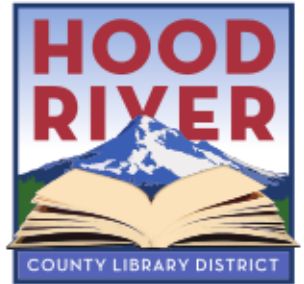


**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, July 17, 2018, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard, President



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 meeting to order at 7:04pm. Burker moved to approve the agenda as presented. Janik seconded. The motion passed unanimously.

**II. Conflicts or potential conflicts of interest** Sheppard  
None stated.

**III. Board officer elections (ACTION)** Sheppard  
Burker moved to elect Sheppard as president of the Board of Directors for the 2017-18 fiscal year. Hackett second. The motion carried unanimously. Sheppard moved to elect Bureker as vice president of the Board of Directors for the 2017-18 fiscal year. Marsden seconded. The motion passed unanimously. By statute, the Board's secretary is the Library Director.

**IV. Consent Agenda (ACTION)** Sheppard  
**i. Minutes from June 19, 2018 meeting**  
**ii. Minutes from June 19, 2018 meeting, planning session**  
**iii. Invoice Pauly, Rogers, and Co., P.C.**

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

**V. Open forum for the general public** Sheppard  
None present.

**VI. 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. June financial statements** Fox  
Sheppard asked if the invoice for the recent replacement of the compressors to the HVAC system had been paid. Fox stated the invoice had not been paid yet.

**iv. Director's report** Fox  
The board discussed the status of Odell. Sheppard suggested the fair grounds, Bureker suggested

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contacting Odell fire department, contacting the port and perhaps looking into renting land and placing a trailer or pod.

Fox stated she thinks the branch needs to be downtown since many of the target population will need to be within walking distance. Fox stated she will contact the fire department. Fox asked permission from the board to wait until November when she returns from parental leave to check in again with the school district regarding a possible location and if that is no longer an option, Fox will pursue other options in the downtown area first.

Sheppard stated she and Fox have been in touch with the Hood River Valley Parks and Recreation District (HRVPRD) about being included in the master plan for the parks in Hood River County and the possibility of the them taking over the cost of maintenance. Fox sent the director of the HRVPRD Mark Hickok the expenditures for the past two fiscal years for the Gardens maintenance.

## **VII. Previous business**

### **i. Policy review schedule 2018-19**

The board approved of the policy review schedule which will start November 2018.

### **ii. Board planning session recommendation review**

The board reviewed the recommendations and suggested employee satisfaction survey. Fox will work on sending out a survey when she returns from parental leave in November. The board also suggested encouraging employees to fill out director review. Fox will email employees multiple times. She sent out an email to staff prior to them receiving the survey. Fox will also announce the survey at the staff meeting prior to sending out the survey. Fox will also explore incentives for completing survey.

## **VIII. New business**

### **i. Appointing agents of record (ACTION)**

Sheppard

Marsden moved to adopt Resolution 2018-19.01, appointing the insurance agent of record as Columbia River Insurance and the employee benefits agent of record as HUB International Northwest. Hackett seconded. The motion carried unanimously.

Bureker noted the Resolution number in the board packet was incorrect 2018-19.01. Fox updated the resolution number to 2018-19.01 on the document Fox and Sheppard signed.

Fox stated we were gathering quotes for insurance services next year and would present them at the October board meeting. Fox stated staff have had multiple issues with the current providers of United Healthcare. Sheppard stated she had concerns with rising prices and United Healthcare might be the least expensive. Sheppard asked Fox if she was satisfied with HUB services. Fox stated she was satisfied and was not sure if was another option in the gorge. Sheppard stated there is another service in The Dalles and might be worth exploring if Fox was not satisfied this year with HUB.

### **ii. Establishing regular meeting time (ACTION)**

Sheppard

Bureker moved to adopt Resolution 2018-19.02, establishing the regular Board of Directors meeting as the 3<sup>rd</sup> Tuesday of the month at the Hood River Library. Janik seconded. The motion carried unanimously.

### **iii. Discussion of Friends of the Library and Library Foundation liaisons**

Sheppard

Janik will be the liaison for the Library Foundation and Karen Burkner and Sara Marsden will be the liaison for the Library Foundation for the fiscal year 2017-18.

**IX. Agenda items addressed when Fox returns from parental leave**

Sheppard

**X. Agenda items for next meeting**

Sheppard

**XI. Adjournment**

Sheppard

The meeting was adjourned at 7:43pm.

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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.