

**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, January 19, 2016, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Suzanne VanOrman, President



Present: Jen Bayer (Foundation), Rachael Fox (staff), Penny Hummel (consultant), Patty Lara-Martinez (staff), Buzzy Nielsen (staff), John Schoppert, Jean Sheppard, Sara Snyder, Alexis Vaivoda, SuzanneVanOrman

**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 December 15 meeting (ACTION)** VanOrman  
Snyder noted a mistake in the director's report section of the minutes and a grammatical error in the section discussing strategic planning, Sheppard also noted that she was at the meeting. Snyder moved to accept the minutes as corrected. Schoppert seconded. The motion carried unanimously.

**IV. Open forum for the general public** VanOrman  
There was no public present

**V. Strategic planning** Hummel  
Penny Hummel, library consultant from Portland, attended the meeting to brainstorm names to invite to a day-long strategic planning retreat. The intent of the retreat is to hear from the community about their interests for the future direction of the library district. Hummel recently lead such a meeting for the library district in Florence.

Hummel asked what each person present wanted to get out of the strategic planning process. Responses included getting the word out about the modernized library, learning from the community, embracing and “engulfing” non-users, making the library district an invaluable part of the community, getting goods ideas from the many people who use the libraries regularly, finding what needs we are or are not addressing, making the libraries more accessible, involving seniors, continuing outreach efforts to the Latino community, and seeing what the next steps are after reopening the libraries.

Board members and staff will invite people individually to the retreat, which will be on Saturday, April 2, from 8.30a-4.00p at Hood River Library. The library will close to the public. The Board and staff brainstormed several possible people to invite. Hummel will look over the list and work with staff to finalize it. Participants will be mailed invitations, which will be followed up by personal calls.

The Board, along with the Foundation, will be participating in a focus group on Tuesday, February 9,

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[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

7.00p, at Hood River Library.

Hummel anticipates having a draft plan by the April 19<sup>th</sup> board meeting, which will have final approval in May. Hummel also will work with staff on an implementation plan.

## **VI. Reports**

### **i. Friends update**

VanOrman

There were no further updates from the Friends of the Library other than the written report. VanOrman and Snyder both commented how much they liked *Martin Marten*, the 2016 Hood River County Reads selection.

### **ii. Foundation update**

Bayer

In addition to the written report, Bayer noted that long-time Foundation supporter Meg Euwer died recently. Her family has designated the Library Foundation for memorial contributions.

### **iii. November and December financial statements**

Nielsen

The Board reviewed the November 2015 financial statements and had no questions. The December financial statements were unavailable at the meeting.

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

Nielsen

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

- Staff recently ordered new clocks to replace the aging ones throughout the Hood River Library building.
- Hood River Library is getting rekeyed.
- A Percy Manser painting previously semi-hidden in a study room at Hood River Library will be given a place of prominence in the Reading Room
- Nielsen identified companies to replace the broken window and handicapped door openers at Hood River Library.

## **VII. Previous business**

There was no previous business.

## **VIII. New business**

### **i. 2014-15 audit**

Nielsen

The Board reviewed and discussed the 2014-15 audit report. Board members felt that a presentation by the auditors, Pauly Rogers and Co., was not necessary. They would like to see a copy of the checklist for monitoring district finances, however. Nielsen will request it. Nielsen also described some of the District's internal controls in response to a question by a Board member.

### **ii. Increasing maximum late fine (ACTION)**

Nielsen

The Board discussed increasing the maximum late fine per item from \$1.00 to \$3.00. The daily late would remain \$0.10, but the cap would be higher. Staff requested this change to encourage people to return their items in a more timely fashion. Snyder moved to pass Resolution 2015-16.08, amending the fines and fees schedule to increase the maximum late fine. Sheppard seconded. The motion carried unanimously.

**iii. Sick leave for variable-schedule employees (ACTION)**

Nielsen

Several questions arose about what the new Oregon sick leave law requires, so this agenda item was tabled. Nielsen will come back to the next meeting with revisions. Employees already are accruing sick leave in compliance with the new law.

**iv. Minoru Yasui Day (ACTION)**

Nielsen

Schoppert moved to support the efforts in the Oregon Legislature to establish March 28 as Minoru Yasui Day, honoring the Presidential Medal of Freedom winner's accomplishments as well as celebrating the First Amendment. Sheppard seconded. The motion carried unanimously.

**IX. Agenda items for next meeting**

VanOrman

- Strategic planning update
- Sick leave policies

**X. Adjournment**

VanOrman

The meeting adjourned at 8.53p.