

**Board of Directors**  
**Regular Meeting Agenda**

Tuesday, December 18, 2018, 7:00pm  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard, President

<b>I. Additions/deletions from the agenda (ACTION)</b>	Sheppard
<b>II. Conflicts or potential conflicts of interest</b>	Sheppard
<b>III. Consent Agenda (ACTION)</b>	Sheppard
<b>i. Minutes from November 27, 2018 meeting</b>	
<b>IV. Open forum for the general public</b>	Sheppard
<b>V. Reports</b>	
<b>i. Friends update</b>	Fox
<b>ii. Foundation update</b>	Fox
<b>iii. November 2018 financial statements</b>	Fox
<b>iv. Director's report</b>	Fox
<b>VI. Previous business</b>	
<b>VII. New Business</b>	
<b>i. Odell Farmer's Market (Meracado del Valle) position</b>	Fox and Boots
<b>ii. Dental Insurance renewal (ACTION)</b>	Sheppard
<b>iii. Board Governance Policy (ACTION)</b>	Sheppard
<b>iv. Preventative Maintenance Policy and Facilities review (ACTION)</b>	Sheppard
<b>v. Special Districts Association Oregon annual conference discussion</b>	Sheppard
<b>vi. Board member positions discussion</b>	Sheppard
<b>vii. Special Districts Ethics training video</b>	Sheppard
<b>VIII. Agenda items for next meeting</b>	Sheppard
<b>IX. Adjournment</b>	Sheppard

---

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.

**Board of Directors  
Regular Meeting Agenda**

Tuesday, December 18, 2018, 7:00pm  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard, President  
Notes prepared by Library Director Rachael Fox

- |   |          |
|---|----------|
| <b>I. Additions/deletions from the agenda (ACTION)</b>  | Sheppard |
| <b>II. Conflicts or potential conflicts of interest</b> | Sheppard |
| <b>III. Consent Agenda (ACTION)</b>                     | Sheppard |

- i. Minutes from November 27, 2018 meeting**  
Attachments: III.i Minutes from November 27, 2018 meeting

- |  |          |
|--|----------|
| <b>IV. Open forum for the general public</b> | Sheppard |
|--|----------|

**V. Reports**

- |  |     |
|--|-----|
| <b>i. Friends update</b>   | Fox |
| <ul style="list-style-type: none"><li>• The Friends do not have a regularly scheduled meeting in December. They held their annual holiday potluck Tuesday, December 11, at the Adult Center.</li></ul> |     |

- |   |     |
|---|-----|
| <b>ii. Foundation update</b>  | Fox |
| <ul style="list-style-type: none"><li>• The Library Foundation do not have a regularly scheduled meeting in December.</li></ul> |     |

- |  |     |
|--|-----|
| <b>iii. November 2018 financial statements</b> | Fox |
|--|-----|

The November financial statements were unavailable at the time the meeting packet was distributed.

Our accounting firm is working to have the statements ready by the District Board meeting on Tuesday. The delay was due to an email issue on my end, which can be addressed in the future by requesting a return confirmation email.

The final assessment of the taxes imposed on the District is \$948,476.52. We assume a 5% uncollectable rate. We can expect to receive \$901,503. This is \$24,767 more than the estimate in March. The difference between the estimate in March and assessment in October was anticipated. For the past four years the average difference has been around \$23,000.

- |                              |     |
|------------------------------|-----|
| <b>iv. Director's report</b> | Fox |
|------------------------------|-----|

*Administration*

- We have seen a rise in incidents at the library since the beginning of November. The incidents involve sleeping in the library, intoxication, and harassment of employees. Things have leveled out and staff are working hard to keep the library a safe and comfortable environment for all our patrons. We have improved our internal procedures for handling incidents and provided staff with tools and training.
- Assistant Director Arwen Ungar and I are working together to do a complete staff retraining. Many of our procedures have changed over the years. We are working to update them. We

want to make sure all our staff are well trained and feel confident in their positions at the library so they can provide excellent service to our patrons. We hope to have the retraining completed by April 2019.

- The Wyeast Fire District Chief Greg Borton said the meeting room at the Odell fire station will not work for a pop up library. They do not allow outside organizations to use the room. The room is connected to their office and bay area with their equipment and they have no way to secure the space. They do not have staff available to man the station while we hold the pop up library.

#### *Facilities*

- Gorge Electric repaired several lights, which needed new ballasts.
- We are waiting on the parts to repair the boiler. Last winter Northwest Controls identified part of the refractory in the boiler had fallen off and was laying close to the burner. This could possibly cause intermittent ignition problems. They recommended removing the burner and repairing the system after the heating season was over. The estimate for the \$2,500 repair was approved at the August 21, 2018 board meeting.

#### *Programs*

- Makerspace programs continues on Wednesdays with Lego Club, Teen crafts and Family Maker night.
- The annual Solstice party will take place at the Hood River Library on Friday, December 21 from 7:00-9:00pm and the Cascade Locks Library from 6:00-8:00pm. It's the longest night of the year! Patrons are invited to celebrate the solstice—the first day of winter—with an endearing winter tale, snowflake craft, and hot cocoa. Each child will receive a small gift to take home.
- Teens will enjoy a snow making craft on Saturday, December 13, from 11am-12pm and a teen movie night on Saturday, December 29, from 3:00-5:30pm.

#### *Personnel*

- We are happy to welcome Ann Zuehlke and Kate Goodnight as new and regularly scheduled Public Service Clerks.
- Zuehlke has worked at the library for several years and is also a Library Media Assistant at Hood River Valley High School. She has filled in regularly at the library for several years and we appreciated her picking up additional, regular weekly shifts.
- Kate Goodnight will also be joining us as a part-time public service clerk. Goodnight has experience working in nonprofits and grant writing. We are excited for her to join the library team.

## **VI. Previous business**

## **VII. New Business**

### **i. Odell Farmer's Market (Meracado del Valle) position**

Fox and Boots

Attachment:

- VII.i. Mercado del Valle Ambassador Position Description

Gorge Grown has approached the District about employing Bilingual Outreach Specialist Yeli Boots as the Meracado del Valle Ambassador for the Odell Farmer's market. Boots hosted a pop-up library at the Meracado June through October 2018. The vision of Boots and Gorge Grown Director Sarah Sullivan is to create a successful community event to bring together the residents of Odell and surrounding communities around live music, produce from local farmers, and community sponsored activities.

This position has overlap since Boots would be at the market hosting a table for the library and would do marketing simultaneously for the library and Gorge Grown. Boots assisted with the market during the 2018 season.

I consulted with our lawyer Ruben Cleaveland and he recommended Gorge Grown pay the District and the District pay Yeli Boots her regular wage. Then Boots would still be covered under our insurance. Cleaveland recommended creating a Memorandum of Understanding to be approved by both organizations.

We are still negotiating the details with Sullivan and she is consulting with the Gorge Grown board on Wednesday, December 19 regarding the potential partnership.

Gorge Grown would provide the District \$4,600 to cover Boots salary, benefits, and mileage. This would equal 200 hours over a six month period. Boots currently works 32 hours per week. She would work 8 hours per week fulfilling Gorge Grown duties during the six month period. This will cost \$3,806.00 for her salary and \$342.54 for retirement benefits. It would not effect her health benefits because she is under the cap of her current prorated allowance of \$750.00 per month. Boots would travel to Odell for marketing, meetings, and the market. Her mileage for 34 round trip visits would be \$444.72 for a grand total of \$4593.26.

The District would ensure Boots would fulfill the job duties outlined in the job description. The District would also fund a performer at the market 2 times per month for a total of \$2,450. The District already planned to spend money on summer performers in Odell. The District would provide \$1,875.00 from our program budget and Boots plans to apply for a grant from the Odell Coalition for \$575.00.

We feel this a good fit with a common goal to create a community gathering place. Boots has already developed relationships will many of the organizations and community members she will contact to be involved in the market. It would help bring more patrons to the market for library services. Boots will be present at the board meeting for the discussion.

ii. **Dental Insurance renewal (ACTION)**

Sheppard

Attachment:

- VII.ii. Employee Health Care Benefits Policy

The District has used Guardian Dental Insurance since 2012. This year, Guardian has a rate hold and no benefit changes. Another provider, Lincoln Financial, came in at a lower rate with the same level of benefits. The monthly rate for the District for Guardian is \$615.77 and Lincoln Financial would be \$521.31. I'm still discussing the possible change with staff and conducting research to learn more about the company, benefits and providers offered through Lincoln Financial. I will bring my recommendation to the board meeting.

iii. **Board Governance Policy (ACTION)**

Sheppard

Attachment:

- VII.iii.a. Board Governance Policy
- VII.iii.b. Resolution 2018-19.03, Amending the Board Governance Policy

Our lawyer Ruben Cleaveland reviewed the Board Governance Policy and recommended the following changes:

- Change the first statute cited to "(ORS 357.226-357.241).
- Change section II B. Financial Gain section to say "Board members are prohibited from using their position to receive financial benefit or avoid financial detriment if the opportunity..."

This policy must be approved by Resolution 2018-19.03, Amending the Board Governance Policy.

**iv. Preventative Maintenance Policy and Facilities review (ACTION)**

Sheppard

Attachment:

- VII.iv.a. Preventative Maintenance Policy
- VII.iv.b. Maintenance schedule Hood River County Library District
- VII.iv.c. Facilities Review 2014 by Rich Turi

The Special Districts Insurance Services Best Practices Program allows us to complete a list of five actions to receive a 10% discount on our general liability and property insurance contributions for our district. We completed and discussed the other items at the November Board meeting. This policy completes the list.

The Preventative Maintenance Policy will be addressed in the following ways:

- Daily – Daily inspections should be conducted by all employees. We have an online form staff fill out for any facility issue and it is emailed to myself, Ungar and Operations Assistant Mo Burford, who assists with facility maintenance.
- Monthly – Monthly inspections will be conducted by Library Director or other designated staff member. The monthly inspections will be done by Fox, Ungar, and Burford. I plan to seek the assistance of maintenance person Michael Love-Peterson for roof inspection.
- Quarterly – The safety committee will conduct quarterly inspections of the buildings per OROSHA Rule 437-001-0765 (7). Our safety committee currently conducts quarterly inspections.
- Inclement Weather – When the district is aware of a forecasted storm, the Library Director or other designated staff will conduct a preventative inspection to make sure the facilities are ready. Fox, Ungar and Burford will share the duties of conducting a preventative inspection prior to a storm.

In order to create a comprehensive checklist for this policy, I reviewed the Facilities Review Plan 2014 created by Architect Rich Turi and incorporated his suggestions. I included the recommendations on the checklist, so they do not get overlooked. Turi was hired by the District in 2014 to create the facilities plan for the 2014 board annual planning session.

