

**Board of Directors**  
**Regular Meeting Minutes**

Tuesday, June 18, 2019, 7:00pm  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard, President  
Notes prepared by Library Director Rachael Fox

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

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

Board President Jean Sheppard called the meeting to order at 7:07pm. Fox stated she has three quotes available for replacement of the Roof Top Unit (RTU) from Trane, A & E Heating and Cooling, and Northwest Control. Marsden moved to approve the agenda as amended. Janik seconded. The motion carried unanimously.

**II. Conflicts or potential conflicts of interest** Sheppard

None stated.

**III. Consent Agenda (ACTION)** Sheppard

**i. Minutes from May 14, 2019 budget committee meeting**

**ii. Minutes from May 21, 2019 meeting**

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

**IV. Open forum for the general public** Sheppard

There was no one from the public 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 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.

**VI. Old Business**

**i. HVAC discussion** Sheppard

Fox stated she obtained three quotes for replacement of the RTU. Despite providing a Scope of Work, two of the companies did not include all components. Due to timing constraints, Fox was unable to contact the companies for a revised quote.

Trane offered a solution to the repairs (installation of a new compressor B which shortly failed) recently

completed on the Trane Rooftop unit. The credit of \$13,961.46 could be applied toward future labor and start up of a new unit, which must be purchased directly from Trane. Sheppard stated Trane should offer a reduction in cost or waive the cost of the compressor B unit and installation and not offer a credit. The Board agreed.

Hackett stated there may be another option for heating and/or cooling. Sheppard stated it might be an ideal time to look at all our options since the boiler will need to be replaced in the near future. Sheppard suggested we should not rush and the District can rent portable air conditioning units, if needed. The board discussed hiring a consultant to look at entire system, including our heating (boiler) and cooling (RTU). Fox stated she would research our options and report back to the board.

The Board further discussed the failure of the recently replaced compressor B and now compressor A and the failure of Trane to honor the parts warranty claim, despite stating the compressor was under warranty. Sheppard stated the District should issue a letter to Trane from our legal counsel Ruben Cleaveland regarding the situation. The Board agreed. Fox stated she would work with Cleaveland to issue the letter.

ii. **Request for bids for Feasibility and Scoping Exercise (ACTION)** Sheppard

Fox recommended not placing a ceiling on the Feasibility and Scoping Exercise because it may limit applicants. Hackett stated, the District could add a suggested value. Sheppard asked if Fox or Library Foundation President Jen Bayer knew the going rate for this type of work. Fox stated she did not, but the Strategic Planning session in 2016 with a consultant cost around \$14,000. Sheppard suggested either \$5,00-\$7,000 or \$7,00-\$10,000 for a suggested value. Fox suggested starting with \$5,000-\$7,000. The board also discussed the Request for Bids proposal requirements might need to be scaled back to create a smaller project to match the budget, if we do not receive any bids. Or, the District might need to budget additional funds.

Hackett made a motion to approve the Request for bids for Feasibility and Scoping Exercise with the addition of a suggested value of \$5,00-\$7,000. Janik seconded. The motion carried unanimously.

## **VII. New Business**

i. **New business**

ii. **2019-20 Budget approval (ACTION)**

Sheppard

**I. Budget hearing**

President Sheppard opened the budget hearing at 7:55pm. She closed it at 7:56pm, as no public were present. Hackett moved to approve Resolution 2018-19.08, adopting the budget, making appropriations, imposing taxes, and categorizing taxes. Marsden seconded. The motion carried unanimously.

iii. **Approval of recurring payments for 2019-20 (ACTION)**

Sheppard

Hackett moved to approve Resolution 2018-19.09 - Authorizing Vendors for online and automatic payment of bills. Janik seconded. The motion carried unanimously.

iv. **Discussion of 2019-20 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

Mardsen moved to approve the Library Director contract with the wage increase approved at the May 20, 2019 Board meeting. Janik seconded. The motion carried unanimously.

vii. **Bulletin board and information distribution policy (ACTION)**

Sheppard

Janik made a motion to approve the amended Bulletin board and information distribution policy. Marsden seconded. The motion carried unanimously.

viii. **Personal services policy (ACTION)**

Sheppard

Hackett made a motion to approve the amended Personal services policy with the correction a contract must not exceed \$150,000. Bureker seconded. The motion carried unanimously.

ix. **Signage discussion**

Sheppard

The board discussed signage on the front of the building and on the Oak Street side. Fox recommended a reader board with changeable letters for the front of the building. Sheppard stated we want to make sure it is high quality. Fox said she has spoken to a local sign designer and he stated he could create a high quality sign. Bureker asked if the display would be locked. Fox stated she would request a lock. Sheppard, Hackett and Marsden expressed interest in digital electronic signage on the Oak Street side of the property. Fox stated she would explore their options and report back to the board.

VIII. **Agenda items for next meeting**

Sheppard

**IX. Adjournment**

Sheppard

Adjourned 8:12pm.

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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 9:00pm 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.