

Board of Directors
Regular Meeting Minutes
Tuesday, October 15, 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), Yeli Boots (staff), Karen Bureker, Megan Janik, Sara Marsden, Brian Hackett, and Thomas Hackett (Public).

I. Additions/deletions from the agenda (ACTION)

Bureker

Vice President Karen Bureker called the meeting to order at 7:00pm. Fox stated she received a letter from library patron Thomas Hackett and had copies available of the letter and statistics she gathered. Marsden moved to approve the agenda. Janik seconded. The motion carried unanimously.

II. Conflicts or potential conflicts of interest

Bureker

None stated.

III. Consent Agenda (ACTION)

Bureker

i. Minutes from September 17, 2019 meeting

ii. Invoice for Sage Library Consortium

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

IV. Open forum for the general public

Bureker

A member from the public Thomas Hackett, PO Box 1921, Hood River, Oregon was present at the meeting. Hackett mailed a letter to the Library Foundation board and Library Director Rachael Fox requesting the Hood River Library be opened on Mondays. The letter to the Foundation was intended for the Library District Board. Thomas Hackett stated in his letter the hours could be redistributed across six days per week. Thomas Hackett provided examples of nine different libraries in Oregon which had more open hours at their main branches than the Hood River Library.

Fox stated this request involves first looking at how the District allocates their funds. The founding Library District Board decided to place emphasis on serving our entire county in a variety of ways. This meant there would be a certain amount of open hours at the main branch, open hours at the Parkdale and Cascade Locks branches, and time for staff to conduct outreach in the community, in particular the community of Odell which has over 2,300 residents and no physical branch.

Many users can not get to main branch and our smaller branches, so we meet our patrons where they are. We provide a variety of outreach services:

- Outreach senior facilities
- Programs and services in Odell
- Reading buddy program – Wy'East apartments
- Odell Library Express bus, which buses children weekly summer and monthly school year to the Hood River Library and back to Odell.
- Attend events, e.g. Children's fair, STEM hub events, etc.
- Outreach schools, provide story time and programs

In addition, staff need off desk time to plan and provide many programs in the library and outside. They need time to select materials for the collection and weeding.

The service desks are busy and it's challenging to do side work while on desk. We have had an increase in useage at our smaller branches. The Cascade Locks Branch had 2,652 visitors, which was an increase of 51% over FY 2017-18 and the Parkdale Branch had 2,152 visitors, which was an increase of 41% patrons over FY 2017-18.

There are also current budget constraint like we have a low permanent tax rate for \$.39 per thousand, we are expanding services in Odell, minimum wage and health care cost increases, and the upcoming replacement of boiler, roof, carpet, and items wearing out.

Fox addressed the comparison between other libraries. Fox stated seven of the branches Thomas Hackett addressed in his letter only have one branch. Fox provided statistics to the board which showed the Hood River Library actually provides almost double the service hours of the other libraries when you add the hours for all three branches. We serve almost the same population size of many of the other libraries but we are spread out more geographically. Please see chart below.

The Hood River Library District has 3 branches and 5 service desks to cover each day, in addition to requiring multiple Person-In-Charge of the building each days. The minimum we can have scheduled is seven staff members for one day.

It's important to look at the amount of population served and our low tax rate. The two outliers in the libraries addressed by Thomas Hackett are Baker County and Tillamook County. Baker County offers more annual service hours but they have a smaller population and higher tax rate. They also only offer a smaller amount of programs, which mean staff can spend more time on desk. Their attendance at programs is 3,262 while ours is 23,901. Baker spends \$771,472 on their staff expenditures compared to our \$551,644. They spend \$219,828 more per year on staff

Tillamook County has a similar size population but they spend three times the amount on their budget (\$3,078,779) and receive over five times the revenue (\$5,500,33). They are open 3 times the amount of service hours than Hood River. The main reference Thomas Hackett made to the Manzanita model is not comparable. They have a small one room branch which serves 651 residents, so they need less staff in the building to keep the library open on more days at the same number of hours as the Hood River main branch.