In addition, I updated our maintenance schedule for the Hood River County Library District. This schedule was created by the former Library Director based upon Rich Turi's suggestions. I updated dates and created a table for the replacement schedule. We are currently doing all the regular maintenance suggested. I plan to address the following items on the schedule right away. The schedule will also be useful when creating the budget to ensure we prepare and have adequate funding for replacements and repairs.

- Update estimates with current quotes
- Replace ceiling tiles
- Contact NW Control to ensure our maintenance plan covers the items listed in the schedule.
- Ungar is working on grants to fund the cleaning and restoration of the bricks and concrete. We are meeting with a specialist Wednesday, December 19, to discuss the project and obtain a price quote.

I recommend the board review the maintenance schedule annually in November.

**v. Special Districts Association Oregon annual conference discussion** Sheppard

This year the Special Districts Association of Oregon annual conference will be held in Sunriver, Oregon February 8-10. The conference usually has sessions designed for board members. Each year

we send one board member to the conference. SDAO has opened up registration for the conference and hotel. We can discuss if any board member wants to attend.

Assistant Director Arwen Ungar will be attending for the District. This is her first SDAO annual conference. I attended a conference while I was Assistant Director and found it valuable.

**vi. Board member positions discussion**

Sheppard

Two board member positions will end on June 30, 2019. These positions are currently occupied by Jean Sheppard and Brian Hackett. Persons wanting to file for candidacy for board positions may begin filing February 9 and the last day to file for candidacy is March 21, 2019, 5pm.

**vii. Special Districts Ethics training video**

Sheppard

Each year the District Board views the Special Districts Association Safe Personnel ethics training together. This month we'll watch an 18 minute video at the board meeting.

**VIII. Agenda items for next meeting**

Sheppard

- Review Library Card Policy
- Audit presentation

**IX. Adjournment**

Sheppard

---

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.

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

Tuesday, November 27, 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, and Sara Marsden.

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

President Jean Sheppard called the meeting to order at 7:02pm. Hackett moved to approved the agenda as presented. Janik seconded. The motion passed unanimously.

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

None stated.

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

**i. Minutes from October 16, 2018 meeting**

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

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

None present.

**V. Reports**

**i. Friends update** Fox

- Fox added the Hood River Reads kickoff has been moved to Saturday, March 2, 2018, at 2:00pm. Bill Weiler will offer a presentation on Hells Canyon for Hood River County Reads.

**ii. Foundation update** Fox

- There was nothing to add to the written report.

**iii. October 2018 financial statements** Fox

- There was noting to add to the written report.

**iv. Director's report** Fox

- Sheppard asked if there were any locations in Odell for a pop-up library. Fox stated Bilingual Outreach Specialist Yeli Boots had not discovered a location while Fox was on leave. Sheppard suggested partnering with Prime time at the school. Fox stated this would limit services to children because the school district will not want to have general members of the community in the same space. Sheppard suggested contacting the Wyeast Fire Department in Odell. They have a community room which they might be willing to let the library use. The board agreed that was a good idea. Fox will contact Fire Chief Greg Borton and report back to the board.
- The board also discussed Library Foundation Feast of Words 2019 and the focus will be Odell. Fox asked the board if they liked the idea of hiring a consultant to research a permanent option

in Odell. There was overall general agreement. Sheppard stated we might find a patron who would volunteer their expertise. Fox also stated Boots has heard there are other entities in the county who are interested in creating a community center in Odell. This can be explored.

- The board also discussed possibly reducing hours at the Parkdale branch to add hours in Odell. Fox stated the Parkdale branch serves a much smaller population than Odell and does not need to be open 20 hours per week. Fox will work with staff to create a presentation of the people count statistics for the Parkdale branch. Staff have been tracking people using the Parkdale library by hour, for about one year.

## **VI. Previous business**

## **VII. New Business**

### **i. Dental Insurance renewal (ACTION)**

Fox

The board will discuss the options and approve the insurance renewal at the December 2018 board meeting.

## **VIII. Agenda items for next meeting**

Sheppard

The board members requested to have more staff member presentations at the board meetings.

## **IX. Adjournment**

Sheppard

The meeting was adjourned at 7:27pm.

---

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.



## GORGE GROWN

WWW.GORGEGROWN.COM PO BOX 752, HOOD RIVER, OR 97031 P : 541-490-6420 F : 541-386-1203

### Gorge Grown Food Network Mercado del Valle Ambassador Position Description

#### DIVERSITY STATEMENT FOR HIRING

Gorge Grown Food Network is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability status, protected veteran status or any other characteristic protected by law. We have a commitment to diversity, equity and inclusion in our work and create opportunities to interact with people who live, think, act, and speak differently than ourselves.

**Approximate start date:** May 1, 2019

**Worksite Location:** Flexible, with time spent at each Mercado del Valle

**Work Schedule:** To be determined by the number of farmers markets

**Reports to:** Executive Director of Gorge Grown Food Network

#### MERCADO DEL VALLE BACKGROUND

Beginning in June of 2013, Mercado del Valle has become a community event and marketplace held every other week in the heart of Odell. Mercado, created by and for the people, brings together the residents of Odell and surrounding communities around live music, produce from local farmers, and community-sponsored activities. The Mercado was originally held at Mid-Valley Elementary School. Since 2017 Mercado del Valle has been held June through October on the first and third Thursday of the month from 4:00pm to 7:00pm in Downtown Odell.

#### POSITION OVERVIEW

We are seeking a Market Ambassador with a deep familiarity with the community in Odell and surrounding areas that will be necessary to grow Mercado into a more vibrant and well-attended event. Someone friendly, passionate about social/food justice, and eager to learn is a great candidate for this position.

#### RESPONSIBILITIES

##### **Outreach and Engagement:**

- Engage community partners who would be a good fit for hosting a booth or activity at Mercado
- Building and maintaining relationships between Gorge Grown and local agencies serving the Latinx community
- Build and maintain community relationships with the nearby schools, churches, and businesses
- Coordinate and recruit community table participants, community groups, children's programming and musicians
- Build community relationships with farmers, city government, nonprofits, OSU Extension agents, food banks, farmers market volunteers etc.
- Promote the market through various media outlets (Gorge Grown social media accounts, local newspapers, radio station, etc.) with Gorge Grown staff

- Oversee customer counts each market day and periodic dot surveys to assess the level of growth in market usage and collect market data

**Other:**

- Attend 1 all staff meeting a month with Gorge Grown Food Network to share updates, seek feedback, and troubleshoot

These are responsibilities of the Gorge Grown Food Network Mobile Farmers Market Manager, who will be at each Mercado del Valle to supplement produce available and support the Market Ambassador:

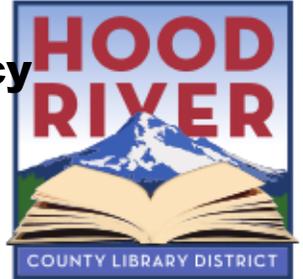
- Be informed on Oregon Department of Agriculture and Hood River County Health Department rules and Gorge Grown Farmers Market guidelines, and ensure these rules are followed
- Work closely with Farmers Market Manager to track all required Mercado data accurately
- Be informed about SNAP, WIC, Veggie Rx and other supplemental nutrition program
- Communicate food access programs and market token use accurately to customers and vendors
- Communicate with and inform market vendors on market guidelines and rules
- Maintain vendor records including contact information, licenses and permits
- Prepare Mercado site: including sandwich board use, INFO booth set-up, Mercado programming materials
- Maintain a clean and safe Mercado site and ensure facilities, equipment and utilities are in working order at the end of each market
- Work with the Ambassador to secure location for Mercado site in 2019
- Work with the staff to define market policy and to plan for further development of the market
- Work with staff to annually update application process and market policy processes

**COMPENSATION**

This is a part-time, contracted position. This position also provides a very flexible office-hour schedule including the ability to work from home or wherever. The Ambassador will be provided with a monthly stipend, to be determined depending on the number of Mercado del Valle markets to be held in 2019.

This is currently a seasonal position ending in October 2019, but there could be potential to expand the position year-round or combine it with other positions at Gorge Grown Food Network.

# Employee Health Care Benefits Policy



In an effort to ensure a healthy, productive, and talented workforce, the Hood River County Library District provides health care benefits to eligible employees. This policy establishes those benefits, how they are selected, and what types of health care benefits are provided by the District.

## Eligibility

Any regular employee who is scheduled in any capacity at any site to work for the District at least twenty hours per week is deemed to be eligible for health care benefits as defined in this policy. Health care benefits shall be available on the first day of the month that occurs after sixty days from the hire date.

## Health Care Benefits

The District shall contribute to the cost of health care benefits for qualifying employees. Currently, the District's contribution for qualifying employees shall be up to a cap of \$1,000 per month. In future years, the amount of the District's monthly contribution may be set by resolution of the Board of Directors. The amount of the monthly cap paid for each employee is based on a forty-hour work week, and it will be reduced proportionally for employees who work fewer than forty hours per week. The District shall make available the option of purchasing benefits for spouses, children, same-sex domestic partners, or opposite-sex domestic partners (with a signed affidavit supplied by the District or benefits provider) of qualifying employees and the District will contribute to the cost of such spousal or family insurance coverage up to the amount of the current monthly cap. Employees shall not be compensated for any amount under the monthly cap not being spent, except as provided below in "In-Lieu Health Care Benefits".

The health care benefits provider shall be selected by the employees, with guidance and limitations established by the Board of Directors, and may include medical, vision, dental, and mental health coverage. If given the option by the benefits provider(s), employees may elect whether or not to participate in the different types of insurance, thereby electing how they would like to spend their District-provided monthly health care benefits cap.

## In-Lieu Health Care Benefits

Employees may waive medical insurance coverage by providing proof of coverage that meets minimum value standards under another employer-sponsored medical insurance plan. The employees who waive District coverage shall become eligible for the District's HRA VEBA medical expense plan. For employees participating in the HRA VEBA plan, the District shall contribute a monthly amount equal to one-half of what the District would normally pay for a single individual to enroll in the medical portion of the District's insurance plan, not to exceed the equivalent of half of the monthly health care benefits cap. This contribution shall be prorated based on a forty-hour work week. Each eligible employee must submit a completed and signed enrollment form to participate in the HRA VEBA plan.

## Other Considerations

Some provisions of the health care benefits provided by the District are affected by the Personnel Policies, particularly those pertaining to benefits and leave. Employees are encouraged to read carefully those policies as well. In addition, the District's health care benefits providers may place

VII.ii. their own limits and conditions on employee eligibility and benefits, so these

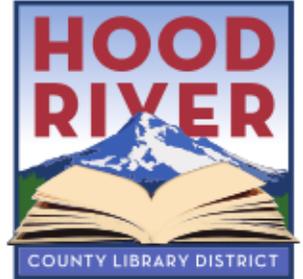
502 State Street  
Hood River, OR 97031  
541 386 2535

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

restrictions, if any, must be considered as well.

