

**Board of Directors
Regular Meeting Minutes**

Tuesday, April 19, 2016, 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), Bob Francis (MCCOG), Penny Hummel (consultant), Buzzy Nielsen (staff), John Schoppert, Jean Sheppard, Sara Snyder, Gwen Thomas (Providence Hospice of the Gorge), Alexis Vaivoda, Suzanne VanOrman

I. Additions/deletions from the agenda (ACTION)

VanOrman

President VanOrman called the meeting to order at 7.00p. Nielsen requested adding an agenda item regarding landscaping at Hood River Library. Snyder moved to approve the agenda as amended. Sheppard seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

VanOrman

None stated.

III. MCCOG proposal to site at Hood River Library

Bob Francis

Bob Francis, executive director of Mid-Columbia Council of Governments (MCCOG), proposed locating their Hood River-based workforce development team at Hood River Library. MCCOG serves Hood River, Wasco, Gilliam, Wheeler, and Sherman Counties. They provide employment search and match programs and training for jobseekers and employers. Their services currently are located in the Wasco Business Park on Wasco Loop behind Walmart. Rent for that facility is getting too high for MCCOG. They approached Columbia Gorge Community College to site their services at their Hood River campus, but their rent also was too high.

MCCOG spends about \$355,000 on employment services, which is predominantly state grants. The grants are competitive, and MCCOG is submitting an RFP to continue providing the service. MCCOG is looking for a partnership to offer employment services, and it was suggested that the Hood River Library would be a good location. MCCOG's employment office has five people. This year, the Hood River office has a 70% placement rate. Hood River has two staff, a receptionist and career counselor. They provide services to the employed, unemployed, and employers. Most of their work is one-on-one, but sometimes they have offer classes. In those cases, they would work with library staff to use the meeting room. If approved, MCCOG's services would be located at the former reference desk in the Reading Room at Hood River Library.

Board members asked several questions. About 30-35% of their clients from from Cascade Locks. Some are from Bingen and White Salmon as well. There also is a youth program for ages 17-24. Francis did not have concerns about privacy with being in the open space of the Reading Room. He stated that they could take people elsewhere. He also noted that Oregon WorksSource is moving toward an open air model office layout. Board members expressed a desire for an opt-out clause,

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which will be in the intergovernmental agreement. MCCOG would be able to move in on July 1. They will bring in as many computers as are allowable. They would be on the library's our network. They also would have a phone. The Board discussed the proposal later in the meeting.

IV. Proposal to site temporary art in Gardens

Gwen Thomas

Gwen Thomas of Providence Hospice of the Gorge proposed siting a temporary "Before I Die" installation in the Georgiana Smith Memorial Gardens. The installation would include the prompt "Before I die ..." and people would be able to fill in their thoughts. Previous similar installations in The Dalles and Mosier were very successful, so much so that the communities want the art piece back. Thomas approached the Art of Community project in Hood River, and they recommended the Gardens as a good site for a Before I Die installation in Hood River. The piece likely would be cylindrical metal art designed by local artist CJ Rench. They would have prompts in English and Spanish. Volunteers monitor and document the piece as needed. Vandalism in their previous projects has been minimal. Library staff feel the project meshes well with the District's other projects, such as the Grave Matters discussion series. The Board discussed the proposal later in the meeting.

V. Draft 2016-21 strategic plan discussion

Penny Hummel

Consultant Penny Hummel was at the meeting to discuss the draft 2016-21 strategic plan. She praised work that the library has been doing and noted that people with whom she interacted were pleased with its direction. Most of the goals she recommends continue work the District already is doing. The Board discussed the five goals.

1. *Create stable and permanent presence in Odell*

The Board liked this goal. Hummel asked specifically about having a physical location in Odell, and it was not seen as a priority by strategic planning participants. However, having a more established bookmobile may be effective.

2. *Expand services to teens and tweens*

Teens expressed interest in having spaces that they felt were more their own. The Board suggested limiting when adults could use the teen area in Hood River Library. They also discussed increased use of the Storybook Theatre for teen events, which already has started with programs such as the cooperative gaming on Thursdays.

3. *Expand outreach activities to continue to grow the library's active users*

Several Board members liked the idea of having a "library of things", such as electronics, tools, and cookware.

4. *Increase library awareness throughout the county*

Nielsen noted that staff already are working on ways to further promote what's going on, including expanding media sources and doing more target marketing. Board members suggested having an annual report.

