

**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, July 16, 2019, 7:00pm  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard, President  
Minutes prepared by Rachael Fox

Present: Rachael Fox (staff), Jean Sheppard, Megan Janik, Sara Marsden, Mo Burford (staff).

**I. Additions/deletions from the agenda (ACTION)** Sheppard  
Board President Jean Sheppard called the meeting to order at 7:06pm. Janik moved to approve the agenda as presented. Marsden seconded. The motion carried unanimously.

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

**III. Board officer elections (ACTION)** Sheppard  
Marsden moved to elect Sheppard as president of the Board of Directors and Karen Bureker as Vice President for the 2019-20 fiscal year. Janik seconded. The motion carried unanimously.

**IV. Consent Agenda (ACTION)** Sheppard  
i. **Minutes from June 18, 2019 meeting**  
Marsden moved to approve the consent agenda. Janik seconded. The motion carried unanimously.

**V. Open forum for the general public** President  
Mo Burford, library staff member was present.

**VI. Staff presentation – Operations Assistant, Mo Burford** President  
Mo Burford discussed his job duties for the library. He spoke about facilities maintenance, interlibrary loan, courier, office supply ordering, marketing, and working the public service desk and providing reader's advisory.

**VII. 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 2019 financial statements** Fox  
There was nothing to add to the written report.

iv. **Director's report** Fox  
Fox stated the mistake with the staff member payroll cost the District \$500. Sheppard asked if the employee would need to reimburse the District. Fox stated she spoke to SDAO and since we did not have anything written in our policies regarding the situation, we could not ask for reimbursement. Sheppard asked if the error has been corrected. Fox stated it has been corrected.

Fox stated Michael Peterson-Love replaced several water damaged ceiling tiles throughout the Hood River building.

### **VIII. Old Business**

#### **i. HVAC discussion**

Sheppard

The board agreed to proceed with the study by Oregon Energy Trust (OET). Fox stated, OET will recommend a section of the report for Request for Bids document. They will review the bids to ensure it contains all the components we need to proceed with replacement.

### **IX. New Business**

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

Sheppard

Janik moved to adopt Resolution 2019-20.01, appointing the insurance agent of record as Columbia River Insurance and the employee benefits agent of record as Hub International group. Marsden seconded. The motion carried unanimously.

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

Sheppard

Marsden moved to adopt Resolution 2019-20.02, establishing the regular Board of Directors meeting as the 3<sup>rd</sup> Tuesday of month at the Hood River Library. Janik seconded. The motion carried unanimously.

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

Sheppard

The board members decided to postpone the discussion until the next board meeting.

#### **iv. Painting bid (Action)** President

Sheppard asked if the Foundation will be funding the project. Fox stated the Foundation will fund \$6,297.68 and the Library District will fund \$802.32 from the Capital Fund. Marsden made a motion to approve the painting bid in the amount of \$7,100. Janik seconded. The motion carried unanimously.

#### **v. Hood River County Emergency Services partnership (ACTION)** Sheppard

Sheppard asked where they would store the generator. Fox stated they have not explored locations. Marsden and Sheppard stated it would need to be in a place where the item can not be tampered with or stolen. Sheppard stated we would also need to explore which entity will be responsible for maintenance and annual testing. Sheppard asked if the District can use the generator in an emergency. Fox stated, it will be ours to use, when needed. Sheppard said perhaps we can have a portable unit and the county can bring it over. Marsden stated they may be difficult in a emergency situation like an earthquake. Sheppard agreed.

Fox stated she will ask the county who will be responsible for maintenance and testing and where we can possibly store the unit.

#### **vi. Volunteer policy (ACTION)**

President

Janik made a motion to approve the amended policy. Marsden seconded. The motion carried unanimously.

#### **vii. Reader board discussion**

Sheppard

Marsden asked about installation and if we are allowed to install the sign on a historic building. Fox stated she will contact the State Historic Preservation Office for Oregon.

The Board agreed it is a good idea and approved the signage. Sheppard stated we should also explore signage on the north side of the property on Oak Street. Fox stated there may be limitations to

one sign per property within the city limits. Marsden stated we may be able to have another sign since we are also including the Georgiana Smith Memorial Gardens. Fox stated she would look into it and report back to the board.

viii. **Request for bids for Feasibility and Scoping Exercise discussion** Sheppard  
Sheppard asked if the time frame was too short for applicants. Fox stated she received feedback the time frame should be 4-6 weeks for applicants. Fox stated she would also advertise to a wider audience, including library Listservs. Sheppard recommended the Oregon Library Association. The board would like to proceed with advertising to a large audience and allow a longer time frame for applicants instead of increasing the cost of the project.

ix. **New copier (ACTION)** Sheppard  
Fox stated she thought we could provide better service to patrons and support for staff printing with a new copier. Marsden asked about Yes Solutions storing the copier and asked if anything happened to the copier would the District be responsible. Fox state she spoke to Ken Jacobs and he stated another company offered a similar deal to his family business.

Fox will submit the documents to our legal counsel Ruben Cleveland for review. Upon Cleveland's approval, I recommend we lease the new copier from Solutions Yes.

Marsden made a motion to approve the purchase and contracts for a new copier from Yes Solutions with the condition the contracts are approved by Cleaveland. Janik seconded. The motion carried unanimously.

X. **Agenda items for next meeting** Sheppard  
Sheppard asked for another staff member presentation at the next board meeting.

XI. **Adjournment** Sheppard  
The meeting was adjourned at 7:46pm.

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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.