Adopted by the Board of Directors, January 17, 2012  
Last revised, November 18, 2014

# Board Governance Policy



## I. Membership

### A. Composition

- I. The Directors of the District are a Board of five members elected by the electors of the District. (ORS 357.226-357.241236).
- II. Any elector residing within the District is qualified to serve as a Board member (ORS 357.226). Current District employees or officers may not serve as Board members.
- III. Board members are elected at large.

### B. Term of office

Board members shall serve staggered four-year terms or until election and qualification of a successor (ORS 357.231).

### C. Vacancies

Vacancies on the Board due to resignation or incapacity to serve are to be filled by the remaining members of the Board in accordance with ORS 198.320.

### D. Interaction Agreement

In its work together, the Board always shall seek the best outcomes for the District, its users, and its taxpayers. The Board shall listen carefully to one another and strive to hear the best elements of a suggestion. The Board shall seek to create an atmosphere where differences of opinion are expressed freely. The Board shall involve each other in discussions they have about the District to ensure that everyone is able to make informed decisions. The Board shall speak carefully to respect the time and feelings of its volunteer colleagues. The Board shall celebrate its successes and persevere through difficult times.

### E. Education

Board members should be aware of the requirements of the Oregon Government Ethics laws and all other laws and policies pertaining to the District and ethical standards expected of members. Members are required regularly to attend or view conferences, and other trainings relevant to District business.

### F. Board Candidates

District staff shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the District.

### G. Orientation of new Board members

The Board and District staff shall assist each new member-elect and appointee to understand the Board's functions, policies, procedures, and legal & ethical responsibilities before s/he takes office.

502 State Street  
Hood River - OR 97031

541 386 2535

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

## II. Ethics

### A. *Education*

Board members should be aware of the requirements of the Oregon Government Ethics laws and all other laws and policies pertaining to the District and ethical standards expected of members. Members are expected to attend or view conferences, and other trainings relevant to District business.

### B. *Financial Gain*

Board members are prohibited from using their position to receive **certain** financial benefits **or avoid financial detriment** if the opportunity for the benefit would not otherwise be available but for their position, including benefits for themselves, a relative as defined by Oregon law, a member of the Board member's household, or a business with which the board member, a relative, or a member of the Board member's household is associated.

### C. *Compensation*

Board members may receive expense reimbursement, honorariums, unsolicited awards for professional achievement, and some gifts as allowed by Oregon Government Ethics laws.

### D. *Gifts*

No Board member shall solicit or receive any gifts with a total value of more than \$50 from any single source who could reasonably have a financial interest in the member's official actions . A gift is defined as something of value for which the Board member does not pay an equal value, including entertainment. This provision only restricts gifts from sources that have an administrative or legislative interest in the Board member's actions; unlimited gifts may be accepted from a source that does not have a legislative or administrative interest.

### E. *Conflicts of interest*

Board members must declare actual or potential conflicts of interest and their nature.

- I. Actual conflicts occur when the Board member's action would affect financial interest as defined in section B above. Following announcement of the actual conflict, Board members with actual conflicts may not participate in the official action that gave rise to the conflict.
- II. Potential conflicts when the Board member's action could affect financial interest as defined in section B above. Following announcement of the potential conflict, Board members with potential conflicts may participate in the official action that gave rise to the conflict.
- III. If a Board member has an actual conflict and his/her vote is necessary to meet the minimum number of votes required for official action, the board member may vote. Prior to consideration of the matter, the Board member must make the required announcement and refrain from any discussion, but may participate in the vote. This provision only applies in circumstances when all Board members are present and the number of members who must refrain due to actual conflicts make it impossible for the Board to take official action.

### III. Officers

#### A. *Officers and duties.*

- I. The officers of the Board shall be a President, Vice President, and Secretary.
- II. The President shall perform those duties prescribed by this policy, the Oregon Revised Statutes, and the parliamentary authority. The President's role as presiding officer of the Board does not affect their right to vote. The President shall sign official District documents on behalf of the Board when authorized by the Board.
- III. The Vice President shall have the powers and duties of the President in their absence.
- IV. In the absence of the President and Vice President, the remaining three members shall elect a temporary Presiding Officer.
- V. The Library Director shall serve as Secretary of the District. The Director may delegate any of the secretary's duties to staff. The Secretary shall perform those duties prescribed by this policy, the Oregon Revised Statutes, and the parliamentary authority. The Secretary is an *ex-officio*, non-voting member of the Board. (ORS 357.226.)

#### B. *Nominations and elections*

- I. Nominations for President and Vice President shall be taken from the floor at the start of the first regular meeting in July.
- II. Elections shall be held by voice vote. The candidate receiving a majority of votes cast shall be elected.

#### C. *Term of office*

The President and Vice President shall serve for one year or until their successors are elected. Their term of office shall begin upon election.

#### D. *Vacancies*

A vacancy in the President or Vice President position shall be filled by the Board for the unexpired portion of the term of the vacant office at the next regular or special meeting.

- #### E.
- The majority (three members) of the full Board is necessary to adopt a motion, resolution, ordinance, or to take any other action.

### IV. Responsibilities

#### A. The Board shall:

- I. Formulate District policies.
- II. Take action as necessary for operation of the District by use of ordinances, resolutions, and motions.
- III. Appoint the Library Director, who is recognized as having full executive and administrative authority to manage daily operations consistent with District policy and procedure.
- IV. Supervise the Library Director.
- V. Employ all necessary agents and assistants.

- VI. Arrange for legal representation and consultation. Legal counsel shall report to and be responsible to the Board but shall communicate with the Board primarily through the President and Library Director. Individual Board members shall refrain from communicating with legal counsel without the consent of the President or explicit Board direction.
- VII. Arrange for deposit and distribution of tax funds, grant monies, and donations. (ORS 357.276)
- VIII. Oversee budget
  - a. Establish a Budget Committee. (ORS 294.414)
  - b. Appoint a Budget officer, generally the Library Director who shall prepare or supervise preparing the budget document under the direction of the Board. (ORS 294.331)
  - c. Approve the annual budget and assess, levy, and collect property taxes (including setting the tax rate within the limits approved by the electors) as per ORS 357.261(4)
  - d. Oversee District finances.
- IX. Develop long-range strategic plans for the District.
- X. Approve all contracts exceeding the Library Director's spending authority.
- XI. Approve employee salary schedules and benefits.
- XII. Appoint committees as needed for the operation of the District. Committees have no powers except those delegated by the Board.
- XIII. Take other such action as consistent with Oregon law including ORS 357.261, as the Board deems appropriate.

**B. *Limitations on individual Board members***

- I. Board members have no individual powers separate from the powers of the Board and have no authority to act individually without authorization from the Board. These restrictions include unauthorized involvement in personnel matters.
- II. A Board member shall act as a spokesperson for the Board only when so designated. When not representing the agreed position of the Board, members must identify their statements as their personal opinions and not those of the Board.
- III. The Board, by majority vote of the full Board, may suspend all or a portion of these policies and procedures, provided that such suspension is consistent with Oregon law.

**C. *Discipline***

If necessary, the Board may discipline a Board member who does not follow its adopted rules and policies.

**V. Meetings**

**A. *Public meeting law***

All Board meetings and work sessions shall be conducted in accordance with Oregon Public Meetings Law.

- I. All meetings of the Board shall be open to the public except as otherwise provided by Oregon Public Meetings Law.
- II. Every regular and work session shall include opportunity for public comment. The

presiding officer may limit the length of public comment and may revoke permission to speak if a speaker's comments are unduly repetitive, disruptive, or ad hominem.

*B. Regular meetings*

Regular meetings of the Board shall be held monthly on a regularly-scheduled day of the month. The day and time shall be set by resolution annually during the regular meeting in July.

- I. The Board may cancel or reschedule the date or dates of regular meetings as it deems fit, subject to the notice provisions of the Oregon Public Meetings Law.

*C. Work sessions*

Work sessions of the Board may be called by the President or by three Board members.

- I. Subjects discussed at a work session shall be limited to the agenda items.
- II. Final decisions shall not be made at a work session.
- III. A work session may be held in conjunction with a regular or special meeting. Final action may be taken at a regular or special meeting held in conjunction with a work session or at the next regular or special meeting.

*D. Special meetings*

Special meetings may be held at the request of the President or any three members of the Board. If the President is absent from the District, special board meetings may be held at the request of the Vice President. No special meeting shall be held upon less than twenty-four hours public notice.

*E. Emergency meetings*

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than twenty-four hours notice in cases of emergency. An emergency exists where there are objective circumstances that create a real and substantial risk of harm to the District if action is delayed. The caller(s) of the meeting shall state the reasons for calling it and why it could not be delayed. The Board shall then determine if the reasons are sufficient to hold an emergency meeting, and the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice. Only business related directly to the emergency shall be conducted at an emergency meeting.

*F. Executive sessions*

- I. Shall be held in accordance with Oregon Public Meetings Law.
- II. The applicable statute must be stated prior to the meeting.
- III. The Board shall not make any final decisions during executive session.
- IV. Board members, staff, media representatives, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

*G. Location*

All Board meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. Meetings typically shall be held at the Hood River Library in the community meeting room.

#### *H. Quorum*

A majority of the Board (three members) shall constitute a quorum.

#### *I. Agenda*

The agenda shall be set by the Library Director in consultation with the President. Meetings should generally be limited to published agenda topics, although by agreement of a majority of the Board members, additional topics may be added.

#### *J. Notice*

Notice of the time, place, and principal agenda topics shall be given for all meetings as soon as is feasible. Notices shall be sent to Board members, local media, persons who have requested notice in writing, and any persons whom the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. The agenda shall also be posted at all District library branches. Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for other meetings set forth above except that the notice need only indicate the general subject matter to be considered at the executive session and the statutory basis for convening an executive session.

#### *K. Accessibility*

- I. No meeting shall be held in any place where discrimination on the basis of gender, gender identity, sexual orientation, race, color, religion, veteran status, national origin, ancestry, age, marital status, family relationship, political affiliation, or physical or mental disability is practiced. All meetings shall be held in places accessible to the handicapped.
- II. The District shall provide upon request interpreters for the hearing impaired as provided for by Oregon Public Meetings Law.

#### *L. Minutes*

Minutes must be kept of all Board meetings and Board-appointed committee meetings. Minutes shall include a list of present Board or committee members, all motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition, results of all votes, including the vote of each member by name, and the substance of any discussion on any matter. Minutes for executive sessions shall be kept and retained separately.

