

**Board of Directors**  
Tuesday, January 16, 2018, 7:00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard President



Present: Jean Sheppard, Sara Marsden, Karen Bureker, Megan Janik, Jen Bayer (Public), Rachael Fox (Staff), Yeli Boots (Staff), Tara Kamp (Public, conference call)

**I. Additions/deletions from the agenda (ACTION)** Sheppard  
Board President Jean Sheppard called the meeting to order at 7:05pm. 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 December 19, 2017 meeting**  
**ii. Invoice Pauly, Rogers and Co. P.C.**

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

**IV. Audit presentation** Kamp  
Tara Kamp from our auditing firm Pauly, Rogers, and Co. attended the meeting by phone. Kamp stated all government agencies require an audit. Kamp stated the District Board should have received a Letter to the Governing Board and the audit report which includes financial statements. Kamp gave the District a clean opinion with no reservations and there were no separate management issues. Kamp stated overall it was very good. She reported no difficulties in performing the audit. Kamp stated Library Director Rachael Fox is knowledgeable about the library and finances of the District and Fox is highly professional.

Kamp noted the exceptions on page 16 of the audit report. Sheppard asked about the Sage Library System Fund transfer out. Kamp stated this is usually done by resolution, which the board did dissolve the fund by resolution and transfer the funds. Fox stated she asked Kady Strode from Pauly Rogers and Co. and Kady stated this happens often and to make note of it in the Management Discussion and Analysis, which Fox stated she did. Sheppard also asked about the invoice which exceeded \$10,000, which did not have multiple bids. Fox stated this was a project her predecessor Buzzy Nielsen started and had ordered all the shelving before he left the District. The shelving was installed shortly after Fox became Director. Sheppard asked if there was a system in place in make sure it doesn't happened again. Fox said yes.

Kamp asked the board if there were any questions. Hackett asked about full accrual accounting. The District currently uses modified accrual accounting. Kamp stated it is usually determined by size and modified accrual accounting is accepted in Oregon. Sheppard stated the financial aspect of the District shouldn't get more complicated and switching would increase the accounting cost for the District. Sheppard stated the first year would cost a lot to set up. Hackett suggested it would be helpful to discuss each year. Kamp and Sheppard agreed.

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[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

Sheppard asked if there was anything to District can do or anything we can change to improve the process. Kamp said things went well and the District is well prepared during the audit visits.

**V. Open forum for the general public**

Sheppard

Jen Bayer, President of the Library Foundation (Hood River) was present.

**VI. Staff Presentation Yeli Boots, Bilingual Outreach Specialist**

Boots

Boots went through each section of the Odell Strategic plan with the board. Boots stated she was making several new connections in the community and looked forward to working with other organizations. Boots is working with the school district to use school records as ID verifications. Sheppard stated Boots can let the board know of any policy changes which can be made to help our residents obtain library cards. Boots stated patrons have expressed being unable to visit the Hood River Library due to the cost of parking meters. The board discussed a possible coin jar, pay it forward system. Free parking was also recommended on State and Sherman Street. Bureker asked about the word "Latinx". Boots stated it's gender neutral.

**VII. Reports**

Fox

**i. Friends update**

There was nothing to add to the written report.

**ii. Foundation update**

Library Foundation President Jen Bayer stated the end of year membership drive brought in \$17,000 and there is now \$14,500 for the Min Yasui Legacy Garden. Bayer also mentioned the Katie Barker bequest might be a good fit to invest in the possible space in the new library at Mid-Valley Elementary.

**iii. December financial statements**

Fox

There was nothing to add to the written report.

**iv. Director's report**

Fox

There was nothing to add to the written report.

**VIII. Previous business**

**i. Hood River County Reads update**

Sheppard

The author Alejandro Jimenez removed names from his book Moreno. Prieto. Brown. The School District approved the revised version of the book. The School District had previously stated they would not allow the book to be distributed if a former member of staff might be defamed and would not have a chance to defend themselves. The School District Librarian Matthew Gerlick has joined the Hood River Reads committee. The Hood River Reads committee will meet on January 24, 2018 and will discuss recommended new procedures, which will hopefully eliminate the issues experienced this year. Sheppard stated the selection of the committee reflects on the library. Sheppard stated there was another book *Stubborn Twig* by Lauren Kessler which could have also been controversial. Sheppard stated she thought a district board member should also be on the committee and volunteered to sit on the committee. The rest of the board agreed.

**IX. New business**

**i. Special Districts Ethics training video**

Sheppard

The District Board completed the online training.

ii. **Approval of recurring payments for 2017-18 (ACTION)**

Sheppard

Bureker moved to adopt Resolution 2017-18.05, Authorizing vendors for online and automatic payment of bills in 2017-18. Hackett seconded. The motion carried unanimously.

iii. **Odell library services discussion**

Sheppard

Sheppard asked if the School District owns the building. Fox stated she would ask Superintendent Dan Goldman when she meets with him. Sheppard also stated the District should seek to lease the space for a long period of time, if the District is going to invest money in the project. Fox will report back to the board at the next meeting.

iv. **Risk Management Visit discussion**

Fox

The board agreed with the plans to address the two concerns. Fox will contact a contractor to secure the loose stones and the Library Foundation will organize a work party to raise the bricks to sidewalk level. Fox will submit the plan to SDAO.

**X. Agenda items for next meeting**

Sheppard

**XI. Adjournment**

Sheppard

The meeting was adjourned at 8:34pm.

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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.