

Board of Directors
Regular Meeting Minutes
Tuesday, November 21, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President



Present: Jean Sheppard, Brian Hackett, Megan Janik, Rachael Fox (staff), Arwen Ungar (Staff)

I. Additions/deletions from the agenda (ACTION)

Sheppard

Board President Jean Sheppard called the meeting to order at 7:07pm. Hackett moved to approve the agenda as presented. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

- i. Minutes from October 17, 2017 meeting**
- ii. Invoice Braun Arboricultural Consulting**
- iii. Invoice Libraries of Eastern Oregon (LEO)**
- iv. Invoice SAGE Library System**
- v. Invoice Onstott, Broehl & Cyphers**
- vi. Invoice Revistas magazine renewal**

Sheppard went through each invoice. Hackett moved to approve the consent agenda as presented. Janik seconded. The motion carried unanimously.

IV. Open forum for the general public

Sheppard

Arwen Ungar, Assistant Director for the Hood River County Library District was present.

V. Staff presentation: Assistant Director – Adult Programming, Arwen Ungar

Ungar discussed her involvement in adult programming and marketing and how it aligns with the District's Strategic Goals for 2016-2021.

- Ungar stated the library is working to bring in new types of programs and hold programs out in the community to draw in nonusers. She also stated working with vulnerable populations like she plans to reach out to the Hood River Shelter Services and is working with Providence Volunteers in Action to reach the home bound.
- Ungar has been working with staff to implement consistent branding by creating standardized templates for flyers and press releases.
- Ungar discussed the variety of programs like concerts, author readings, story slam, learning about DNA.
- Makerspace 2018
 - Encourage a culture of creativity
 - Cultivate problem solving skills
 - Attract non-users

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- Provide access to technology that would not be available otherwise
- Offer a space for technology companies to showcase and promote their companies and products
- Develop a space for individuals to explore and to innovate
- Be a safe place to make mistakes
- Bridge the Digital Divide: the gulf between those who have ready access to computers, the Internet, digital literacy education and those who do not
- Have fun!
- Ungar also discussed how she implemented a process to manually count people at the Parkdale and Cascade Locks branches and this has been in place for one year. She also stated staff will focus in the coming year to conduct a survey in both communities asking about preference for open hours.

VI. Reports

i. Friends update

Fox

In addition to the written report, Fox gave out invitations to the Friends of the Library annual potluck.

ii. Foundation update

Fox

There was nothing to add to the written report.

iii. October financial statements

Fox

Hackett asked about the library expenditures, revenue and carryover the District needs to have to operate July through November. Sheppard noted as of October 31, the District has spend more than it had taken in but the District currently has \$702,553 in the bank, \$511,006 is in the General Fund. Fox stated the bulk of the tax revenue will come in November. Then there will be two more payments coming in February and May. Hackett asked to discuss the goal for carryover and Fox stated she would place the item on the December 19, 2017, board meeting agenda.

iv. Director's report

Fox

VII. Previous business

i. Report Community ID meeting

Sheppard

Sheppard reported she attended the presentation by Mark Thomas to the Hood River County Commissioners. Sheppard reported the chair of County Commissioners, directed the County to see if Hood River County can have an employee do the entire process as long as it is done at no cost to the County. The county would issue the IDs at a county building. There was discussion the library might be a pick up location for the IDs. The Hood River County Sheriff said it makes a difference if people can prove they are a local resident.

ii. Supplementary budget discussion

Sheppard

Members discussed the request to increase the collection budget by \$7,000. Fox stated we need to also increase the revenue category for the Foundation in the Grants fund, so the District can spend money raised this fiscal year. Fox stated the funds the Foundation raised last fiscal year were supposed to be deposited last fiscal year but were deposited this fiscal year. Hackett asked why this happened. Fox stated she did not express in the time the need for the check from the Foundation to be issued in FY 2016-17. Fox stated, in the future she will ensure the check from the Foundation will

be deposited in the correct fiscal year.

Fox stated she will bring the supplemental budget to the December 19, 2017 board meeting.

VIII. New business

i. Auditing bids (ACTION)

Sheppard

Sheppard stated Pauly Rogers and Co. had more experience in the state of Oregon, larger staff to replace anyone who left, and direct experience with Special Districts and libraries. Fox asked Hackett if his opinion since Hackett used to work as an auditor. Hackett said he thought both firms had clear proposals and clearly stated their experience. Janik moved to approve to accept Pauly Rogers and Co. audit proposal for fiscal year 2018, 2019, 2020. Hackett seconded. The motion carried unanimously.

ii. Snow removal contract (ACTION)

Sheppard

Sheppard asked Fox if she had checked references. Fox stated she had not asked for references. She had worked on a single job with the company last year and they appeared professional. Fox and Ungar also discussed the work with them and were impressed with their professionalism. Sheppard stated since the contract is only for one year, we can work with them and see how we approve of their work. Fox stated the contract states either party can terminate the agreement with a 14 day written notice. Hackett moved to approve the contract as presented. Janik approved. The motion carried unanimously.

iii. Quote Oregon Corrections Enterprises – Furniture Hood River building (ACTION)

Sheppard

Janik and Sheppard stated they did not know Oregon State Corrections did this type of work. Janik moved to approve the quote for \$21,000. Hackett seconded. The motion carried unanimously.

iv. Medical Insurance renewal (ACTION)

Sheppard

Fox handed out an revised cost for health insurance since one staff member decided to not add her husband and the rates increased. Sheppard asked if the increase was still within the budget for this fiscal year. Fox stated it was still within the budget. Sheppard stated she had spoke to Fox and approved applying for the plan early, due to the deadline but the board could still change plans. Hackett stated he thought we should approve the plan the staff had approved. Hackett moved to accept United Healthcare Plus Premium Gold 1000 Plus, Janik seconded. The motion carried unanimously.

v. 2017 SDIS Best Practices Program checklist for review

Sheppard

Fox went through the checklist. Sheppard asked when do the staff get reviewed. Fox stated annually on their hire date. Sheppard said she has seen a variety of ways ranging from the same date for all staff each year to their hire date. Sheppard stated what was important was being consistent on conducting a yearly review. Sheppard asked if it had been longer than 1.5 year for any staff members. Fox stated she would have to check her records but believed the answer is yes because the former library director had not been up-to-date on his reviews and Fox had not caught up. Fox stated she and Ungar would work quickly to get all staff reviews up-to-date.

Fox also stated there was not a policy for light work. Sheppard stated it might not effect the district due to the natural of the work staff does. Fox stated we could look into it.

vi. SDAO Annual Conference discussion

Sheppard

Sheppard asked if Janik or Hackett would be interested in attending the conference in February. Hackett said is interested and he would check his schedule because he might have another

commitment and he would report back at the next meeting

IX. Agenda items for next meeting

Sheppard

- Special District Association of Oregon ethics training
- Discussion Unappropriated Ending Fund Balance (carryover) in library budget

X. Adjournment

Sheppard

The meeting was adjourned at 8:34pm.

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.