#### *M. Planning session*

The Board shall undertake an annual planning session.

#### *N. Virtual participation*

Except for hearings on quasi-judicial matters and executive sessions, members may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members. Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. Notices shall be made using the same requirements as in-person meetings.

## **VI. Committees**

### ***A. Budget Committee***

The Budget Committee shall be a standing committee of the Board.

- I. The committee shall consist of the five members of the Board and five appointed electors within the District. Appointed members cannot be officers, agents, or employees of the District.
- II. Committee members shall serve for three years. Their terms shall be staggered so that as near as possible one third of the terms of the appointed members shall end each year.
- III. Appointed members may not receive any compensation for their service on the committee.
- IV. A vacancy on the committee shall be filled by the Board for the unexpired portion of the term at the next regular or special meeting.

### ***B. Special committees***

- I. Special committees may be appointed at the discretion of the Board or President as necessary to assist the Board in accomplishing its purposes.
- II. Special committee members need not be members of the Board.

### ***C. Public meeting rules***

Meetings of Board committees are subject to the Oregon Public Meetings Law.

## **VII. Parliamentary Authority**

The latest edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with the Oregon Revised Statutes, this policy, and any special rules of order the Board may adopt.

## **VIII. Amendments**

The Board Governance Policy may be amended by resolution at any regular or special meeting provided that at least five days notice is given and a majority of Board members vote in favor.

Approved by the Board of Directors, April 5, 2011

Last amended, February 16, 2016

Last reviewed, December 18, 2018

**Resolution No. 2018-19.03**

**Resolution amending Board Governance Policy**

WHEREAS, the Board regularly reviews policies to ensure that they are clear, consistent, and current; and

WHEREAS, the Board found area for improvement in the Board Governance Policy;

Now, therefore be it RESOLVED, that that the Board amends the Board Governance Policy as presented in the attached document and discussed and revised during the Board's meeting of December 18, 2018.

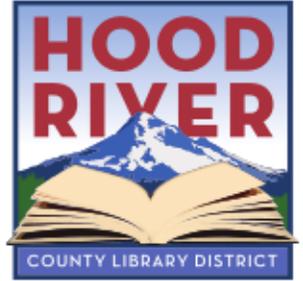
Adopted by the Board of Directors of Hood River County Library District this 18<sup>th</sup> day of December, 2018.

ATTEST:

\_\_\_\_\_  
Jean Sheppard, President

\_\_\_\_\_  
Rachael Fox, Library Director

# District Building Preventative Maintenance Policy



## Purpose

To define clear expectations for the preventative maintenance of district buildings. This policy will include critical areas to be inspected and a schedule of when to conduct these inspections. The district will decide who will conduct these inspections and provide training as necessary.

## Schedule

District buildings will be inspected throughout the year that will include daily, monthly, quarterly and during inclement weather.

- Daily – Daily inspections should be conducted by all employees. These inspections will be done visually. The visual inspections are simply taking notice of something that does not look correct and making sure to report it.
- Monthly – Monthly inspections will be conducted by Library Director or other designated staff member. This inspection should be comprehensive and documented. The district will provide a checklist of items that should be viewed. Any recommendations will be made to the Library Director.
- Quarterly – The safety committee will conduct quarterly inspections of the buildings per OROSHA Rule 437-001-0765 (7). Once they have completed their inspections, these should be compared to the monthly inspections. Any recommendations will be made to the District Manager.
- Inclement Weather – When the district is aware of a forecasted storm, the Library Director or other designated staff will conduct a preventative inspection to make sure the facilities are ready. Once the storm has passed, the designated staff will conduct another inspection to identify any damage or repairs that need to be made. Any recommendations for repairs will be made to the Library Director.

## Building Maintenance

The following areas should be looked at during the documented inspections:

### Outdoors

- Roof
- Gutters/Scuppers
- Downspouts - direct water away from the building
- Doors/Seals/Caulking
- Exterior Wall conditions/Holes/Paint/Siding
- Foundation
- Exposed Piping
- Exterior Lighting
- Parking areas/Light Poles
- Vegetation trimmed away from buildings
- Combustibles away from buildings

502 State Street  
Hood River - OR 97031

**541 386 2535**

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

- Drain free of blockages
- Handicap doors functioning properly
- Walkways and sidewalks
- Gardens

### **Indoors**

- Emergency Lighting
- HVAC System/Boiler/Filters
- Water Intrusion/Moisture Issues
- Storage Areas
- Bathrooms
- Lighting
- Flooring
- Interior Wall Conditions
- Electrical Panels
- Basement

### **Training**

The district will conduct annual training for staff that includes refreshing staff of items to be viewed or any new buildings or conditions they should be aware of. Refresher training should occur if a property claim is filed.

Adopted by the Board of Directors: December 18, 2018

Last amended: December 18, 2018

# Property Maintenance Checklist

Date of Inspection: \_\_\_\_\_

Inspected by: \_\_\_\_\_

**Property will be inspected monthly**

General:	Ok	Fix	N/A	Date		Comments
				Completed		
Emergency Procedures available						
SDS binders are up to date and available						
Map for emergency shut off locations for water, gas, etc. is posted						
All fire extinguisher inspected and serviced (Monthly & Yearly)						
Boiler, elevator, alarm permits are current and posted						
HVAC/Boiler online controls working properly						
Emergency contact numbers posted						
First aid kits are available and properly stocked						
Back flow inspections are current (Annually)						
Fire alarm, smoke detectors, etc. have been tested (Annually)						
Windows cleaned (annually)						
Bricks and masonry cleaned to remove moss and masonry sealed (Every 5-10 years)						

Custodial/building maintenance:	Ok	Fix	N/A	Date		Comments
				Completed		
Hand trucks, carts available/good condition						
Ladders are in good condition and secured						
Clean and dirty rags are clearly marked						
Wet floor signs are available						
Secondary containers are properly labeled						

Parking area and grounds:	Ok	Fix	N/A	Date		Comments
				Completed		
Sidewalks, walkways and parking areas free of trip hazards						
Parking area surfaces are adequate						
Exterior light timers are adjusted properly						
All exterior signage is in good condition						
All exterior lighting in working condition						
Bushes/trees trimmed and away from facilities and exterior lighting						
Handicap door mechanisms functioning properly						
Exterior furniture and pergola in good condition						
Railing good condition						
Stone wall and Stoniferous Pine in good condition						
Irrigation deactivated (Fall/Winter)						
Irrigation reactivated and inspected (Spring)						
Pergola structure pressure washed and sealed (Yearly)						
Inspect windows and doors paint and cracking (Yearly)						
Clean moss/dirt from bricks and concrete, apply sealer (5-10 years)						
Repaint historic windows and doors (5-8 years)						

Roofs:	Ok	Fix	N/A	Date		Comments
				Completed		
Check roof for damage						
Roof drains, down spouts are clear of debris						
Moss problems have been treated						
Roof access ladders are securely mounted						
Check damaged shingles roof (Quarterly)						

Remove leaves and debris (Fall & Winter or as needed)				
---	--	--	--	--

**Date**

<b>Interior building:</b>	<b>Ok</b>	<b>Fix</b>	<b>N/A</b>	<b>Completed</b>	<b>Comments</b>
All spaces are adequately lit and in good repair					
Check and schedule light bulb/ballast replacement					
Inspect and replace damaged ceiling tiles					
Power strips are UL listed and in good repair					
Extension cords are only used for temporary use					
Cords have been checked for grounding plugs					
Portable heaters have tip over switches and are not near flammable products					
Flooring is in good condition and clean					
Overhead storage is secured and stable					
Furniture and equipment in good condition					
Deep cleaning carpet with hot water extraction (Annually)					
Deep scrubbing and recoating of vinyl floors (Annually)					
Light fixtures bowls cleaned. (Annually)					

**Date**

<b>Restrooms:</b>	<b>Ok</b>	<b>Fix</b>	<b>N/A</b>	<b>Completed</b>	<b>Comments</b>
Flooring is in good condition and clean					
Automatic flushers working toilets					
All plumbing fixtures are in good condition					

**Date**

<b>Storage and mechanical rooms:</b>	<b>Ok</b>	<b>Fix</b>	<b>N/A</b>	<b>Completed</b>	<b>Comments</b>
Insulation material around piping is in good condition					
Electrical panels are accessible					
Soap and paper towel dispensers in good condition					
All electrical junction boxes have covers					

**Date**

<b>Boiler:</b>	<b>Ok</b>	<b>Fix</b>	<b>N/A</b>	<b>Completed</b>	<b>Comments</b>
Recirculation pumps inspected (bi-annual)					
Inspected and cleaned (yearly)					
Pumps greased (yearly)					
Seals replaced (5 years)					

**Date**

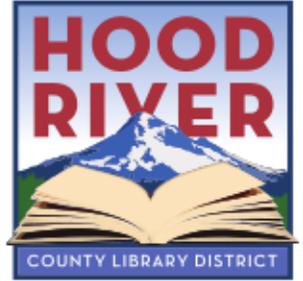
<b>HVAC:</b>	<b>Ok</b>	<b>Fix</b>	<b>N/A</b>	<b>Completed</b>	<b>Comments</b>
Inspected and filters changed (Quarterly)					
Computer Controlled monitoring system calibration adjustment (bi-annually)					
VAC (Variable air volume) units inspected for corrosion (bi-annually)					
Fan belt inspected and fan bearings greased (Yearly)					
Exposed ductwork inspected (Yearly)					
Ductwork joints resealed (1-2 years)					

**Date**

<b>Inclement weather preparation:</b>	<b>Ok</b>	<b>Fix</b>	<b>N/A</b>	<b>Completed</b>	<b>Comments</b>
Ice melt and snow removal equipment is available					
Check HVAC/boiler system is working properly					
Roof drains and storm drains are clear					

# Maintenance schedule

## Hood River County Library District



### **Elevator**

Contractor: Thyssenkrupp Elevator Corp., 503-255-0079

#### **Regular maintenance**

- *Annually:* Elevator should have a service contract with a certified company that inspects the control and landing equipment, signal fixtures, motors, cables, pumps, valves, power units, doors, frames, and safety mechanisms. Moving parts should be lubricated. A smoke test should be administered annually.

### **Exterior building**

Contractor: Clean-All Janitorial, 541-386-5773 (windows)

#### **Regular maintenance**

- *Annually:* Clean windows that can be easily reached at all branches.
- *Every 5-8 years:* Repaint exterior windows and doors in original building. Needs to be repainted (2023-2026). Costs: \$3,000 to \$4,000.
- *Every 5-10 years:* Brick should be power-washed in a way appropriate to its age and material to remove moss, with an appropriate masonry sealer then applied. Last done: Washed 2018. Cost: \$5,000 to \$8,000 for 2003 addition. Original part of building unknown.

