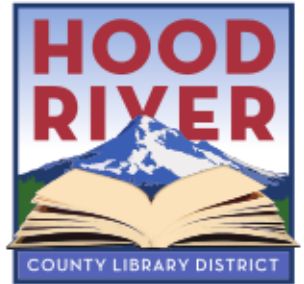


**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, February 20, 2018, 7:00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard President



Present: Jean Sheppard, Megan Janik, Sara Marsden, Karen Bureker, Brian Hackett, Rachael Fox (staff), Michele Dearing (staff)

**I. Additions/deletions from the agenda (ACTION)**

Sheppard

Board President Jean Sheppard called the meeting to order at 7:04pm. Fox stated she would like request an action item be added to the agenda to approve a contract by Michael Peterson-Love for remodeling the Cascade Locks space. Bureker moved to approve the agenda as ammended. Hackett seconded. The motion carried unanimously.

**II. Actual or potential conflicts of interest**

Sheppard

None stated.

**III. Consent agenda (ACTION)**

Sheppard

**i. Minutes from January 16, 2018 meeting**

**ii. 2018 Property and Liability insurance invoice**

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

**IV. Staff member presentation**

Dearing

Our Collection Development Specialist, Michele Dearing, discussed her duties at the library.

Dearing stated she followings the Library District Collection Development policy, which cites the Library American Library Association bill of rights. Dearing selects adult fiction and adult non-fiction, Columbia Gorge History collection and adult and young adult audio book collection.

Dearing stated there are other staff members who select items for the library. Dearing uses the following sources for recommendations: New York Times Bestseller weekly bestseller lists (viewed from Amazon.com), Indie Bestsellers list, Pacific NW Booksellers Association list, Amazon.com list, Library Journal reviews, Oregonian, Hood River News, Oregon State University Press, suppliers like Baker and Taylor, Ingram, and Blackstone. Dearing notes Blackstone uses actors from Shakespeare plays to record some of their audio books.

Dearing also considers what is popular in Hood River. She has noticed science fiction, fantasy and sports books are less popular than self help, cookbooks, political books, history and travel.

Dearing said there are many sub generas to regular fiction like romantic suspense, Christian fiction, historical mysteries, locked rooms mysteries, and cozy mysteries.

Dearing also does weeding, deacquisitions and deseleting. When Dearing weeds materials she looks at condition, last circulation date, number of circulations, currency and accuracy. Dearing pulls the item and deletes the item in our Evergreen system, volunteers mark out the books, and Friends of the

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Library volunteers place them on a free cart or send the items to Portland to sell at Thrift books.

Dearing discussed book donations and stated the donations are not free because they take staff time and resources to process the materials. She tries to replace items that are worn and damaged. She stated other selectors add donations to the collection, too. Jana Hannigan, our Children's Librarian, uses donations as prize books. Dearing stated not all libraries accept donations because they must be stored, sorted selected, cataloged and covered.

Dearing also tracks collection development spending, works on the circulation desk, and facilitates the book club for library on a quarterly basis.

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

Sheppard

None present.

**VI. Reports**

**i. Friends update**

Fox

Fox stated the Friends of the Library will hold their Hood River County Reads Kick-off event at the library on Saturday, March 17, 2pm.

**ii. Foundation update**

Fox

There was nothing to add to the written report.

**iii. January 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.

**VII. Previous business**

**VIII. New business**

**i. Special District Association Report**

Fox & Hackett

Hackett reported he attended the conference. He found the preconference training for new board members beneficial.

Hackett stated he is thankful for Fox because he heard of challenges other Districts faced with management. Hackett stated he would like to help support Fox by reviewing policies and generate policies. Fox stated she would like to conduct periodic review of regular policies. Sheppard stated each policy should list the creation date and last update. Fox agreed the policies contain the information. Fox stated she will bring a light duty policy at an upcoming board meeting for review. Fox also would like to update the personnel policy and make sure it's reviewed annually with staff.

