Board Governance Policy. Marsden seconded. The motion carried unanimously.	<b>Motion</b>	Rachael Fox
<b>VIII.</b>	<b>New Business</b>		
	<b>i. 2023-24 Budget approval</b> <b>I. Budget hearing</b>  Sheppard opened the public hearing at 7:20pm. No members of the public were present. Sheppard closed the public hearing at 7:00pm. Hackett make a motion to approve the Resolution No.2022-03.05 adopting the budget, making appropriations, imposing taxes, and categorizing taxes. Janik seconded. The motion carried unanimously.	<b>Motion</b>	Jean Sheppard
	<b>ii. Approval of recurring payments for 2023-24</b> <i>Attachment:</i> <ul style="list-style-type: none"> <li>VIII.ii. Resolution No. 2022-23.06 - approving recurring and online payments for 2023-24</li> </ul> Marsden made a motion to approve Resolution No. 2022-23.06 approving recurring and online payments for 2023-24. Janik seconded. The motion carried unanimously.	<b>Motion</b>	Jean Sheppard
	<b>iii. Discussion of 2023-24 President and Vice-President positions</b> During the board meeting, the members engaged in a discussion about potential candidates for specific positions. Sheppard expressed her willingness to continue serving as President. Additionally, Hackett expressed his interest in assuming the role of President if Sheppard did not wish to continue, or alternatively, he would be open to serving as Vice President.	<b>Discussion</b>	Jean Sheppard
	<b>iv. Discussion of regular meeting time</b> The board decided to continue to meet the third Tuesday of the month at 7pm. The board will approve a resolution at the July 19, 2022 board meeting.	<b>Discussion</b>	Jean Sheppard

<p><b>v. Library Director contract renewal</b> Hackett made a motion to approve the Library Director contract. Janik seconded. The motion carried unanimously.</p>	<p><b>Motion</b></p>	<p>Jean Sheppard</p>
<p><b>vi. COVID policies</b> Marsden made a motion to discontinue our COVID Volunteer policy and COVID Employee policy. Janik seconded. The motion carried unanimously.</p>	<p><b>Motion</b></p>	<p>Rachael Fox</p>
<p><b>vii. Westside Urban Renewal District</b> During the Library Board meeting, the topic of the renewal district was discussed, raising several important questions. The board inquired about the potential contribution of Special Districts in the county to the Westside Urban Renewal District. They sought clarification on the factors determining which entities contribute and which do not, as well as the underlying reasons behind these decisions. Furthermore, the board sought an explanation for the significant increase in the percentage foregone over time and how it is determined.  In response to these inquiries, Fox offered to extend an invitation to Abigail Elder to the upcoming library board meeting. This would provide an opportunity for Abigail Elder to address the board's questions and provide the necessary information and clarification.</p>	<p><b>Discussion</b></p>	<p>Jean Sheppard</p>
<p><b>viii. Discussion EDI statement</b> The Library Board expressed its support for the implementation of an Equity, Diversity, and Inclusion (EDI) statement within the Library District. Fox, in collaboration with the library staff, will work towards crafting a statement that reflects our shared values. Once finalized, the statement will be presented to the Library Board for thorough review and approval.</p>	<p><b>Discussion</b></p>	<p>Rachael Fox</p>
<p><b>ix. Request for Library Board Bios and Photos discussion</b>  During the Library Board meeting, there was unanimous support for the inclusion of short bios and photos of our library board members on our library website. Hackett suggested looking into the Hood River Parks and Recreation District as a reference for this initiative. In response, Fox graciously offered to send examples of bios and photos from the Hood River Parks and Recreation District and other Library Districts to all Library Board members.</p>	<p><b>Discussion</b></p>	<p>Rachael Fox</p>
<p><b>x. Library Board Oath of Office discussion</b></p>	<p><b>Discussion</b></p>	<p>Rachael Fox</p>

	<p>The Library Board has unanimously approved the implementation of our policy, which mandates that all board members take the oath of office. To facilitate this process, arrangements will be made to have a notary public present during the upcoming meeting on Tuesday, July 18, 2023.</p> <p>Fox will take responsibility for securing a notary public and ensuring that the oath of office is administered to each board member in compliance with our policy.</p>		
<b>IX.</b>	<b>Announcements</b>		
	<p><b>i. Comments from board members</b> No comments.</p>		All
	<p><b>ii. Requests/Comments from Library Director</b></p> <ul style="list-style-type: none"> <li>• I will be on vacation from Wednesday, June 21 to Sunday, June 25, and from Wednesday, June 28 to Monday, July 3. Assistant Director Mo Burford will serve as the Person in Charge (PIC) of the District during this time.</li> <li>• A few months ago, a patron inquired about the internal procedures for handling disruptive individuals during public meetings held in the meeting room. Concerns were shared with the Library Board, coinciding with the request and misinformation circulating on the internet. There has been no further inquiries regarding internal procedures related to disruptive patrons during library meetings in the meeting room.</li> <li>• No further reports of misinformation have been received.</li> <li>• The Portland field office of the Federal Bureau of Investigation (FBI) visited the library to discuss the upcoming Pride Trivia event for ages 9 grade through adult. Their purpose was to ensure the safety of the event, considering recent protests that occurred at the Hood River Hotel during a Drag Queen storytime event. The FBI mentioned that the Tigard library faced threats and subsequently canceled their drag queen storytime event. Thus far, no complaints or inquiries have been received regarding our Pride Trivia event, and the FBI has not received any information about potential risks associated with our event.</li> <li>• A patron from another state questioned the necessity of a Pride display in the kids section. Despite previous training efforts, a staff member expressed the need for a clear roadmap to handle such incidents. I have personally trained the entire team in handling such situations. The procedures are below.</li> </ul>		Rachael Fox

	<ul style="list-style-type: none"> <li>○ If someone expresses a complaint, staff kindly refrain from engaging directly with the individual and instead direct them to communicate with the Library Director. If I am not available, staff will provide them with my contact information or ask them to leave their details so that I can reach out to them. If the patron persists with questions, staff involve the Person In Charge, who will reiterate the need to speak with the Library Director.</li> <li>○ I will provide patrons with information regarding our policies and procedures regarding library materials, display, and programs, which are aligned with the principles outlined in the <a href="#">American Library Association Library Bill of Rights</a>. Additionally, if the patron desires further information, I will explain our <a href="#">Request for Reconsideration Policy</a> and <a href="#">Request for Reconsideration form</a>. A copy of the American Library Association Bill of Rights will be made available to the patron.</li> <li>• A patron requested a book be moved out of the Queer history section. The patron was not able to fill out a form because they lived out of the service district. Staff reviewed the title and found it fit our collection development policy but we decided it actually belongs in the parenting section as it is written for parents.</li> <li>• In December 2022, a library patron reached out via email to the President and Vice President of the library board, expressing their desire for a particular series to be relocated from the teen section to the adult section. It's important to note that the patron did not complete a formal request form. At present, our staff members are actively assessing the series in question and contemplating the relocation of its final two volumes to the adult section. This decision stems from the fact that the main character undergoes a transition into adulthood and encounters experiences that are more suited for adult readership.</li> </ul>		
	<p><b>ii. Agenda items for next meeting</b></p> <ul style="list-style-type: none"> <li>• Board officer elections</li> <li>• Appointing agents of record</li> <li>• Resolution establishing regular meeting time</li> <li>• Discussion Board Library Friends and Foundation liaisons</li> <li>• Policy review</li> </ul>		Jean Sheppard
<b>X.</b>	<b>Adjournment regular meeting</b>		Jean Sheppard

	The meeting was adjourned at 7:58pm.		
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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.