#### **Periodic and special maintenance**

- As soon as possible, restore historic brick and concrete pre-cast using methods recommended by a historic preservationist.
- When needed, clean large atrium windows. This will require hiring a professional window-cleaning firm.

### **Floors**

Contractor: Clean-All Janitorial, 541-386-5773 (cleaning); Swell City Carpet, 541-354-3300 (carpet and tile maintenance)

#### **Regular maintenance**

- *Daily:* Vacuuming and sweeping high-traffic areas; spot cleaning as needed.
- *Weekly:* Vacuuming and sweeping lower-traffic areas; damp mopping vinyl and ceramic floors.
- *Annually:* Deep cleaning with hot water extraction of carpets; deep scrubbing and recoating of vinyl floors at all branches.

502 State Street  
Hood River · OR 97031

541 386 2535

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

### **Periodic and special maintenance**

- Stairwell carpet will need to be replaced in 3-5 years (2022-2024). Tread should be considered to prevent people from slipping on stairs. Cost: Replace carpet, 130 sq.ft. @\$6.00 s.f. = \$780. Replace with Resilient Treads & Risers (30+ year life), 56 l.f. tread/riser x \$26/l.f. = \$1,456 plus stair landing of 40 s.f. @ \$12/s.f. = \$480. Total = \$1,936.
- If properly maintained, the rest of the building carpet will need to be replaced in 5-10 years (2024-2029). Cost: 11,600 s.f. @\$3.50/s.f. = \$40,600.
- Grout in ceramic floors may need to be checked.

### **Gardens**

*Contractor:* Walker's Landscape Maintenance, 541-980-2813 (basic maintenance and irrigation); Braun Arboricultural (Trees over 15'), 541-806-0347; Mt. Hood Gardens, 541-386-4119 (park designers); Michael Byrne Stonemasonry, 541-490-4199 (stone and Stoniferous Pine repair)

#### **Regular maintenance**

- *Weekly to biweekly:* Removing garbage; weeding; deadheading; pruning; trimming; sweeping of paths and steps; mowing.
- *Quarterly:* Inspecting the Stoniferous Pine for loose rocks and hazards.
- *Annually:* Applying mulch; cutting back encroaching invasive species; sanding and applying weather sealant to wood furniture; power-washing concrete walls, steps, and cobblestones; inspecting and pruning trees, turning off irrigation in fall and turning it back on in spring.
- *As-needed:* Removing fallen leaves; snow removal; emptying garbage after special events; removal of graffiti; removal of organic debris; removing obstructions from gutters.

### **Periodic and special maintenance**

- Replacing dead plants as needed.
- Replacing and re-seating rocks in the Stoniferous Pine as needed.
- Replace wooden furniture with metal furniture.

### **HVAC**

*Contractors:* McDowell & Son, 541-387-3373 (basic HVAC maintenance); TraneOregon, 800-208-7263 (advanced HVAC repair, including VAVs); Northwest Control Co., 503-656-9205 (HVAC control unit).

#### **Regular maintenance**

- *Daily:* Check control unit to ensure that temperatures are where they should be.
- *Quarterly:* Change filters in rooftop central air handler; grease fan bearings
- *Annually:* Inspect and clean boiler; inspect recirculation pumps in boiler; grease pumps; inspect and reseal rooftop ductwork, if needed; inspect variable air volume (VAV) units for corrosion; inspect and calibrate control unit.

### **Periodic and special maintenance**

- As needed, replace 14 VAV units. Cost: \$1,000 per year.

- Boiler will need to be replaced in 4-14 years (2024-2034). Cost: \$25,000 to \$30,000
- The compressor/condensing unit and motor. Need to be replaced in 8 to 15 years (2026-2033). Cost: \$10,000 for compressor and \$3,000 for motor.
- HVAC until will need to be replaced in 10 years (2029). Cost: \$115,000.

## **Interior building**

*Contractor:* Clean-All Janitorial, 541-386-5773 (cleaning); Fire Dog, 541-806-2760 (fire extinguishers), Chinook Plumbing, 541-386-3388 (plumbing), Gorge Electric, 541-386-2468 (electrical)

### ***Regular maintenance***

- *Weekly:* Cleaning ceramic wall tiles in bathroom
- *Quarterly:* Fire extinguishers should be checked to ensure that their charge is active.
- *Annually:* All fire extinguishers are inspected annually by a professional and recharged if necessary; check batteries for automatic door openers. Light fixture bowls cleaned.

### ***Periodic and special maintenance***

- Repairing gouged or broken sheetrock.
- Touching up scratches and damage to the paint.
- Replacing stained and otherwise damaged ceiling tiles. Costs: roughly \$10 per 2' x 4' tile.
- The interior needs to be repainted within 1-4 years (2019-2023). Cost: Between \$20,000 and \$40,000. Children's library repainted in 2016. Meeting room and Library Lane repainted 2018.
- The electronic ballasts in the lights may need to be replaced in the next 2-12 years (2021-2031). Cost: \$150 per light.
- Flush valves and automatic flushers in toilets may need to be replaced periodically. Cost: \$350 per automatic flusher.
- Water heater needs to be replaced in the next 3-23 years (2023-2043). Cost \$1,000.

## **Roof**

*Contractor:* Michael Peterson-Love 541-490-5547 (roof cleanup; gutter repair); Brown Roofing, 541-296-6593 (roof replacement and repair)

### ***Regular maintenance***

- *Quarterly:* Remove debris from roof; clear gutters; check for damaged shingles on pitched roof.

### ***Periodic and special maintenance***

- Main roof will need to be replaced in 4-14 years (2023-2033). Cost: Will get estimate.
- Shingle roofing will need to be replaced in 25-35 years (2044-2054). Cost: Will get estimate.

<b>Maintenance schedule</b>	<b>Frequency:</b>	<b>Replace:</b>	<b>Price quote 2014</b>	<b>Last completed</b>
Clean and seal brick new addition	Every 5-10 years	Now	\$3,000 to \$4,000	
Clean and seal brick and concrete, repair	Every 5-10 years	Now	Will seek estimate	
Replace and reseal rocks Stoniferous pine	As needed	Now	Will seek estimate	
Replace wooden benches with metal		Now	Will seek estimate	
Replace ceiling tile	As needed	Now	\$10 per 2'x4' tile	
Replace VAV units (14 units)	As needed	As needed	\$1,000 per unit	
Replace electronic ballasts	As needed	Now	\$150 per light	
Replace automatic flushers	As needed	Now	\$350 per unit	
Replace stairway carpet	Every 8 to 10 years	2019	\$480 to \$1,936	
Repaint interior building	Every 10 to 20 years	2019-2024	\$20,000 to \$40,000	2003
Replace carpet public stairwell	Every 10+ years	2022-2024	\$1,936.00	2003
Repaint windows and doors original building	Every 5-8 years	2023-2026	\$5,000 to \$8,000	2018
Replace water heater	Every 10 to 30 years	2023-2043	\$1,000.00	2003
Replace main roof	Every 20-30 years	2023-2033	Will seek estimate	2003
Replace boiler	Every 20-30 years	2024-2034	\$25,000 to \$30,000	
HVAC compressor and motor	Every 8 to 15 years	2026-2033	\$10,000, \$3,000	2018
Repaint Cascade Locks and Parkdale interior	Every 10 to 20 years	2028-2038	\$6,000, \$2,500	2018
Replace carpet throughout Hood River building	Every 20+ years	2024-2024	\$40,600.00	2003

Reviewed by the board: December 18, 2018

Last amended: December 18, 2018

# HOOD RIVER COUNTY LIBRARY DISTRICT

## COMPREHENSIVE FACILITIES REVIEW

PROJECT NO. 1313

FEBRUARY 2014



RICHARD P. TURI  
ARCHITECTURE & PLANNING

P. O. BOX 1107 • NORTH BEND, OR 97459

# HOOD RIVER COUNTY LIBRARY DISTRICT COMPREHENSIVE FACILITIES REVIEW

---

## TABLE OF CONTENTS

	<u>Page Nos.</u>
Scope of Work .....	1
Hood River Branch Library .....	2 – 16
Cascade Locks Branch Library .....	17 – 21
Parkdale Branch Library .....	22 – 24
Possible Odell Branch Library Site .....	25 – 28
Summary of Short Term Issues .....	29

# HOOD RIVER COUNTY LIBRARY DISTRICT COMPREHENSIVE FACILITIES REVIEW

---

## A. **SCOPE OF WORK**

The Hood River County Library District currently has branch libraries in the communities of Hood River, Cascade Locks, and Parkdale, Oregon. It is also contemplating the establishment of a branch library in the community of Odell. Due to the difference in facility size, type of spaces, and status of branch facilities, this report will address each branch (or location) in a different manner, outlined as follows:

### **Hood River Branch**

This is the District's main branch library. It is a two story structure of about 17,000 square feet in size. The original building (a Carnegie Library) was built in 1913. A major addition and remodel was performed in 2003. The primary purpose of this report will be to address the maintenance needs of this facility. Existing conditions will first be documented, recommended maintenance schedules noted, and cost estimates provided for major repair and replacement projects.

### **Cascade Locks Branch**

The District currently has an operating branch in this community but this current facility is not the subject of this report. The District plans to relocate its current branch into a portion of the existing Cascade Locks School. The portion of the school building to be occupied represents a 1994 addition to this building. The library will look to occupy about 2,016 square feet of space. This report will only address interior conditions in regards to maintenance since the school district will be responsible for all exterior work.

### **Parkdale Branch**

This branch library currently occupies about 782 square feet of the lower floor of the Parkdale Community Center Building. This report will only address interior conditions in regards to maintenance since it is understood that the Community Center Board is responsible for all exterior maintenance work.

### **Odell (possible branch location)**

The District is considering opening a branch library in this community. A possible location is an approximately 1500 square foot space located in an old, one story building in downtown Odell. This report will address interior conditions only.

Richard P. Turi Architecture & Planning  
P.O. Box 1107 North Bend, Oregon 97459  
(541) 756-1111 turit@frontier.com

## B. HOOD RIVER BRANCH LIBRARY

### 1.1 GENERAL INFORMATION

The Hood River Branch Library is the main branch of the Hood River County Library District. It is located at 502 State Street in Hood River, Oregon. The building is a two story structure of approximately 17,000 square feet in size. The original portion of the building was constructed in 1913 as a “Carnegie Library”. A large addition and remodel project was undertaken in 2003. Most of the current interior finishes and building systems were updated at that time.

