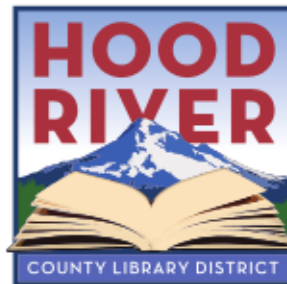


Board of Directors
Regular Meeting Minutes
Tuesday, December 15, 2015, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Suzanne VanOrman, President
Minutes prepared by Library Director Buzzy Nielsen



Present: Rachael Fox (staff), Buzzy Nielsen (staff), John Schoppert, Sara Snyder, Alexis Vaivoda, Suzanne VanOrman

I. Additions/deletions from the agenda (ACTION) VanOrman

President VanOrman called the meeting to order at 7.00p. Snyder moved to approve the agenda as presented. Vaivoda seconded. The motion carried unanimously.

II. Conflicts or potential conflicts of interest VanOrman

None stated.

III. Approval of minutes from November 17, 2015 meeting (ACTION) VanOrman

Snyder moved to approve the minutes of the November 17, 2015, meeting as presented. Schoppert seconded. The motion carried unanimously

IV. Open forum for the general public VanOrman

No public present.

V. Reports

i. Friends update VanOrman

There were no further Friends updates other than the written report.

ii. Foundation update Snyder

There were no further Foundation updates other than the written report.

iii. October and November financial statements Nielsen

The Board reviewed the October 2015 financial statements and had no questions. One board member inquired about the collection of previous years' taxes, which was at 77% of the budgeted amount for 2015-16 year-to-date. Nielsen explained that, unlike the current year taxes, previous year taxes come in erratically throughout the year and are difficult estimate for budgeting. The November 2015 financial statements were unavailable at the meeting.

iv. Director's report Nielsen

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

- The fire alarm system at Hood River Library is installed, active, and monitored. The final step is to have the building inspector sign off on it, which should happen with the next two weeks. Staff will be trained on its use.

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- Nielsen is seeking a new company to work on Hood River Library's automatic door openers
- The Hood River Library has been experimenting with new weather striping on its main double doors, but the solution doesn't seem to be working. Staff will investigate other options.
- Nielsen submitted a SDAO safety grant. This year, the grants focus on water intrusion. He applied for money to once again redo the area outside the children's library, re-grade it, and install more drainage. The estimated cost is \$5,750.
- The City of Hood River inspected the sidewalk in front of Hood River Library that was replaced as part of the State Street urban renewal project. They determined that the cracks were typical for sidewalk pours of this type and do not recommend repairing them.
- The District's new Cataloging Specialist is Anna Lim. By combing two positions, Amber Strangstalien also is now a full-time Public Service Clerk.
- The District hired Ann Zuehlke, library aide at Hood River Valley High School, as a substitute Public Service Clerk.
- Fine Forgiveness Week started on December 15 and will go through the 19th. During this time, the District will forgive any late fines on items and not charge for replacement library cards.
- Nielsen met with a group honoring Minoru Yasui, recent winner of the Presidential Medal of Freedom. Nielsen will move forward with the plans to site a memorial in the Gardens.
- There have been some leaks in the Hood River Library ceiling. They originated from the rooftop air ducts, which are getting sealed soon.

VI. Previous business

i. Christmas and New Year's Eve holidays (ACTION)

Nielsen

Snyder moved to amend the Personnel Policies to make December 24 and 31 half-holidays for staff. Vaivoda seconded. The motion carried unanimously.

ii. Strategic plan schedule

Nielsen

Nielsen distributed an updated schedule from consultant Penny Hummel showing a timeline of the strategic planning process. The Board approved of the timeline. Nielsen and Fox met with Hummel late the previous week. Nielsen presented a list of people for the consultant to interview individually, which the Board generally approved, although they would like to see a Latino. The Board also asked when Hummel will be working with them. Nielsen will ask.

VII. New business

i. Board Governance Policy revision (ACTION)

Nielsen

The Board discussed amendments to the Board Governance Policy offering clarifications regarding current Board practices, as explained in the meeting notes. It was noted that the resolution text included the wrong date of approval. Nielsen will fix this. Snyder moved to adopt Resolution 2015-16.07, amending the Board Governance Policy. Sheppard seconded. The motion carried unanimously.

ii. Gardens maintenance and funding (ACTION)

Nielsen

The Board reviewed the proposal from Walker's Landscape Maintenance to care for the Georgiana Smith Memorial Gardens in 2016. The bid was for \$14,820. The staff have been pleased with the firm's work. Board members commented that they'd like to find a way to get the community more involved in helping fund Gardens maintenance. Nielsen noted that the City, Parks and Recreation District, and others are going to do a parks and recreation master plan soon, in which the District will be involved.

Snyder moved to hire Walker's Landscape Maintenance to maintain the Georgiana Smith Memorial Gardens in 2016 for \$14,820. Schoppert seconded. The motion carried unanimously.

VIII. Agenda items for next meeting

VanOrman

- 2014-15 audit presentation
- Strategic planning session

IX. Adjournment

VanOrman

The meeting adjourned at 7.37p.