

Board of Directors
Regular Meeting Minutes

Tuesday, February 26, 2019, 7:00pm
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard, President

I. Additions/deletions from the agenda (ACTION) Sheppard
President Jean Sheppard called the meeting to order at 7:03pm. Burkner moved to approved the agenda as amended. Marsden seconded. The motion passed unanimously.

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

III. Consent Agenda (ACTION) Sheppard
i. **Minutes from January 15, 2019 meeting**
Burkner moved to approved the agenda as amended. Hackett seconded. The motion passed unanimously.

IV. Open forum for the general public Sheppard
Issei Suzuki attended the meeting. He stated he is a PhD student at the Graduate School of Library, Information and Media Studies at the University of Tsukuba, Japan.

He has been studying library management of special districts in the United States. He is researching library district as a possible solution to reduced funding for public libraries in Japan.

V. Staff member presentation – Anna Lim, Cataloging Specialist Lim
Lim gave an overview of all the steps involved in cataloging. Lim stated she is working on adding items to our new collection, Library of Things.

Lim does the initial processing which involves checking the order and price. She also has to repackage items, if needed. Lim checks the catalog, adds new records and obtains the records from a subscription database called OCLC. She will also create records from scratch. Lim states when she works on a record she focuses on the accuracy of information and patron accessibility. Lim also works with selectors to help decide the best location to catalog an item. Lim works with the volunteers who cover materials. She also is a cataloging mentor with the SAGE consortium and hosts a monthly Makerspace Robot coding program.

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. January 2019 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

i. Lease Wy'east Community Church (ACTION)

Marsden moved to approve the one year lease with the Wy'East Community Church. Janik seconded. The motion passed unanimously.

ii. Memorandum of Understanding Gorge Grown Market Ambassador (ACTION)

Bureker moved to approve the Memorandum of Understanding Gorge Grown Market Ambassador position. Marsden seconded. The motion passed unanimously. Sheppard

VIII. New Business

i. Approval Bid and Contract for Gardens Maintenance Services (ACTION)

Bureker moved to approve the Memorandum of Understanding Gorge Grown Market Ambassador position. Hackett seconded. The motion passed unanimously. Fox

ii. District lawyer Ruben Cleaveland (ACTION)

Sheppard

Hackett moved to approve the retain Ruben Cleaveland as Library District legal counsel. Marsden seconded. The motion passed unanimously. Fox will present an updated contract at the next board meeting. Hackett stated we will also have to pass a resolution stating our legal counsel is with a new firm. Fox said she would include the resolution at the next meeting.

iii. Budget committee and calendar approval (ACTION)

Sheppard

Bureker moved to reappoint Jen Bayer for another three term for the Library District Budget Committee, to approve the budget calendar and appoint the Library Director Rachael Fox as the Library District Budget Officer. Hackett seconded. The motion passed unanimously.

iv. Use Restriction Policy (ACTION)

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

Bureker moved to approve the Use Restriction Policy. Janik seconded. The motion passed unanimously. Sheppard

IX. Agenda items for next meeting

Sheppard

X. Adjournment

Sheppard

The meeting was adjourned at 7:44pm.

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 9:00pm 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.