### 2.01 EXISTING CONDITIONS

#### A. Floor Finishes – Upper Floor:

1. The majority of the upper floor is covered with a broadloom style (roll) carpet that appears to be installed in a direct glue-down method. The carpet apparently was installed in 2003 and looks to be in good condition.
2. Carpet is also installed on the stairs leading to the lower floor. This carpet is showing a lot of wear and tear.
3. There is also ceramic tile flooring present at the main entry lobby and extending somewhat into the main library area. The ceramic tile is in good condition.

#### B. Floor Finishes – Lower Floor:

1. Broadloom carpet is present at the Children’s Area and Main Meeting Room. The condition of the carpet is good.
2. Ceramic tile has been installed at the main lower floor entry hallway (noted on original drawings as “Library Lane” ) and at the public restrooms. Tile is in good condition.
3. A 12” x 12” vinyl tile is installed at “staff areas” and miscellaneous storage / mechanical rooms. It also appears to be in good condition.

#### C. Wall Finishes:

1. The majority of the wall finishes at both floors is either sheetrock (at newer construction) or plaster (at original building). Generally the condition of this material is good, although there were areas of damage observed, typically at outside corners that were probably caused by book carts.

Richard P. Turi Architecture & Planning  
 P.O. Box 1107 North Bend, Oregon 97459  
 (541) 756-1111 turit@frontier.com

2. The lower floor public restrooms have ceramic tile for a wall finish, which is in good condition.
3. The East exterior wall of the original Carnegie Library is now an interior wall of the expanded building. The original brick material was left in place for the most part. This brick is somewhat weathered and deteriorated from having been on the original building's exterior for such a long time. Since it is now in an interior environment, there is no reason for concern.

D. Ceiling Finishes:

1. The majority of the building utilizes a suspended 2x4 lay-in acoustical tile ceiling system. For the most part the ceiling tiles look to be in good shape, although numerous tiles with water stains were observed in the area of the main service desk.
2. Plaster ceilings were present at the vaulted area of the original building.
3. Sheetrock ceilings were present at the vaulted area of the 2003 addition.

E. Roof Materials:

1. The majority of the building's roof is a low slope design, covered with a white single ply roof system. Drainage of the low slope areas appears to be adequate in that evidence of standing water was not observed. The condition of the single ply roofing appears to be good.
2. The vaulted areas of the building (original and new) are a "steep pitch" style of roof and are covered with what are described on the 2002 architectural drawings as "simulated slate shingles". The condition of these shingles appears to be good.
3. Roof drainage is accomplished with interior roof-mounted drains which have strainer covers attached (to prevent debris from entering drain pipes). Through-wall overflow scuppers are also present, which are connected to aluminum scupper boxes and aluminum downspouts which are mounted on the exterior wall of the building. All materials appear to be in good condition.
4. There was a lot of leaf and tree limb debris present on the roof, typically concentrated around the roof drains. This is a concern and will be discussed later in the "Maintenance" portion of this report.

F. Exterior Wall Materials:

1. The original building's exterior is predominantly brick (1913 vintage), along with some pre-cast concrete lintels and such. The brick and concrete are very weathered and showing varying signs of distress. There is also a considerable amount of moss accumulation on these materials at both the North and East sides of the building.
2. The 2003 addition attempts to replicate the "look" of the original building by also using brick and pre-cast concrete. The materials on the addition are in very good condition.
3. Exterior windows on the original building appear to be wood-framed and are painted. The windows on the North and West sides appear to be in good condition. The windows on the South side show signs of cracking, splitting, and other deterioration. A preliminary and random test to detect if dry rot was present did not produce any results.
4. Exterior windows on the 2003 addition are a bronze anodized aluminum and are in good condition.

G. Landscaping, Patios, and Other Site Accessories:

1. Landscaped grounds to the North and West of the Library are fairly large. This area is apparently referred to as "the park". This area slopes somewhat gently from West to East, but has a much steeper slope running South to North. The area is predominantly covered with lawn, and an underground irrigation system is present. Planter areas with shrubs are also scattered through-out the site. A number of patios are located on-site which have concrete or brick pavers as a floor surface. Concrete walkways and stairways connect the patios to each other, as well as connecting the building's entrances to the patios and the City sidewalks.
2. The South and East sides of the building have very limited site area, primarily containing concrete sidewalks with just a few planter areas.
3. The patio areas noted all seem to contain movable wood furniture. The furniture appears to be very weathered.
4. A large wood pergola structure is located at a patio area at the far West-side of the site. This wood structure appears to be in good condition.

Richard P. Turi Architecture & Planning  
 P.O. Box 1107 North Bend, Oregon 97459  
 (541) 756-1111 turit@frontier.com

#### H. Plumbing Systems:

1. New plumbing fixtures appear to have been installed during the 2003 addition project.
2. Restroom toilets are automatically operated flush valve types.
3. Restroom lavatories have a combination of both manual and automatic controls.
4. Public drinking fountain is the modern-day style, stainless steel, dual-height type of fixture.
5. Water heater is an 80 gallon, electric unit, most likely installed in 2003. The hot water supply system is “looped” and equipped with a recirculation pump.

#### I Heating-Cooling-Ventilating System (HVAC):

1. The building’s primary HVAC system is comprised of the following:
  - a. A central air handler mounted on the roof. This is the unit that provides the main air flow to the entire building. Housed within this unit are a couple of compressors that provide the “cooling” for the building. This unit also contains a linear filter system for trapping dirt and dust before it can enter the building. This unit is connected to a main metal duct which, unfortunately, runs exposed on the roof. This will probably be an on-going maintenance concern for the District with trying to keep the numerous ductwork joints sealed. Currently the air handling/compressor unit and ductwork appears to be in good condition.
  - b. A central boiler fueled by natural gas is located in a basement mechanical room and is the “heat source” for the building. Also located in this room are a number of circulation pumps needed to distribute the hot water to the various VAV units. The equipment appears to be in fair condition.
  - c. A total of 14 variable air volume (VAV) remote units are located above suspended ceiling areas or in attic areas throughout the building. These are the units responsible for controlling the amount of heat or cooling that should flow into each designated climate zone within the library. The VAV units are controlled by thermostats or sensors at each designated zone. One of the VAV units was actually leaking

Richard P. Turi Architecture & Planning  
P.O. Box 1107 North Bend, Oregon 97459  
(541) 756-1111 turit@frontier.com

water at that time of this observation. Corrosion on the piping was observed at several of the units.

- d. The entire system is monitored by a centrally located computer controlled system located in a mechanical room on the lower floor.
2. Small individual heat pump systems are what serve the West side Meeting Room and the building's computer server room.
- J. Electrical Systems:
1. The building has a 600 Amp main electrical service capacity. It appears that this is distributed to a total of 5 electrical sub-panels located throughout the building.
- K. Lighting Systems:
1. The lighting in this building is almost wholly fluorescent, with the fixtures dating back to the 2003 addition project. Apparently a lighting retrofit was undertaken in 2011 to update all of the light fixtures to current lighting materials. For linear-style fixtures, this means electronic ballasts and T8 style lamps.
  2. Lighting styles within the building include the typical 2x4 lay-in style, recessed can lights, surface-mounted units, and hanging "pendant-mounted" fixtures. The surface mounted and pendant mounted fixtures at the original building's main floor area are very large and "decorative" in style. In the 2003 addition's vaulted area, wall-mounted high intensity "up-lights" were installed in combination with some "strings" of halogen spots lights suspended over the reading areas. Apparently this lighting is not adequate during evening hours. Also, the small halogen lamps burn out often.
- L. Conveying Equipment:
1. The building has a 2 stop hydraulic elevator that was installed in 2003. The unit is apparently in good condition and has not caused any problems for the Library.

## 2.02 MAINTENANCE AND REPAIR RECOMMENDATIONS

The following recommendations should be considered “general guidelines” only. The actual frequency of routine maintenance, and the time period for materials replacement, can vary greatly and will depend upon actual usage and conditions.

### A. Carpet

#### 1. Maintenance:

- a. Vacuuming: Daily, or every other day, depending on actual conditions
- b. Spot cleaning with appropriate carpet cleaner as required.
- c. Deep cleaning with hot water extraction type of cleaning equipment – Once a year.

#### 2. Repair:

- a. The main public stairway connecting upper floor to lower floor is showing a great deal of carpet wear. Consider replacing the carpet with either of the following options:

- (1) Replace with new carpet (8 to 10 year expected life):

130 sq.ft. @ \$6.00/s.f. = \$780.00

- (2) Replace with Resilient Treads & Risers (30+ year life):

56 l.f. tread/riser x \$26/l.f = \$1,456 plus stair landing of 40 s.f @ \$12/s.f = \$480. Total = \$1,936

#### 3. Replacement:

- a. Carpet, if properly maintained, should last at least 20 years.

- (1) Assuming all carpet, along with rubber base, was replaced at one time, costs would approximately be 11,600 s.f. @ 3.50/s.f = \$40,600.00

### B. Ceramic Tile Flooring

#### 1. Maintenance (at high traffic areas):

- a. Vacuuming or sweeping – same as carpet.
- b. Damp mopping with mild cleaner – 2 to 3 times a week, or as conditions dictate.

Richard P. Turi Architecture & Planning  
P.O. Box 1107 North Bend, Oregon 97459  
(541) 756-1111 turit@frontier.com

2. Repair: None required at this time
3. Replacement: Typically not required – should last for the life of the building unless inadvertently damaged.

C. Vinyl Tile Flooring

1. Maintenance (at high traffic areas):
  - a. Vacuuming or sweeping – same as carpet
  - b. Damp mopping with mild cleaner – 2 to 3 times a week, or as conditions dictate.
  - c. When routine maintenance is no longer effective, tiles should be stripped with approved stripping solution. A manufacturer-approved polish system should then be installed.
2. Repair & Replacement: same as for ceramic tile.

D. Wall Finishes

1. Maintenance:
  - a. Spot cleaning as required is all that's necessary. Use a damp sponge and household-type cleaner on sheetrock and plaster surfaces.
  - b. Sanitary cleaning of ceramic wall tile at public restrooms should be performed on a weekly basis using hot water and a disinfectant-type of cleaner.
2. Repair:
  - a. Repair of scratched or scraped paint finishes can be accomplished with touch-up paint.
  - b. Repair of gouged or broken sheetrock or plaster, currently observed at some outside corners of walls and columns, will require professionally applied patching compound, followed by spray texture to match surrounding, primer, and then touch-up paint. Budget estimate: \$2,500.00
3. Replacement:
  - a. This refers to the “re-painting” of the interior gypsum board and plaster surfaces, as generally there is no need to replace these materials. Re-painting walls and ceilings within an existing building full of furniture is a major undertaking, and just as much time (or more) is spent installing protective

Richard P. Turi Architecture & Planning  
 P.O. Box 1107 North Bend, Oregon 97459  
 (541) 756-1111 turit@frontier.com

materials such as covers over furniture and floor finishes, masking of windows and natural wood trim, etc., as is actually spent applying the paint.