5. *Continue to develop the library as a cultural and educational hub for people of all ages and backgrounds*

Board members praised concerts and Hood River County Reads as events that particularly enhance people's experience with the library. Staff noted that they want to make sure that technology is meeting needs of library users. Hummel noted that in interviews and focus groups, people felt that library balances hours and services well. There was a perception that the county-run library was focusing more on hours.

A final version of the strategic plan will be adopted at the May regular meeting.

VI. Consent agenda (ACTION)

VanOrman

- i. **Minutes of March 21 and April 2 meetings**
- ii. **Proposal to build cabinets and shelving at Hood River Library**
- iii. **Proposal to paint Hood River children's area**

Nielsen clarified on item iii that the cabinets and painting are two separate projects. Snyder moved to approve the consent agenda as presented. Schoppert seconded. The motion carried unanimously.

VII. Open forum for the general public

VanOrman

No public present

VIII. Reports

i. Friends update

VanOrman

Other than the written report, Nielsen noted that the Friends held the kickoff for Hood River County Reads on Sunday, April 17, and over 110 people attended. Most of the free copies of this year's selection, *Martin Marten*, already have been distributed.

ii. Foundation update

Snyder

Snyder noted that she's unable to attend the Foundation meeting on Wednesday, May 4. VanOrman will try to make it.

iii. March financial statements

Nielsen

The March financial statements were unavailable for review at the meeting. Nielsen will present them at the May meeting. He noted that the District's auditors, Pauly Rogers and Co., will visit on April 27. He also stated that, in his budget analysis, bottom classification salaries will need to increase by 4% per year for the next six years to keep up with the State's new minimum wage law. Current year tax revenue in 2016-17 is projected to increase by 3.5%

iv. Director's report

Nielsen

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

- Shakespeare Week is happening April 19-23. It is very popular with patrons and culminates in a performance by the Original Practice Shakespeare Festival on Saturday.
- Outreach Specialist Patty Lara-Martinez, Cataloging Specialist Anna Lim, Public Service Clerk Amber Strangstalien, and Nielsen will be at the Oregon Library Association conference in Bend on April 20-22. Lara-Martinez will be presenting about her Latino outreach efforts.
- Nielsen is dealing with issue regarding a Charter Communications line being run across the Hood River Library property without permission.

IX. Previous business

There was no previous business.

X. New business

i. MCCOG proposal (ACTION)

Nielsen

The Board discussed MCCOG's proposal to site employment services at Hood River Library. They were excited by the idea and suggested a fixed \$500 annual rent and to include an opt-out clause in

the intergovernmental agreement. Snyder moved to create intergovernmental agreement with MCCOG to site employment services at Hood River Library, with final approval of the IGA to happen at a later meeting. Sheppard seconded. The motion carried unanimously.

ii. Temporary art in Gardens proposal (ACTION)

Nielsen

The Board discussed Providence Hospice of the Gorge's proposal to site a temporary art piece in the Georgiana Smith Memorial Gardens. Snyder moved to authorize the artwork siting in the Gardens. Sheppard seconded. The motion carried unanimously

iii. Reviewing Library Director job description

VanOrman

The Board reviewed the current job description for the library director. They noted to add grantwriting and technology acumen. The Board also recommend that district legal counsel review the Library Director contract. Nielsen will integrate the changes into the job description.

iv. Proposal to install rock in northeast corner of Hood River Library (ACTION)

The Hood River Library has a large hellstrip in its northeast corner. The area is problematic as it has many invasive plant species and also often has people throwing garbage around it. He presented a proposal for \$3,285 from Walker's Landscape Maintenance to cover it with tarp and river rock. Snyder moved to approve the proposal from Walker's Landscape Maintenance. Vaivoda seconded. The motion carried unanimously.

XI. Executive session re: Personnel

VanOrman

Pursuant to ORS 192.660(L)(I) Personnel, VanOrman moved the Board into executive session at 8.28p. The Board moved out of executive session at 8.43p.

Following the executive session, the Board discussed the search process for a new library director, now that Nielsen has announced that he's leaving. They want to start the process now, with staff leading the process. Nielsen will appoint a subcommittee. The Board also had further revisions to the Library Director job description including requiring three years of administrative experience, five years of public library experience, and managing human resources and finances. Nielsen will revise the job description and have the job posted by the next meeting. He will report on progress in May.

XII. Agenda items for next meeting

VanOrman

- Cascade Locks lease agreement
- Final 2016-21 strategic plan
- Technology plan
- 2016-17 salary schedule

XIII. Adjournment

VanOrman

The meeting adjourned at 9.02p. The Budget Committee meets on Tuesday, May 10, 6.00p to review the 2016-17 budget. The next regular Board meeting is Tuesday, May 17, 7.00p.