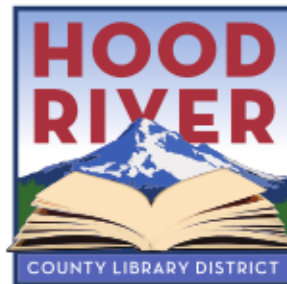


**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, October 20, 2015, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Suzanne VanOrman, President  
Minutes prepared by Library Director Buzzy Nielsen



Present: Buzzy Nielsen (staff), Sarah Samuels (staff), John Schoppert, Jean Sheppard, Janene Summerfield (Foundation), Alexis Vaivoda, Suzanne VanOrman (by phone)

**I. Additions/deletions from the agenda (ACTION)** VanOrman  
Vice-President Vaivoda called meeting to order at 7.00p. VanOrman moved to approve the agenda as presented. Schoppert seconded. The motion carried unanimously.

**II. Conflicts or potential conflicts of interest** VanOrman  
None stated.

**III. Approval of minutes from September 15, 2015, meeting (ACTION)** VanOrman  
Schoppert moved to approve the September 15, 2015, minutes as presented. Sheppard seconded. The motion carried unanimously.

**IV. Open forum for the general public** VanOrman  
No public present.

**V. Presentation by Cataloging Specialist** Samuels  
Cataloging Specialist Sarah Samuels presented about her position. She walked through how new items get added to the catalog, how they're processed, and how they're made accessible to the public. She also discussed how challenging it can be to decide which collection or area of a collection an item might go in to help patrons find it easiest.

**VI. Reports**  
**i. Friends update** VanOrman  
In addition to the written report, VanOrman noted that the Friends recently transferred \$1,300 in funds to the Library District for audiobooks. A subcommittee of the Friends also is working on their 2015-16 budget. The Friends' fiscal year goes from September through August.

**ii. Foundation update** Summerfield  
In addition to the written report, Summerfield noted that the Foundation had a strategic planning session on Saturday, October 17, with facilitator Barbara Briggs. They're working on a 3-5 year plan which they used the session to update. The current plan expired in 2014. The Foundation received a lot of good feedback on the Gardens from their celebration event. Membership renewal letters recently were mailed.

502 State Street  
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[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

### **iii. September financial statements**

Nielsen

The September 2015 financial statements were distributed at the meeting. The Board reviewed them and had no questions.

Based on the amount of taxes imposed by the County, current year taxes to be received are estimated at \$776,134, about \$12,000 higher than budgeted when considering uncollectible taxes. The budgeted amount is based on the assessed value of property in the district given to us by the county in January, hence the discrepancy.

### **iv. Director's report**

Nielsen

In addition to his written report, Nielsen noted the following:

- The Hood River Library is one of the locations on a list for the Hood River Fire Department to distribute AEDs.
- Fire alarm installation at Hood River Library has begun. It should take 4-5 weeks.
- The updated area around the Hood River Library circulation desk is coming around nicely. Electrical outlets still need to be put into the floors.
- Nielsen will check on whether the Board needs to complete annual forms with the Oregon Government Ethics Commission (OGEC).

## **VII. Previous business**

There was no previous business

## **VIII. New business**

### **i. SDAO public meetings and records checklist**

Nielsen

The Board reviewed Special District Association of Oregon's (SDAO) public meetings and records checklist. The following items were noted as a result of the review.

- Copies of the OGEC's Guide for Public Officials needs to be distributed.
- The Board may not hold meetings at the Parkdale Library/Community Center because the building is not ADA accessible. Other locations in Parkdale, such as the fire hall or school, are options.
- There needs to be a statement on the agenda that interpreters for the hearing impaired are available upon request.
- The District may need a form for public records requests.

Nielsen will follow up on all of these requests.

### **ii. Personnel Policy revisions (ACTION)**

Nielsen

Revisions to the Personnel Policies were proposed to clarify that sick leave can be used for domestic violence issues, to broaden language about family members, and update wording on family medical leave. These changes were made due to recent state laws. Sheppard moved to approve the Personnel Policy revisions as amended and attached. Schoppert seconded. The motion carried unanimously.

### **iii. New shelving (ACTION)**

Nielsen

Nielsen presented a proposal to purchase more shelving for the newly-redesigned circulation area at Hood River Library. The shelving would put backings on the pre-existing shelves and add rollout shelves for new movies. Sheppard moved to approve up to \$4,500 for purchase of shelving from

Spacesaver Specialists for the new items section. Schoppert seconded. The motion carried unanimously.

**iv. 2016-17 personnel costs**

Nielsen

The Board discussed the implications of possible salary changes presented by Nielsen. They felt that it was not appropriate to consider increasing the distance between the steps within a classification given potential increases to the minimum wage and increases to the minimum salaries for exempt employees. Regarding the Assistant Director position, the Board felt that the salary of the current person in the position should be increased to account for the potential new minimum threshold for exempt positions but that the entire salary scale for that position shouldn't be increased unless necessary. In a previous Conversation with Nielsen, Snyder noted that under proposed legislation the minimum wage would likely increase to \$13.50 over a period of five years, which would give the District more time to implement the change.

VanOrman left the meeting at 8.01p, after this line item was discussed.

**v. Draft Cascade Locks IGA**

Nielsen

The Board discussed the draft lease agreement with Hood River County School District to move the Cascade Locks Library into two adjoining classrooms in the Cascade Locks School. The Board felt the agreement looked reasonable. Nielsen will review it in more detail and have legal counsel review it as well. This agreement is similar to the one the school district has with the county health department.

**vi. Flexible Spending Accounts for employees (ACTION)**

Nielsen

Nielsen proposed to add health and dependent care Flexible Spending Accounts to the benefits offered to employees who are scheduled regularly for 20 hours per week or more. Sheppard moved to offer Flexible Spending Accounts to employees. Schoppert seconded. The motion carried unanimously.

**IX. Executive session: Hood River property**

VanOrman

Vaivoda moved the Board into executive session at 8.11p per ORS 192.660 to discuss the Hood River property. The Board left executive session at 8.25p.

**X. Agenda items for next meeting**

VanOrman

- Strategic planning consulting bids
- Revisions to Board Governance Policy

**XI. Adjournment**

VanOrman

The meeting adjourned at 8.26p.