- b. Re-painting the interior of the library could be accomplished all at one time, or the work could be phased over several years as the need arises. The frequency of re-painting depends much upon the actual wear and tear the Library is experiencing, but is typically between 10 and 20 years.
- c. Costs to repaint the entire interior of the building is estimated to be between \$40,000 and \$50,000.
- d. Wall finish items such as ceramic tile and brick should last the life of the building.

#### E. Ceiling Finishes

##### 1. Maintenance:

- a. Typically, none required for sheetrock/plaster ceilings and lay-in acoustical tiles, other than the periodic removal of “cobwebs”.

##### 2. Repair:

- a. Sheetrock/plaster ceilings: same as for wall finishes.
- b. Acoustical Lay-in Ceiling Tiles: water stained tiles should be removed and replaced with new tiles. Costs are roughly \$10 per 2’x4’ tile.

#### F. Roof Materials

##### 1. Maintenance:

- a. Leaves and other debris should be removed from the roof, particularly where they collect around drains.
- b. Overflow scupper boxes should be checked for debris build-up as well.
- c. High pitched roofs should be checked periodically for loose or damaged shingles. The low slope single ply roof should be inspected periodically for any sign of gouges or tears. Also, metal cap flashings at parapet walls should have their seams inspected to ensure that they are properly sealed.

Richard P. Turi Architecture & Planning  
 P.O. Box 1107 North Bend, Oregon 97459  
 (541) 756-1111 turit@frontier.com

- d. It is recommended the roof areas be inspected at least 4 times a year, mostly during the fall/winter months when the deciduous trees are losing their leaves.
- 2. Repair:
    - a. Nothing noted to be repaired at this time.
  - 3. Replacement:
    - a. The single ply roofing was apparently installed in 2003 and should have a 20 to 30 year life span. When the replacement of this roof becomes necessary, costs could be between \$15,000 and \$20,000.
    - b. The simulated slate shingle roofing was also apparently installed in 2003 and should have a 40 to 50 year life span. When replacement of these two roof areas becomes necessary, costs should be between \$10,000 and \$12,000.
- G. Exterior Wall Finishes
- 1. Maintenance:
    - a. The brick veneer and pre-cast concrete materials at the 2003 addition part of the building are in good condition. To keep them that way, the materials should be power-washed every 5 to 10 years, depending upon the amount of dirt and moss accumulation. A clear masonry sealer should then be applied to the wall surfaces to seal any pin holes or cracks in the brick and/or mortar. Costs could range from \$5,000 to \$8,000.
    - b. The brick veneer and pre-cast concrete materials at the original part of the building are very old and appear somewhat distressed. There is also a great deal of moss build-up at both the brick and concrete surfaces. The moss and dirt should be removed to prevent accelerated deterioration, but the methods required to perform this work on these very old "historic" materials are somewhat specialized. It is recommended that the Library District consult with someone familiar with historic preservation methods for a specific recommendation on how to clean and seal these materials. Costs to perform this work cannot be determined at this time.

- c. Exterior windows: Glass surfaces should be washed at whatever intervals the District deems appropriate, depending upon actual rate of dirt build-up. The aluminum framed windows at the 2003 addition need no other form of maintenance. The wood framed windows and doors at the original part of the building should be inspected on a yearly basis for paint peeling and cracking. The District should plan on re-painting these windows and doors every 5 to 8 years. Costs could range from \$3,000 to \$4,000.
  - d. The wood-framed windows at the South side of the building show a good deal of disrepair as observed from ground level. It is advised that these windows be thoroughly inspected for possible dry rot deterioration. If none is found, keeping these windows well coated with paint should prevent any future dry rot problems.
- 2. Repair:
    - a. None required at this time.
  - 3. Replacement:
    - a. Brick veneer, pre-cast concrete, windows and doors are typically not something that one has to “plan” to replace.
- H. Landscaping, Patios, and Other Site Accessories
- 1. Maintenance:
    - a. Apparently the District currently contracts with a company to perform landscape maintenance, which primarily involves the mowing of the lawn areas. The District may want to expand this service to include the weeding of the numerous planter areas, or look to volunteer groups to perform this work. The costs associated with a landscape maintenance contract will depend upon the amount of work they are required to perform. These costs are unknown at this time.
    - b. Concrete walks, paved patio areas, etc. typically don't require much in the way of maintenance outside of general cleaning and leaf removal, which is normally handled by a landscape maintenance company. Moss build-up can be a problem at these surfaces. If this becomes the case, the moss can be treated with baking soda to kill it, and then the

surfaces power washed afterwards to remove the dead materials.

- c. It is assumed that the irrigation system is deactivated going into the winter season. The system should be inspected every year prior to it being re-activated in the spring to see if any leaks are present, irrigation heads broken, etc.
- d. The outdoor wood furniture appears to be very weathered-looking. If the District wishes to preserve this furniture for as long as possible, the furniture should be pressure washed on a yearly basis, and then treated with a clear wood sealer or semi-transparent stain. The same can be said for the large wood pergola structure at the West side of the site.

2. Repair:

- a. No issues at this time.

3. Replacement:

- a. Landscaping, and other site accessories, are not something that one “plans” to replace. Plants and shrubs might die, but often times they don’t. The concrete and paver surfaces should last the life of the building.

I. Plumbing Systems

1. Maintenance:

- a. There is no real maintenance that is required for the plumbing systems in this building, other than routine inspection (probably by the custodial staff) to check for leaks at fixtures, malfunctioning fixtures, and the like. The building is on a public water system, so that the water heater should not experience any undo amount of build-up of dirt in its storage tank.

2. Repair:

- a. No issues at this time.

3. Replacement:

- a. The toilets and lavatories in the building should last the life of the building.
- b. Water heaters can last 10 to 30 years. Given that this water heater was installed in 2003, and is thus 10 years old, the

Richard P. Turi Architecture & Planning  
 P.O. Box 1107 North Bend, Oregon 97459  
 (541) 756-1111 turit@frontier.com

District might need to look at replacement of this unit within 10 years. Costs would be about \$1,000.

## J. HVAC System

### 1. Maintenance:

- a. The system installed in this building is rather complex and will require a good deal of maintenance in order to keep it functioning at an optimum level.
  - (1) Boiler and recirculation pumps: The boiler should be inspected and cleaned on a yearly basis. Recirculation pumps should be inspected every 6 months for possible leaks. Pumps should be greased once a year. Seals should be replaced every 5 years.
  - (2) Central air handler /condensing unit on roof should be inspected every 3 months and filters changed at that time. Fan belt should be inspected once a year and fan bearings greased at the same time. Exposed ductwork should be inspected once a year to verify seals are intact. Ductwork joints will likely need to re-sealed every 1 to 2 years.
  - (3) Variable air volume (VAV) units should be inspected every 6 months for corrosion build-up at piping. If present, corrosion should be removed to prevent deterioration of piping.
  - (4) Computer controlled monitoring system should be checked daily (if possible) to verify calibration is accurate. A more thorough inspection and planned calibration adjustment should occur every 6 months.
- b. The District should look to solicit bids from firms experienced with the maintenance of this type of HVAC system. Due to the complexity of the system and the limited number of contractors that may be available to perform this work, costs for this work cannot be projected at this time.

### 2. Repair:

- a. No issues at this time

### 3. Replacement:

Richard P. Turi Architecture & Planning  
 P.O. Box 1107 North Bend, Oregon 97459  
 (541) 756-1111 turit@frontier.com

- a. Boilers can last 20 to 30 years, or longer. Costs to replace this boiler could range from \$25,000 to \$30,000.
- b. The central air handling / condensing unit typically does not require replacement as a whole. Individual components such as the fan motor and the compressors are the items that typically need replacement. These items usually last 8 to 15 years. The District should budget \$10,000 for compressor replacement and \$3,000 for motor replacement.
- c. There are 14 remote VAV units that can develop problems with corroded supply lines and valves at any time. Its very difficult to predict when these problems could occur. The District should consider budgeting \$1,000 per year to replace VAV units, or components of individual VAV units. The District should monitor the actual costs incurred to repair these units over the next couple years and adjust the yearly budget accordingly.
- d. The computer controlled monitoring system does not have a predictable life span, although digital components of its workings could fail from time to time. The District should consider budgeting \$500 per year to these potential costs.

#### K. Electrical Systems

##### 1. Maintenance, Repair, and Replacement

- a. The main electrical service and distribution panels do not require any maintenance, repair, or replacement.

#### L. Lighting Systems

##### 1. Maintenance:

- a. There is very little maintenance required for most light fixtures in this building. It was observed that debris (bugs mostly) appears to collect in the “bowls” of the large pendant-mounted fixtures. The cleaning-out of these bowls will require a fairly tall ladder and probably should be considered at least twice a year.

##### 2. Repair:

- a. Lamps for various fixture types will “burn-out” at intermittent times and without any scheduled regularity. The District should consider budgeting \$500 a year for an outside

Richard P. Turi Architecture & Planning  
P.O. Box 1107 North Bend, Oregon 97459  
(541) 756-1111 turit@frontier.com

company to replace as needed, less money if the Library's staff can perform this work.

3. Replacement:

- a. The light fixture's electronic ballasts can last 10 to 20 years, but they will probably begin to fail at very differing times from one another. As with the lamps, the District may want to start budgeting \$100 per year for eventual ballast replacement. The cost for an electrician to replace a typical ballast in a typical light fixture is about \$150.

M. Conveying Equipment

1. Maintenance:

- a. The District currently has a maintenance agreement with an elevator service company for the building's 2 stop hydraulic elevator. A service agreement such as this is important to have in place in order to pass the State of Oregon's yearly elevator compliance inspection, and it is recommended the District continue with such an agreement. The District already knows the cost of this yearly agreement.

2. Repair:

- a. No issues at this time, but if there were they should be covered under the service agreement.

3. Replacement:

- a. The elevator equipment should last the life of the building.

END OF HOOD RIVER REVIEW

## C. **CASCADE LOCKS BRANCH LIBRARY**

### 1.1 GENERAL CONDITIONS

The physical location reviewed in this report is not the “current” branch library location, but rather the location the District plans to “relocate” its branch library to. This new location is the existing Cascade Locks School, which is located at 300 Wa Na Pa Street in Cascade Locks. The school building was originally built in 1948, and a major addition was completed in 1994. The library plans to occupy a portion of the 1994 addition. This portion of the building the library will occupy is, essentially, two former classroom areas which are separated by a movable, folding partition wall. The total size of the space is approximately 2,016 s.f. Entry to the library is through a main common hallway shared by the rest of the building’s occupants. It is assumed that the Library will not be responsible for the upkeep of any areas outside of the library space proper.