Hackett also mentioned holding a public hearing to check in with the public. Sheppard stated at the recent Strategic Planning Process for the 5 year strategic plan the District gathered input from the public by holding a retreat and focus groups regarding the direction of the District. Sheppard stated the public are also invited to attend each board meeting to express any concerns or requests. Sheppard also stated the District could release a report regarding the state of the library district.

**ii. Approval Contract for Gardens Maintenance Services (ACTION)** Sheppard  
Sheppard stated we have been happy with their service and that it was a minimal increase for the year. Marsden motioned to approve the Contract for Gardens Maintenance Services with Walker's Landscape Maintenance firm. Bureker seconded. The motion passed unanimously.

**iii. Annual Planning Session discussion** Sheppard

The District Board discussed using their annual planning session meeting to complete a Special District Insurance Services Board Practice Assessment (BPA) on Tuesday, June 20, 2018 from 5:00-6:30pm. Sheppard, Marsden, Janik, Hackett confirmed they can attend. Bureker will text Fox to confirm the date will work for her.

**iv. Budget committee and calendar approval (ACTION)** Sheppard

Bureker moved to reappoint Erick Vonlubken for another three term for the Library District Budget Committee. Marsden seconded. The motion passed unanimously.

Hackett moved to approve the budget calendar. Janik seconded. The motion passed unanimously.

The Board decided to each bring a recommendation for the budget committee to the March 20, 2018 District Board meeting. The Board will discuss the individuals and decide who to ask to sit on the committee. Fox will contact the individuals.

**v. Code of Conduct discussion** Sheppard

The District Board approved of the changes. Sheppard suggested the sentence be changed in the Code of Conduct to state: Do not use the library restrooms for personal hygiene such as bathing, shaving, washing hair or clothing. Sheppard asked to have the district lawyer Ruben Cleaveland review the Code of Conduct.

Fox will investigate the process for formally passing the ordinance.

**vi. Supplemental budget (ACTION)** Sheppard

*Attachments: VIII.vi.* Resolution No. 2017-18.06. Resolution of Hood River County Library District adopting a supplemental budget for the fiscal year 2017-18.

Hackett made a motion to approve Resolution No. 2017-18.06 of Hood River County Library District adopting a supplemental budget for the fiscal year 2017-18 and making appropriations. Bureker seconded. Sheppard took a voice vote. The motion passed unanimously.

**vii. Cascade Locks Branch discussion** Sheppard

The Board discussed the proposed budget for the Cascade Locks Branch move project and approved of the planned expenses.

**viii. Estimate Michael Peterson-Love (ACTION)** Sheppard

Bureker moved to approve the contract for Michael Peterson-Love in the amount of \$6,980. Marsden seconded. The motion passed unanimously.

**ix. Estimate Swell City Carpets (ACTION)**

Sheppard

Bureker moved to approve up to \$8,000 for Swell City Carpets to install carpets in the new Cascade Locks Branch space. Janik seconded. The motion passed unanimously.

**x. Parental leave discussion**

Fox

Fox stated she is confident in Assistant Director Arwen Ungar’s abilities to oversee the District while she is on leave. Fox recommended Ungar be paid the Library Director wage for the three months while Fox is on leave since Ungar will be conducting both the Library Director and Assistant Director duties. Sheppard asked how much this would cost. Fox stated she did not have a figure but estimated it will cost \$2,000 to \$3,000. Fox stated she will determine the costs and present the proposal at the budget committee meeting in May 2018.

Sheppard also stated Fox should not be working while on leave except to be consulted in rare occasions. Fox agreed.

Hackett requested Ungar start attending the monthly board meetings. Fox stated she will ask Ungar to start next month.

**IX. Agenda items for next meeting**

Sheppard

**X. Adjournment**

Sheppard

The meeting was adjourned at 8:06pm.

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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.