

Board of Directors
Regular Meeting Agenda
Tuesday, October 17, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Karen Bureker Vice President

I. Additions/deletions from the agenda (ACTION)

Bureker

Vice President Karen Bureker called the meeting to order at 7:02pm. President Jean Sheppard was unable to attend the meeting. Fox stated Bureker found a mistake in dates on the Hood River County School District, Appendix A. Fox stated the ending of the contract has been changed from 2022-23 to 2021-22. Fox provided updated documents for the Board. Janik moved to approve the agenda. Marsden seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Bureker

None stated.

III. Consent agenda (ACTION)

Bureker

i. Minutes from September 19, 2017 meeting

ii. Invoice OCLC

Marsden moved to approve the consent agenda as presented. Janik seconded. The motion carried unanimously.

IV. Open forum for the general public

Bureker

Rachel Timmons, Hood River, Oregon was present.

V. Staff presentation: Teen Services Librarian, Rachel Timmons

Timmons

Timmons provided a slide show presentation to the District Board. She covered how she is working to achieve the #2 goal from the Library District Strategic Goals 2016-21. She is striving to, Expand Services to Tweens and Teens. Timmons gave an overview of her duties and how she is helping teens showcase their work in the library and soon on the library website. She also modified the teen space to limit the area to teens during certain hours. She has a strong teen advisory group. Timmons has also been reaching out to the high school and middle schools.

Marsden asked the age range for the children she serves. Timmons stated it ranges depending on the program. For example, 12 years old to 19 years old. Some programs, teens need to be 13 years old, like the upcoming Halloween Zombie party.

Marsden asked about the attendance at the programs. Timmons stated it varies depending on the program and if other events are happening in the community. Marsden stated she can look at the statistics provided in past board packets.

VI. Reports

i. Friends update

Fox

There was nothing to add to the written report.

ii. Foundation update

Fox

There was nothing to add to the written report.

iii. August and September financial statements

Fox

In addition to the written report, Fox stated the District receives two reports from Hood River County per year regarding tax revenue. The first report arrives in March which is an estimate of taxes to be received in the upcoming fiscal year. This figure is used to create the budget for the District. In March

2017, the tax estimate was \$878,897. We assume a 5% noncollectable rate, which means the District was estimated to receive \$834,952.15 in tax revenue. In October we receive the tax assessment for fiscal year 2017-18. The taxes imposed on property for our district for fiscal year 2017-18 will be \$899,041.50. We assume 5% of the taxes are noncollectable, which means the District will receive around \$854,089.43. We are going to receive \$20,000 more than anticipated.

iv. **Director's report**

Fox

In addition to the written report, Fox stated, we have promoted Sarah Ryan from Public Service Clerk substitute to Children's Services Assistant. Sarah is bilingual, which is a critical component of this position. She is a great team player and staff are looking forward to working with her more. Ryan has another full-time position which she will be ending to work 30 hours per week at the District. Ryan will start her new position on Tuesday, November 14.

Bureker said she is excited to hear about the Dolly Parton Imagination Library program. She searched for it in Hood River when her children were younger.

Marsden asked how the program works. Fox stated Pat Duke, Wilsonville Library Director has been successful with the program in Wilsonville. Wilsonville Library Foundation member Jan Rippey is the spouse of the Rippey family, which has a large family Foundation. Her brother-in-law lives in Hood River and attended a meeting with Jan Rippey, Pat Duke, Hood River mayor Paul Blackburn and Jan Veldhuisen. Veldhuisen has agreed to spearhead the program and be the champion. Dolly Parton started this program several years ago because she was to get books into the hands of all children. Children 0-5 are mailed a book per month. The Dolly Parton Foundation requires communities to have a fiscal agent with 501c3 status and the funds be raised to cover the cost of \$25 per year for each child. Fox stated she spoke to the Library Foundation and they are connecting with Duke and Rippey to find out more information. Veldhuisen will raise the funds for the program and then any organization in Hood River County that serves children 0-5 can sign them up, with name, address, and age. Veldhuisen will input the information into a database, which takes 1-2 hours per month. The Dolly Parton Foundation takes care of selecting and shipping out the books to kids. Marsden asked if there are age appropriate books, like board books and if there are Spanish books. Fox stated they do send books to kids based upon age and start with board books. Fox stated two of the twelve books send per year are in Spanish. The Foundation has a partnership with Penguin books and stated it is costly for bilingual books. Fox stated she aims to be an advocate to recommend more bilingual Spanish books be added if possible in the future. Fox stated basically all the library is responsible for is signing up the children. This program is open to every child in Hood River County age 0-5.

VII. Previous business

i. **Report Community ID meeting**

Fox

Sheppard was unable to attend the meeting. Fox stated she briefly spoke to Sheppard and was told the Hood River County Commissioners sounds like they want to move forward with being the supporting entity for issuing the Community ID cards but the library might be a pick up sight. Fox stated she thought Sheppard said the group presenting to the board wanted to have an employee from the county process everything. Bureker asked what is a community ID cards? Fox stated Mark Thomas presented at a Board meeting requesting the Library District be involved with the community ID program. The idea is to have cards issued to those who find it difficult to obtain a photo ID, like the elderly, teenagers, undocumented immigrants. The ID costs \$10 and is available to all people and could possibly obtain discounts at local businesses. The group involved with this project has also spoke to Sheriff Matt English to determine if the ID can be recognized by law enforcement. Thomas has asked the Library District Board if they could provide the space and staff to create and issue cards. The project would be entirely funded by donations. The Library District Board decided they would prefer to have a county employee handle the processing of the cards but might be able to offer

the space in the library to meet with individuals to apply for the cards. Marsden asked if the library will still be a location for individuals to apply for the card and if the group wanted a county employee to now be responsible for processing the cards. Fox stated she thought so but would not sure and needed to connect with Jean Sheppard to confirm.

VIII. New business

i. Training day for staff discussion

Fox

Fox stated some libraries close to the public so all staff can attend trainings which are mandatory. The idea is to use the full day to have emergency training, paid presenters, brainstorming sessions with staff. Marsden asked if there was a day where we could get most employees present. Fox stated she thought there would be. Bureker stated if similar sized libraries do this yes but larger libraries then no. Fox stated she knows Fort Vancouver did this recently and is a large system. Bureker also said she would like to an agenda for the day to make sure the time was fully utilized. Fox stated she would do more research and look into an agenda.

ii. Cascade Locks Library lease with Hood River County School District (ACTION)

Bureker

Bureker stated she would like to see a longer term since the District is investing money into this space. Fox stated when she and Sheppard met with Superintendent Dan Goldman we expressed concerns with the Library District losing the space in the future. Goldman stated he does not anticipate the school being closed but if it occurred they would still have the building and would continue to lease to the Library District. He also stated if there was growth, the do not plan on using the library space. Goldman felt most comfortable with the five year lease. Fox stated she and Sheppard felt confident after leaving the meeting. Marsden asked if there was an option to lease more space if needed in the future. Fox stated, the space is large, four times larger than the current space in City Hall, and she does not think Cascade Locks will dramatically in population to require a large space. Marsden asked how many employees will work there. Fox stated one employee. Fox plans to situate the desk so you can see all areas of the library except the study rooms, which occurs in Hood River, too. Staff do sweeps of the space to keep an eye on things.

IX. Agenda items for next meeting

Bureker

X. Adjournment

Bureker

The meeting was adjourned at 7:58pm.

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.