Oregon State Library Statistics 2017-18

Library name	Population served	County	Central library	Branches	Bookmobiles	Total paid staff	Total main library hours in a typical week	Annual public service hours for main library	Total annual public service hours	Total library revenue	Tax rate Library District	Total capital revenue	Total staff expenditure	Total expenditures on collection	All other operating expenditures	Total library expenditures	Total circulation	Total number of programs	Total program attendance
BAKER COUNTY LIBRARY DISTRICT	16,750	Baker	1	5	1	14.70	59	2,959	7,014	\$1,149,085	\$5334	\$0	\$771,472	\$91,539	\$297,053	\$1,160,064	146,167	215	3,262
HERMISTON PUBLIC LIBRARY	25,752	Umatilla	1	0	0	7.92	46	2,328	2,328	\$742,894		\$0	\$617,831	\$38,682	\$83,103	\$739,616	90,314	454	9,226
HOOD RIVER COUNTY LIBRARY DISTRICT	25,145	Hood River	1	2	0	11.25	43	2,166	4,246	\$1,131,390	\$39	\$29,868	\$551,644	\$75,861	\$313,280	\$940,785	145,900	391	23,901
LA GRANDE PUBLIC LIBRARY	20,262	Union	1	0	0	5.00	44	2,288	2,288	\$628,386		\$0	\$391,952	\$56,102	\$100,340	\$548,394	147,889	326	6,773
NEWPORT PUBLIC LIBRARY	17,928	Lincoln	1	0	0	11.50	62	3,134	3,134	\$1,161,072		\$31,272	\$825,503	\$119,150	\$216,419	\$1,161,072	261,557	552	15,548
ONTARIO LIBRARY DISTRICT	26,645	Malheur	1	0	1	8.00	47	2,444	2,817	\$657,421	\$55	\$0	\$314,404	\$99,396	\$126,427	\$540,227	89,484	421	9,180
PENDLETON PUBLIC LIBRARY	24,184	Umatilla	1	0	0	7.50	54	2,808	2,808	\$703,719		\$0	\$419,464	\$40,212	\$188,024	\$647,700	101,357	293	4,408
THE DALLES-WASCO COUNTY LIBRARY	23,455	Wasco	1	0	0	11.00	58	2,912	2,912	\$1,247,629	\$68	\$0	\$775,161	\$143,207	\$426,782	\$1,345,150	230,107	364	4,494
TILLAMOOK COUNTY LIBRARY	26,175	Tillamook	1	5	1	21.00	65	3,380	11,544	\$5,500,333		\$0	\$1,965,133	\$202,823	\$910,823	\$3,078,779	336,866	1,145	18,225
UNION CARNEGIE PUBLIC LIBRARY	3,300	Union	1	0	0	2.00	50	2,340	2,340	\$107,141		\$0	\$66,660	\$5,000	\$25,197	\$96,857	14,016	301	6,853

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Fox stated it is not feasible for our staff and current funding to redistribute our hours at this time to include Mondays. We would have an Increase janitorial services by adding additional days. There would also be an increase in electricity, heat, and water. We would also need to align our hours with smaller branches we would need staff at small branches connect with the main branch for questions and safety.

The District currently has four full-time positions, five positions 25-32 hours per week (staff work 4 days per week), seven positions 19.5 hours or less, and five on-call substitutes.

It would be challenging at our current level of staffing to require our many part-time staff to spread their hours over five days and it would not be feasible for some due to other jobs and commitments. We would need to hire additional staff.

Thomas Hackett stated the District could save money by redistributing hours like eliminating slow hours in the evenings on Saturdays.

Fox stated, there are three service desks in Hood River and we do not always need two staff during our busy hours. If we shifted hours by eliminate less busy desk shifts with one person and add hours during the day on Monday, we would need to staff two people on desk, because Monday would then be our busiest day of the week due to the closure on Sunday.

Overall, it would cost the District more more money to add another day to our current schedule or we would have to cut services in various departments.

Fox stated it would be beneficial to determine what it would cost to open additional hours on Monday in Hood River. This way if have a donor willing to support additional hours, we would know what it costs. Fox stated she would work on determining a ball park figure.

