

# 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



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

- I. Additions/deletions from the agenda (ACTION)** Snyder  
President Snyder called the meeting to order at 7.00p. Schoppert was present but needed to leave due to an unexpected event. Vaivoda moved to approve the agenda as presented. Sheppard seconded. The motion carried unanimously.
- 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 motion carried unanimously.
- 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 Library. Present Board members have conflicts with the noon meeting time. Fox offered to be the liaison until another Board member is available to attend the meetings.
- ii. Foundation update** Schoppert  
**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. They also are working on creating a better sense of flow for the event with hopes to increase attendance at the live auction. Snyder mentioned Library Foundation President Jen Bayer is interested in disarming the handicap button during the event for volunteers. Fox will investigate and email Jen Bayer.
- iii. August and September financial statements** Fox  
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** Fox
- 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

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how the mistake occurred so we can try to prevent it 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**

Fox

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**

Snyder

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**

Snyder

### **i. Swear in new Board member Karen Bureker**

### **ii. Ethics and Board Governance online training**

## **IX. Adjournment**

Snyder

The meeting adjourned at 7.54p.

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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.