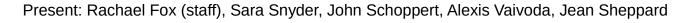
Board of Directors

Regular Meeting Minutes

Tuesday, October 18, 2016, 7.00p Jeanne Marie Gaulke Community Meeting Room 502 State St, Hood River Sara Snyder President Minutes prepared by Library Director Rachael Fox



Ι.	Additions/deletions from the agenda (ACTION) President Snyder called the meeting to order at 7.00p. Schoppert was present but needed leave due to an unexpected event. Vaivoda moved to approve the agenda as presented. Sheppard seconded. The motion carried unanimously.	Snyder to
II.	Actual or potential conflicts of interest	Snyder
	None stated.	
III.	Consent agenda (ACTION)	Snyder
	i. Minutes from September 20, 2016 meeting	
	Vaivoda moved to accept the consent agenda as presented. Sheppard seconded. The mo carried unanimously.	otion
IV.	Open forum for the general public	Snyder
	No public present.	
v .	Reports	
	i. Friends update	Fox
	Snyder asked the Board if anyone was available to be the liaison for the Friends of the Lik Present Board members have conflicts with the noon meeting time. Fox offered to be the until another Board member is available to attend the meetings.	
	ii. Foundation update Sc	hoppert
	I. In addition to the written report, Snyder reported on the Feast of Words committee meeting she attended. Snyder said the committee is working to find a caterer. The are working on creating a better sense of flow for the event with hopes to increase attendance at the live auction. Synder mentioned Library Foundation President J Bayer is interested in disarming the handicap button during the event for voluntee Fox will investigate and email Jen Bayer.	iey also se len

iii. August and September financial statements

Fox reported she has worked with the District accounting firm to have the previous month financial statements available at the monthly Board meeting and has been successful this month.

iv. Director's report

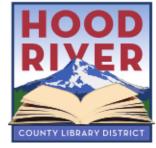
- The Board and Fox discussed remaining with PacificSource Insurance for another year. Staff have been pleased with the provider. Next year the District will be requiring to move to an Affordable Care Act compliant plan. Snyder and Sheppard recommended getting staff input if the District chooses to switch providers.
- Snyder asked how did the mistake happened with the LSTA Outreach 2015 funds being attributed to the Ready to Read 2016 grant fund? Snyder stated it would be best to find out

502 State Street Hood River • OR 97031

541 386 2535

Fox

Fox



how the mistake occurred so we can try to prevent if from happening again. Fox stated she would speak to the District accountants to inquire how the mistake occurred.

VI. Previous business

i. Discussion and vote to appoint new Board member (ACTION) Snyder Sheppard moved to appoint Karen Bureker to fulfill the remainder of Suzanne VanOrman's term, which expires June 30, 2017. Vaivoda seconded. The motion carried unanimously. Buerker was unable to attend the meeting. Fox will contact Bureker to see if she is available to be sworn in at the November District Board meeting. Snyder requested to put the item first on the agenda, after the agenda item to approve the agenda. Fox stated she will notify the Hood River County election office in writing after Bureker is sworn in.

ii. W-9 and 1099

Snyder inquired if the District sends out W-9 forms and receives 1099 forms. Fox said she will contact the District accountant.

ii. Update IT services

Snyder recommended having Ken Jacobs label all the equipment in addition to a list. Board members recommended putting together a plan for a replacement cycle, so all equipment does not need to be replaced at once. Jacobs is working on the list and recommended replacement schedule.

VII. New business

i. New Board member orientation

Board members discussed new member orientation. Vaivoda stated she did not receive an orientation. Sheppard stated former Library Director Buzzy Nielsen sat down with her and explained the District, went over policies, and answered any questions she had. In addition, he gave her a flash drive with information and offered to give her a copy of Robert's Rules of Order. Snyder suggested setting up a District email, providing a new member orientation which includes a flash drive with copies of Board policies and relevant training information. In addition, the Ethics and Governance training would be beneficial. Fox states she would contact Bureker for training and provide her with a flash drive with relevant files.

ii. SDAO Oregon Ethics Law Best Practices Checklist Snyder District Board members filled out the Oregon Ethics Law Best Practices Checklist together. Fox will submit the checklist to Special Districts Association of Oregon by November 15, 2016. The checklist will allow the District to receive a 2% credit to the 2017 insurance contributions. The Board agreed to the item on the checklist regarding District staff and Board members will receive yearly Ethics training and decided we should complete the same training at the next Board meeting.

VIII.Agenda items for next meeting

- i. Swear in new Board member Karen Bureker
- ii. Ethics and Board Governance online training

IX. Adjournment

The meeting adjourned at 7.54p.

Fox

Snyder

Snyder

Snyder

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.