Brian Hackett stated it does come down to funding. Bureker stated there would be a time we may need to go out for a levy because \$.39 per thousand would not be sufficient to fund the library indefinitely. Bureker asked if the library has people counters. Fox stated she and Assistant Director Arwen Ungar are looking into counters for Hood River. Fox stated the first step is to determine which hours we are busy. Then we can explore options in the future like changing hours, if the budget allows it. This would also involve seeking community input in regards to open hours.

V. Presentation Bilingual Outreach Specialist Yeli Boots

Boots

Boots provided a slide show presentation to the board highlighting all the programs and services in the community of Odell.

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. September 2019 financial statements

Fox

Bureker asked if there was funds available for upcoming RTU replacement. Fox stated the carryover has increased the past two years and we also still have the \$83,000 donation from former library employee.

iv. Director's report

Fox

There was nothing to add to the written report. Bureker commented the daily New York Times (NYT) was hard to find in town. Thomas Hackett commented they sell the NYT at Rosauers. Fox stated it was cost prohibitive to add 7 day subscription. It would cost around \$1,300. The Sunday NYT cost around \$380 per year.

VII. Old Business

VIII. New Business

i. Technology Use Policy (ACTION)

Fox

Marsden made a motion to approve the updated Technology Use Policy. Janik seconded. The motion carried unanimously.

ii. Appointing agents of record (ACTION)

Bureker

Hackett moved to adopt Resolution 2019-20.03, appointing the insurance agent of record as Columbia River Insurance and the employee benefits agent of record as Century Insurance Group, LLC. Marsden seconded. The motion carried unanimously.

iii. HVAC replacement bids (ACTION)

Fox

Board members discussed the two lowest bids between A&E and Hunter and Davisson, Inc. Hackett asked if there was anything included on the bid with TCMS. Fox stated she did not think there was. Hackett asked if there was a charge for travel time for using the company for repairs. Burker stated there is a benefit with a local firm since we will not have to pay travel time and we would support a local business. Fox stated there would be a travel charge with Hunter and Davisson but any repairs should be covered under warranty in the first year. We would only need to use the company we select for installation for one year due to our warranty and then we could switch to a local company for repairs.

Hackett asked if there could possibly be a discount if we chose one company for both the boiler and HVAC replacement. Fox stated she would prefer to move forward now with HVAC replacement because our one compressor could fail and then we would have no way to circulate and regulate the heat. The estimate to bring in air conditioners during the summer was \$10,000 for one month, so it would be best if we do not have to bring in heaters to heat the building. Since we had already went through the bid process for RTU and are not sure if we will replace the boiler now, it would be best to proceed with the replacement. Thomas Hackett asked is we would need to go through the bid process again for the boiler. Fox stated we would have to go through the process again since the project will exceed \$10,000.

Bureker stated it would be best to save \$6,000 now. The rest of the board agreed. Marsden moved to approve the agenda. Janik seconded. The motion carried unanimously.

iv. Boiler discussion

Fox

Hackett asked if there would be added value to replace both units and if it will be taxing to the new RTU to work with an older boiler. Fox stated she would look into the question. Fox stated she would work on getting an estimate and thinks it may be around \$40,000. Bureker stated we may need to call a special meeting. Fox stated she would keep everyone updated.

v. Medical Insurance renewal (ACTION)

Fox

Fox stated she recommended the PacificSource \$1,000 plan. Bureker asked if staff paying out of pocket are okay with increase. Fox stated she and the other two staff members would be okay with the increase. Marsden made a motion to approve the selection of PacificSource \$1,000. Janik seconded. The motion carried unanimously.

vi. Snow removal contract (ACTION)

Bureker

Marsden stated it is a good idea to provide snow removal daily. Fox stated she also added ice melt removal to save staff time. Janik made a motion to approve the contract with Ayles for snow removal services. Hackett seconded. The motion carried unanimously.

vii. Annual Planning Session discussion

Fox

Hackett stated he would prefer a robust report. Fox stated she would like clear goals to work towards. Marsden stated the price of the report might change their decision. Fox stated she would ask Consultant Penny Hummel for quotes and report back to the board.

IX. Agenda items for the next meeting

Bureker

Bureker asked for a staff presentation. Fox stated she would see if a staff member is available.

X. Adjournment

Bureker

The meeting was adjourned 8:26pm.

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.