

Board of Directors
Regular Meeting Minutes
Tuesday, June 19, 2018, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President

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

- I. **Additions/deletions from the agenda (ACTION)** Sheppard
President Jean Sheppard called the meeting to order 7:00pm. Hackett moved to approve the agenda as presented. Bureker seconded. The motion passed unanimously.
- II. **Actual or potential conflicts of interest** Sheppard
None stated.
- III. **Consent agenda (ACTION)** Sheppard
i. **Minutes from May 15, 2018 budget committee meeting**
ii. **Minutes from May 29, 2018 meeting**
iii. **Invoice Onstott, Broehl, & Cyphers**
Bureker moved to approve consent agenda. Marsden seconded. The motion passed unanimously.
- IV. **Open forum for the general public** Sheppard
None present.
- V. **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. **May 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.
- VI. **Previous business**
- i. **Discussion of wage for Assistant Director during Library Director FMLA** Fox

Burker asked if Ungar's benefits would change. Fox stated her health benefits would be the same but she would receive more in retirement because it's based upon salary. Hackett made a motion to approve Assistant Director Arwen Ungar receive the Library Director salary at step 1 during Fox's FMLA leave. Janik seconded. The motion passed unanimously.

VII. New business

- i. **2018-19 Budget approval (ACTION)** Sheppard

I. Budget hearing

President Sheppard opened the at budget hearing 7:08pm. She closed it at 7:09am, as no public were present. Marsden moved to approve Resolution 2017-18-.08, adopting the budget, making appropriations, imposing taxes, and categorizing taxes. Burker seconded. The motion carried unanimously.

ii. **Approval of emergency services and materials (ACTION)** Sheppard
Janik moved to approve Resolution 2017-18.09 Approving Emergency Purchases. Bureker seconded. The motion carried unanimously.

iii. **Approval of recurring payments for 2018-19 (ACTION)** Sheppard
Burker moved. Marsden seconded.

iv. **Discussion of 2018-19 President and Vice-President positions** Sheppard
The board discussed Jean Sheppard and Karen Bureker continuing in their roles of President and Vice President.

v. **Discussion of regular meeting time** Sheppard
The board discussed continue to meet the third Tuesday of each month at 7:00pm.

vi. **Library Director contract renewal (ACTION)** Sheppard
The board discussed Fox receiving the Cost of Living increase and the whether to move Fox to step 2. Sheppard asked when Fox might finish her program with the American Library Association Certified Public Library Administrator course, which will give Fox an automatic step increase, as stated in her contract. Fox stated she expects it will take her another three years. Hackett stated Fox has been completing projects on time and her employee review evaluations were consistent. Hackett moved to approve the Library Director contract. Janik seconded. The motion carried unanimously.

VIII. Agenda items for next meeting Sheppard

Sheppard stated she is going to work with the Hood River County Parks and Recreation District to discuss sharing cost for the Library Gardens since it's a public space.

Jean Sheppard requested Fox create a schedule to review policies and present it at the next meeting. Fox stated she would have it ready by the next meeting.

IX. Adjournment Sheppard

The meeting was adjourned at 7:28pm.

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.