

Board of Directors
Regular Meeting Minutes
Tuesday, November 17, 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), Jean Sheppard, Sara Snyder, Alexia Vaivoda.

I. Additions/deletions from the agenda (ACTION)

Vaivoda

Vice-President Vaivoda called the meeting to order at 7.04p. Nielsen reported that VanOrman was unable to attend due to inclement weather and a power outage. Snyder moved to approve the agenda as presented. Sheppard seconded. The motion carried unanimously.

II. Conflicts or potential conflicts of interest

Vaivoda

None stated.

III. Approval of minutes from October 20, 2015, meeting (ACTION)

Vaivoda

Snyder noted that she was not present at the meeting and thus did not comment about the minimum wage increase at the meeting. Nielsen clarified in the minutes that this was a conversation Snyder and he had earlier. She also said that FSA stands for Flexible Spending Account, not Flexible Savings Account. Both corrections were made in the minutes. Sheppard moved to approve the minutes as corrected. Snyder seconded. The motion carried unanimously.

IV. Open forum for the general public

Vaivoda

No public present.

V. Reports

i. Friends update

Nielsen

In addition to the written report, Nielsen said that the Friends mailed out their holiday potluck invitations. He also showed a photo of a pine marten on Mt. Hood that a local ecologist sent the Hood River County Reads committee. The Friends hope to use the photo with Hood River County Reads 2016 publicity for the book *Martin Marten* by Brian Doyle.

ii. Foundation update

Snyder

Other than the written report, Nielsen reported that the Foundation might send a fundraising letter to all addresses in Cascade Locks asking for support for the Cascade Locks branch move.

iii. October financial statements

Nielsen

The October financial statements were unavailable during the meeting. Nielsen will distribute when he receives them.

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iv. Director's report

Nielsen

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

- The Special Districts Association of Oregon conference will be in Sunriver on February 4-7. Nielsen plans to attend. He asked if any Board members would also like to attend. Snyder expressed earlier in an email that she would attend if no others wanted to go. Vaivoda said she might be able to go. Sheppard can't.
- The Sage User Council met on November 17. They discussed many possible changes/improvements to the consortium including hiding lost and missing items in the catalog to help patrons find available items, increasing the number of renewals on items, and upgrading our software to the latest version in December.
- Due to many staff taking time off, the libraries will be closed on December 26 in addition to closing at 2.00p on the 24th and being closed all day on the 25th. The 24th and 26th will not be paid holidays. Board members expressed interest in adding half holidays on December 24 and 31. Nielsen will bring a change to the Personnel Policies to the next meeting.
- On November 19, Nielsen will join other local government officials for a tabletop virtual emergency response activity that will focus on areawide long term power outages. There is a possibility that Hood River Library may act as a shelter.
- On November 16, the White House announced that Minoru Yasui, a civil rights activist from Hood River, was selected for the Presidential Medal of Freedom. Nielsen will begin working with the family on the possible siting of a basalt stone memorial for Yasui in the Georgiana Smith Memorial Gardens.
- We received the annual update to our unemployment tax rate from the State of Oregon. It will reduce from 1.8% to 1.3%. This should save the District between \$2,000-2,500 in 2016.
- A wall of the Storybook Theatre recently was repainted a brilliant yellow, as selected by children's staff. The painting was prompted by the sealing of several potentially dangerous holes on the west wall.
- Fire alarm installers discovered that the atrium has four sets of emergency lights. For some reasons, they were never properly hooked up, so electricians will be coming on November 18 to turn them on.
- Our HVAC at Hood River Library has had some issues. A minor leak is being fixed in the boiler. However, the circuit board for our rooftop air handling unit needs to be replaced. The part won't be in until January. Fortunately, the part mainly affects cooling the building, so the building temperature is still comfortable. To further help with climate control, astragal was installed on the main double doors. This should release less heat and cooling from the space.
- Circulation of District-owned items at District locations in October increased 1.7% over last year. The District also has continued to increase as a net lender in Sage. October program involvement increased 4.6% over last October.
- Cascade Locks branch closed early on November 17 due to a partial power outage in the city.

VI. Previous business

There was no previous business.

VII. New business

i. Strategic planning consultant (ACTION)

Nielsen

The Board discussed three proposals to lead its 2016-21 strategic planning process. Proposals were received from Barbara Briggs of Hood River, Penny Hummel of Portland, and Ruth Metz of Portland.

Nielsen summarized the proposals and discussed what he knew of the three consultants from his experiences. The Board discussed the implications of having a consultant with strong local knowledge versus knowledge of the library profession. Based on its merits, Board consensus was to accept Hummel's proposal. Snyder moved to accept the proposal from Penny Hummel Consulting for \$12,999 to lead the District's 2016-21 strategic planning process. Sheppard seconded. The motion carried unanimously. The Board hopes to see a draft strategic planning schedule by end of 2015.

ii. Sidewalks

Nielsen

The Board discussed the City of Hood River's upcoming creation of a Local Improvement District (LID) to charge property owners within the Front and State Street urban project for their sidewalks. They discussed concerns with the LID being created after the project had already occurred, but the Board's main concern was the quality of the sidewalk. There are several cracks, improper seals, and areas of flaking concrete. Snyder spoke with Nielsen earlier about the LID. She was not interested in remonstrating from the LID but emphasized that the sidewalk quality is poor. The Board agreed that they do not want to remonstrate but that they expect to see sidewalk deficiencies corrected before paying. Nielsen will bring this to the attention of City staff.

iii. Medical insurance renewal (ACTION)

Nielsen

Nielsen presented the annual medical insurance renewal. Based on suggestions from the District's employee benefits agent of record, BCI Group, he recommends continuing with PacificSource for medical, mental health, prescription, and vision coverage and Guardian Life Insurance Co. of America for dental insurance. Board members generally agreed with renewing insurance in its current form. However, they suggested that we should consider alternatives next year, including perhaps funding dental insurance through a FSA. For the 2017 renewal, the Board plans to look more creatively at employee health benefits. Snyder moved to renew employee health insurance with PacificSource and Guardian Life Insurance Co. of America for the 2016 calendar year. Sheppard seconded. The motion carried unanimously.

VIII. Agenda items for next meeting

Vaivoda

- Board Governance Policy revisions
- 2014-15 audit presentation
- IGA for Cascade Locks Library move
- Loss prevention plan
- Schedule for 2016-2021 strategic planning
- Personnel Policy revisions adding half holidays on December 24 and 31

IX. Adjournment

Vaivoda

The meeting adjourned at 8.06p.