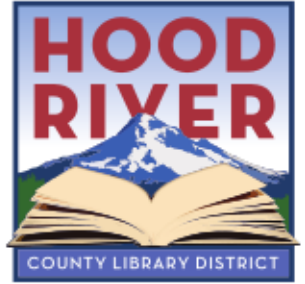


Board of Directors
Regular Meeting Minutes
Tuesday, March 20, 2018, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President



Present: Jean Sheppard, Megan Janik, Sara Marsden, Brian Hackett, Karen Bureker (Phone),
Rachael Fox (staff), Arwen Ungar (staff)

I. Additions/deletions from the agenda (ACTION) Sheppard
Board President Jean Sheppard called the meeting to order at 7:02pm. 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 February 20, 2018 meeting**
- ii. Estimate furniture Cascade Locks Library**

Fox stated library staff member Michele Dearing noted the following corrections in the minutes. Correction: New York Times Bestseller weekly bestseller lists (viewed from Amazon.com). Correction: Pacific NW Booksellers Association list.

Marsden moved to approve the minutes as amended and the furniture estimate for \$5,867.00. Janik seconded. The motion passed unanimously.

IV. Open forum for the general public Sheppard
No general public.

V. Reports Fox

- i. Friends**

There was nothing to add to the written report.

- ii. Foundation**

There was nothing to add to the written report.

- iii. February Financial Statements**

Sheppard asked why there is deficient in the change of fund balance total in the amount of \$34,707, for the current actual period in the General Fund for the month of February. Fox stated it's due to receiving revenue of \$31,145 for the month of February and spending \$65,215 between Materials and Services and Personal Services. Fox stated since most of the funds are received in November, there will be a negative amount most months in change of fund balance for the current actual period.

Fox stated the Year to Date actual is a more accurate reflection of how much the district has received

502 State Street
Hood River · OR 97031

541 386 2535

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in revenue versus expenditures. The year to date shows the District receiving \$351,094 more in revenue than expenditures.

Sheppard and Hackett asked why the annual budget in the financial statements shows spending \$165,157 more dollars than the District is expected to receive. Fox stated each year the categories in the General Fund and Materials and Services fund are raised slightly higher than we are expected to spend. This is due to keep our Unappropriated Ending Fund balance close to what we need to carry over for the 4.5 months (July through mid-November) and allows the District to spend more funds, if needed, since we often receive more tax revenue than is estimated when the budget is created. The \$165,157 is broken down to \$100,000 is the contingency which we usually do not spend each year and the \$65,157 is the additional funds we can spend, if needed. This still leaves the district with enough funds to operate from July to mid-November.

iv. Director's report

There was nothing to add to the written report.

VI. Previous business

i. Budget committee discussion

Sheppard

Sheppard recommended local accountant Amber Bello be appointed to the budget committee. The board agreed for Fox to contact Bello to see if she is willing to serve a three year term. Fox asked if Sheppard would send her Bello's contact information.

VII. New business

i. Review bids Janitorial Services and approve contract (ACTION)

Sheppard

Sheppard asked why Opportunity Connections did not submit a bid. Fox stated they decided they did not want to submit a bid this year but asked us to keep them in mind next time we went through the bid process. Sheppard stated she liked to support the company which employs individuals with special needs and to please include them in the next bid process. Marsden moved to accept the bid from Tedene (Clean All Janitorial). Bureker seconded. The motion carried unanimously. Hackett moved to approve the one year contract with Tedene Enterprises. Marsden seconded. The motion passed unanimously.

ii. Review bids library shelving for the Cascade Locks Branch (ACTION)

Sheppard

Fox stated Oregon Corrections Enterprises (OCE) provided the incorrect bid for the project due to inaccurate listing of mobile shelving. The bid for the project was revised to \$23,609. Fox stated she spoke to maintenance person Michael Peterson-Love and he will be able to install shelving left over from the Hood River Children's Library remodel. Fox stated this should lower our bid from Pacific Business Systems. Sheppard asked if we should have OCE rebid for the project. Fox stated the shelving we are reusing is similar to the shelving from Pacific Business Systems. They are both metal shelving. OCE only offers custom built wood shelving, so they would not be compatible. Fox stated she would ask Pacific Business Systems to rebid and then Jean Sheppard could sign the updated bid. Janik made a motion to accept the bid up to \$22,250. Marsden seconded. The motion passed unanimously.

iii. Review and accept bid for Oak Street Sidewalk replacement (ACTION)

Hackett moved to approve the estimate of \$15,918 for the work and up to \$2,194 for permit fees and

require the contract be approved by our legal council Ruben Cleaveland. Janik seconded. The motion carried unanimously.

iv. Review Library Director Evaluation questions

Sheppard

Hackett suggested updating the evaluation to the correct gender or using gender neutral pronouns. Fox stated she would update the gender reference. Marsden made a motion to approve the evaluation questions. Janik seconded. The motion carried unanimously.

v. AED defibrillator discussion

Sheppard

Bureker stated there is little maintenance for the AED and staff should be protected by the Good Samaritan Law. Sheppard stated there should be a sticker installed on the device stating the date of installation of the unit and battery. Fox stated she would contact the Fire Department to set up installation, ask about battery replacement schedule and request training for staff.

VIII. Agenda items for next meeting

Sheppard

The Odell project was mentioned. Fox stated the School District was working on getting bids for their projects to determine if they would move forward with the new library at Mid-Valley Elementary. Fox stated she planned to contact Dan Goldman at the end of March. Sheppard stated we should email him because we don't want to let this opportunity pass us by. Fox stated she would email Dan Goldman.

IX. Adjournment

Sheppard

The meeting was adjourned at 7:38pm.

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.