

**Library Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, June 17, 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?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09>, Meeting ID: 897 4581 2618

Agenda Items		Action	Responsible
<b>I.</b>	<b>Call to Order</b> Library 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. Karen Bureker, Brian Hackett, Sara Marsden, Megan Janik, and Jean Sheppard were present. Library Director Rachael Fox, Assistant Director Mo Burford was present.		Rachael Fox
<b>III.</b>	<b>Approval of the agenda (additions/corrections/deletions)</b> A motion to approve the agenda was made by Sheppard and seconded by Marsden. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.	<b>Motion</b>	Brian Hackett
<b>IV.</b>	<b>Approval of the consent agenda</b> A motion to approve the consent agenda was made by Janik and seconded by Sheppard. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, 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> None present		Brian Hackett
<b>VII.</b>	<b>Reports</b>		

	<b>i. April and May 2025 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> There was nothing to add to the written report.		Rachael Fox
	<b>iv. Director's report</b> Hackett asked if there was a plan for the courier's future sustainability. Fox stated that the Sage Consortium was working to develop a plan to cover future expenses.		Rachael Fox
<b>VIII.</b>	<b>Old Business</b>		
<b>IX.</b>	<b>New Business</b>		
	<b>i. 2025-26 Budget approval</b> The budget hearing was opened at 7:15pm. There were no members of the public present. The hearing closed at 7:16pm. Bureker made a motion to approve the proposed 2025-26 budget and Resolution 2024-25.05, adopting the budget and imposing taxes. Bureker seconded. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.	<b>Motion</b>	Brian Hackett
	<b>ii. Resolution authorizing a transfer of appropriations from Personal Services to Materials and Services</b> Sheppard made a motion to approve Resolution 2024-25.06, Janik seconded. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.	<b>Motion</b>	Brian Hackett
	<b>iii. Approval of recurring payments for 2024-25</b> Marsden made a motion to approve Resolution 2024-25.07, Janik seconded. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.		Brian Hackett
	<b>iv. Bilingual Pay Differential Policy discussion</b> Sheppard asked how the bilingual pay differential would affect the budget. Fox replied that the organization currently has open positions and this would allow funds to be available for the pay increase.  Bureker asked how many people would qualify for the differential, what languages would be covered, and how qualification would be determined. Fox stated she saw		Rachael Fox

	<p>examples of only those whose job descriptions require bilingual skills would be eligible and they would need to take a proficiency test to qualify.</p> <p>Marsden asked if there were jobs that currently require bilingual skills. Fox confirmed that two positions have this requirement.</p> <p>Marsden asked about past testing methods. Fox stated we had a both written and verbal. We plan to use a company to administer tests moving forward.</p> <p>Bureker mentioned she would send an example policy from the Fire District for reference.</p> <p>Hackett inquired whether a staff member who was hired as bilingual but whose position does not require bilingual skills would qualify for the differential pay. Sheppard stated that the organization should not ask anyone to translate or provide language assistance if they do not offer differential pay for those services.</p> <p>Fox stated she would research this matter further and bring a formal policy to the board for review. The board concluded that they feel every staff member who is bilingual and asked to translate should receive differential pay, as long as they pass the required test. At least three staff members would be affected by this policy.</p>		
	<p><b>v. Salary Schedule 2025-26</b></p> <p>Janik made a motion to approve the salary schedule 2025-26, Bureker seconded. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.</p>	<b>Motion</b>	Brian Hackett
	<p><b>vi. Information Technology Contract</b></p> <p>Fox stated she looked into other providers and was quoted by a provider over \$5,000 per month. Sheppard asked about the price listed at the back of the contract. Fox stated this was the price if the organization did not receive the discount. Sheppard made a motion to approve the IT contract with Radcom, Bureker seconded. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.</p>	<b>Motion</b>	Brian Hackett
	<p><b>vii. Library Director Contract</b></p> <p>Bureker made a motion to approve the Library Director contract, Marsden seconded. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.</p>	<b>Motion</b>	Brian Hackett

	<b>viii. Cascade Locks Library Lease</b> Bureker asked if there was any further discussion about the multi-use building. Fox said she believed a consultant had been hired for the assessment. Janik made a motion to approve the Library Director contract, Bureker seconded. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.	<b>Motion</b>	Brian Hackett
	<b>ix. Discussion of 2024-25 President and Vice-President positions</b> Bureker asked if Hackett wanted to continue as President, given his recent appointment to the Hood River Valley Parks and Recreation District board. Hackett said he had been thinking about board renewal and didn't want to leave the board in a difficult position, but thought it might be useful to have new faces on the board. Marsden said she would be happy to serve as President but also thinks Hackett is doing a great job. Bureker said she would also be willing to do it, though her work schedule might make it hard to lead meetings. Hackett said he would think about the President position.		Brian Hackett
	<b>x. Discussion of regular meeting time</b> The Board decided to continue meeting the third Tuesday at 7pm.		Brian Hackett
	<b>xi. Adult Services Librarian and Children's Services position discussion</b> Marsden asked if the position could be completed in 32 hours per week, compared to the current 25 hours per week. Burford said he believed it would be doable since he already handles these tasks in his current position as Assistant Director. Fox stated they have also been shifting and changing tasks to make the workload manageable. Marsden made a motion to approve the Library Director contract, Bureker seconded. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.	<b>Motion</b>	Rachael Fox
<b>X.</b>	<b>Announcements</b>		
	<b>i. Comments from board members</b> None stated		All
	<b>ii. Requests/Comments from Library Director</b> Fox stated she would be on vacation for the rest of the week and Burford would be in charge of the District.		Rachael Fox
<b>XI.</b>	<b>Agenda items for next meeting</b> <ul style="list-style-type: none"> <li>• Board officer elections</li> <li>• Appointing agents of record</li> </ul>		Brian Hackett

	<ul style="list-style-type: none"> <li>• Resolution establishing regular meeting time</li> <li>• Discussion Board Library Friends and Foundation liaisons</li> <li>• Meeting Room Policy</li> <li>• Bilingual Differential Pay policy</li> </ul>		
<b>XII.</b>	<b>Adjournment regular meeting</b> The meeting was adjourned at 8pm.		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.