

Board of Directors
Regular Meeting Minutes

Tuesday, September 20, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Sara Snyder President
Notes prepared by Library Director Rachael Fox



Present: Rachael Fox (staff), Sara Snyder, Jean Sheppard, Alexis Vaivoda

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

President Sara Snyder called the meeting to order at 7:05pm. Board member John Schoppert was not present. Sara Snyder asked Rachael Fox if she would like to discuss appointing the new board member under previous or new business because it was listed twice. Fox said previous business. Vaivoda moved to approve the agenda as presented. Sheppard seconded. The motion carried unanimously.

II. Conflicts or potential conflicts of interest Snyder

None stated.

III. Consent agenda (ACTION) Snyder

i. Minutes from August 16, 2016 meeting Snyder

Vaivoda moved to approve the consent agenda as presented. Sheppard seconded. The motion carried unanimously.

IV. Open forum for the general public

No public was present.

V. Reports

i. Friends update Fox

It was noted Erma Hickman's name was misspelled in the written report.

ii. Foundation update Schoppert

Library Foundation president Jen Bayer added the Feast of Words Fundraiser for 2017 will take place on Saturday, March 11, 2017.

iii. June, July, and August financial statements Fox

The August financial statements were unavailable at the time of the meeting. Fox added there was a deficient discovered in the LSTA Outreach 2015 grant fund of \$10,566. Funds in the amount of \$10,635 had been accidentally added to the RTR 2016 grant fund which were intended for the LSTA Outreach 2015 fund. The money was present but attributed to the wrong grant fund. Fox is working with District accountant to correct the error and will follow up with details at the October 18, 2016 Board meeting.

iv. Director's report Fox

Board members Snyder, Vaivoda and Sheppard discussed Fox providing monthly reports on programs and computer use statistics and quarterly reporting for circulation, interlibrary loans, electronic resources and patron statistics.

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VI. Previous business

i. IT support

Fox

Board members requested a maintenance plan and perhaps a contract be put in place with Ken Jacobs. Jacobs will provide IT support for the District.

ii. Discussion appointing Board member

Snyder

Board members discussed how they wished to fill the vacancy created by the resignation of Suzanne VanOrman. The Board decided they would identify potential candidates and bring their nominations to the next meeting for discussion and a vote. Vaivoda said she knew a woman name Karen Bureker who might be interested. The Board discussed the potential candidate and Vaivoda said she would contact Bureker. If Bureker is interested, the Board could vote at the October 18, 2016 meeting. The appointment must be approved by the majority of the Board. The goal will be to swear in the new Board member at the November 15, 2016 meeting. Board members decided they would keep the current procedure as stated in the Board Governance Policy for filling a Board vacancy. This way each Board can determine their own method for filling the vacancy.

VII. New business

i. Proposal shelving Hood River Library (ACTION)

Fox

Vaivoda moved to accept the quote from Spacesaver Specialist for installing shelving in the Hood River Library for up to \$24,000. Sheppard seconded. The motion carried unanimously.

ii. IGA with Hood River County (ACTION)

Fox

Sheppard moved to approve the IGA with Hood River County. Vaivoda seconded. The motion carried unanimously.

iii. AGA Reading and Conversation Program Funds Transfer (ACTION)

Fox

Sheppard moved to approve Resolution No. 2016-17.05 authorizing the transfer of \$900 from the Library District's Aging in the Gorge grant fund to the Hood River Library Foundation. Vaivoda seconded. The motion carried unanimously.

iv. Discussion appointing Board member

Snyder

This item was discussed under previous business.

v. Authorize Assistant Director to sign checks for District (ACTION)

Sheppard moved to authorize Assistant Director Arwen Ungar to be an authorized signer on the Columbia State Bank District bank account and Rachael Fox Library Director, Sara Snyder District Board President, and John Schoppert District Board Vice President to remain signers on the account. Vaivoda seconded. The motion carried unanimously.

Fox

VIII. Agenda items for next meeting October 18, 2016

Snyder

i. SDIS Best Practices Checklist

Fox

IX. Adjournment

Snyder

The meeting adjourned at 7:43pm.

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.