### 2.01 EXISTING CONDITIONS

#### A. Floor finishes

1. The majority of the floor surface is carpet, which appears to have been installed back in 1994. The carpet is badly stained and in need of replacement.
2. A small amount of 12”x12” vinyl tile is present and appears to be in good condition.

#### B. Wall finishes

1. The majority of the walls are covered with sheetrock and paint. There are lots of scrapes and gouges in the sheetrock which should be patched prior to painting. A portion of the walls have vinyl-coated tackboard panels attached them. The District will need to decide if these are to remain or be removed.
2. The large movable folding wall has a combined white board / vinyl finish. The wall assembly is in pretty good condition. It is unclear at this time how the District plans to design the space and still keep this wall assembly intact. The wall is very heavy and not very easy to open and close.

- C. Ceiling finishes
  - 1. The ceiling is a suspended acoustical lay-in tile assembly. A number of the tiles have holes, gouges, and scrapes on them. The damaged tiles should be replaced before the library moves in.
- D. Exterior Conditions
  - 1. Not addressed.
- E. Plumbing Systems
  - 1. The restroom facilities are located outside of the library area and appear to be shared facilities with the rest of the school.
  - 2. Each of the existing classroom spaces has a counter with built-in stainless steel sink and drinking fountain attachment.
- F. HVAC Systems
  - 1. Each of the classroom spaces contains a single, but large, floor-mounted unit heater located against the exterior wall and right below the sill of exterior windows. The fuel source for these heaters is unknown.
  - 2. The unit heater at the “corner classroom” was making a squealing noise while it was running. The Library should advise the School District that this issue should be corrected prior to the library moving-in.
- G. Lighting Systems
  - 1. Light fixtures are the typical 2x4 drop-in style fluorescent units that are made to be installed in suspended ceiling systems. The fixtures appear to contain 3 lamps each, and are equipped with standard prismatic lenses.
  - 2. I was unable to verify whether the fixtures have been updated to using the modern-day electronic ballasts and T8 lamps.

## 2.02 MAINTENANCE AND REPAIR RECOMMENDATIONS

The following recommendations should be considered “general guidelines” only. The actual frequency of routine maintenance, and the time period for materials replacement, can vary greatly and will depend upon actual usage and conditions. Further, it unknown as to the specifics contained in the lease agreement between the Library and School District in regards to “maintenance responsibilities” for

Richard P. Turi Architecture & Planning  
 P.O. Box 1107 North Bend, Oregon 97459  
 (541) 756-1111 turit@frontier.com

such things as heating system malfunctions, lamp replacement at light fixtures, etc.

A. Carpet

1. Maintenance:

- a. Vacuuming: Daily, or every other day, depending on actual conditions.
- b. Spot cleaning with appropriate carpet cleaner as required.
- c. Deep cleaning with hot water extraction type of cleaning equipment – Once a year.

2. Repair:

- a. Not applicable at this time.

3. Replacement:

- a. Carpet should be replaced at this time.

(1) Costs proposed: 2,016 s.f. @ \$3.50/s.f. = \$7,056.00

B. Vinyl Tile

1. Maintenance:

- a. Vacuuming or sweeping – same as carpet.
- b. Damp mopping with mild cleaner – once a week, or as conditions dictate.
- c. When routine maintenance is no longer effective, tiles should be stripped with approved stripping solution. A manufacturer-approved polish system should then be installed.

2. Repair & Replacement: not applicable.

C. Wall Finishes

1. Maintenance:

- a. Spot cleaning as required is all that's necessary. Use a damp sponge and household-type cleaner on sheetrock surfaces.

2. Repair:

- a. Repair of scratched or scraped paint finishes can be accomplished with touch-up paint.
- b. Repair of gouged or broken sheetrock will require professionally applied patching compound, followed by spray texture to match surrounding, primer, and then touch-up paint. Budget estimate: \$500.00

3. Replacement:

- a. This refers to the “re-painting” of the interior gypsum board surfaces, as generally there is no need to replace these materials. The frequency of re-painting depends much upon the actual wear and tear the Library is experiencing, but is typically between 10 and 20 years.
- b. Costs to repaint the interior of this space could range from \$1,000 to \$1,500.

D. Ceiling Finishes

1. Maintenance:

- a. None typically required.

2. Repair & Replacement:

- a. Damaged ceiling tiles should be replaced upon move-in, but, if well cared-for over the years, should not require future replacement. The Library may want to make it a condition of the lease agreement that if ceiling tiles are damaged or stained in the future due to roof leaks, that the School District will be responsible for replacing any damaged tiles.
- b. Costs to replace existing damaged tiles: \$100 to \$200

E. Plumbing & HVAC Systems

- 1. There should not be any maintenance, repair, or replacement costs involving these systems that are the responsibility of the Library.

F. Lighting Systems

- 1. The conditions of the lease agreement will determine who (the Library or the School District) are responsible for lamp and ballast replacement. There did not appear to be any lamps or ballasts burned-out at the time of this review.

Richard P. Turi Architecture & Planning  
 P.O. Box 1107 North Bend, Oregon 97459  
 (541) 756-1111 turit@frontier.com

2. If the Library will be responsible for these issues in the future, it is recommended the District budget \$200 - \$300 per year for eventual lamp and/or ballast replacement.

END OF CASCADE LOCKS REVIEW

Richard P. Turi Architecture & Planning  
P.O. Box 1107 North Bend, Oregon 97459  
(541) 756-1111 turit@frontier.com

## D. PARKDALE BRANCH LIBRARY

### 1.1 GENERAL CONDITIONS

The current branch library occupies a portion of the existing Parkdale Community Center building which is located at 7300 Clear Creek Road in Parkdale. The building appears to be a very old, former school building (actual age of building is unknown). The library currently occupies one room of about 782 s.f. in the daylight basement (lower floor) of the building. Entry to the library is through a main common hallway shared by the rest of the building's occupants. It is assumed that the Library will not be responsible for the upkeep of any areas outside of the library space proper.

### 2.01 EXISTING CONDITIONS

#### A. Floor finishes

1. The entire floor surface is carpet, which appears to be in fair condition.

#### B. Wall finishes

1. Wall materials appear to be mostly plaster. There are several areas where fiberglass reinforced panels (FRP) have been installed. All appear to be relatively good condition.

#### C. Ceiling finishes

1. The ceiling is a suspended acoustical lay-in tile assembly. The ceiling tiles appear to be in good condition.

#### D. Exterior Conditions

1. Not addressed.

#### E. Plumbing Systems

1. The restroom facilities are located outside of the library area and appear to be shared facilities with the rest of the building.

#### F. HVAC Systems

1. The library space appears to be heated by a centrally located forced air system that is probably serving the entire building and would, hence, not be the responsibility of the Library District.

Richard P. Turi Architecture & Planning  
 P.O. Box 1107 North Bend, Oregon 97459  
 (541) 756-1111 turit@frontier.com

## G. Lighting Systems

1. Light fixtures are the typical 2x4 drop-in style fluorescent units that are made to be installed in suspended ceiling systems. The fixtures are a 4-lamp type, but have only 2 lamps installed per fixture. The lamps are the modern-day T8 type, which means that the fixture must also contain an electronic ballast. The fixtures are equipped with standard prismatic lenses.

## 2.02 MAINTENANCE & REPAIR RECOMMENDATIONS

The following recommendations should be considered “general guidelines” only. The actual frequency of routine maintenance, and the time period for materials replacement, can vary greatly and will depend upon actual usage and conditions. Further, it unknown as to what specifics the lease agreement between the Library and Community Center Board contain in regards to “maintenance responsibilities” for such things as lamp replacement at light fixtures, and the like.

### A. Carpet

1. Maintenance:
  - a. Vacuuming: Daily, or every other day, depending on actual conditions
  - b. Spot cleaning with appropriate carpet cleaner as required.
  - c. Deep cleaning with hot water extraction type of cleaning equipment – Once a year.
2. Repair:
  - a. Not applicable at this time.
3. Replacement:
  - a. This carpet, if properly maintained, appears to have at least 10 years of usage left When the time comes to replace this material, costs are estimated to be 782 s.f. @ \$4.50/s.f. = \$3,510.00

### C. Wall Finishes

1. Maintenance:
  - a. Spot cleaning as required is all that’s necessary. Use a damp sponge and household-type cleaner on sheetrock and FRP surfaces.

2. Repair:

a. None required at this time.

3. Replacement:

a. This refers to the “re-painting” of the interior gypsum board surfaces, as generally there is no need to replace these materials. The frequency of re-painting depends much upon the actual wear and tear the Library is experiencing, but is typically between 10 and 20 years.

b. Painting does not appear to be required at this time. Future painting costs could range from \$800 to \$1,200.

D. Ceiling Finishes

1. Maintenance:

a. None typically required.

2. Repair & Replacement:

a. None typically required.

E. Plumbing & HVAC Systems

1. There should not be any maintenance, repair, or replacement costs involving these systems that are the responsibility of the Library.

F. Lighting Systems

1. The conditions of the lease agreement will determine who (the Library or the Community Center Board) are responsible for lamp and ballast replacement. There did not appear to be any lamps or ballasts burned-out at the time of this review.

2. If the Library will be responsible for these issues in the future, it is recommended the District budget \$100 per year for eventual lamp and/or ballast replacement.

END OF PARKDALE REVIEW

Richard P. Turi Architecture & Planning  
 P.O. Box 1107 North Bend, Oregon 97459  
 (541) 756-1111 turit@frontier.com

## E. POSSIBLE ODELL BRANCH LIBRARY

### 1.1 GENERAL CONDITIONS

This review will be different than those of the other branch libraries because there currently is no branch library in the community of Odell. The Library District is contemplating opening a branch in this town and is considering leasing a space in an existing building located in the downtown area. This review will simply discuss the conditions of the existing space the Library District is considering and what sort of architectural modifications may be required.

The building appears to be very old (actual age unknown), and is a wood-framed, one story structure. The space in question is approximately 1,500 s.f. in size. The library would share this building with one other tenant, but the library would occupy the majority of the building.

As with the Cascade Locks and Parkdale facilities, it is assumed that the building landlord would be responsible for any maintenance costs associated with the building's exterior.

### 2.01 REVIEW OF INTERIOR CONDITIONS

#### A. Floor Surfaces

1. The floor is primarily an exposed concrete slab, with a portion of it covered with a sheet vinyl floor covering.
2. The floor surface makes an abrupt elevation change of about 3" midway into the building. This could present some wheelchair accessibility issues.
3. There is a single toilet room serving this entire building. The toilet room contains one toilet and one lavatory. The toilet room floor is "raised" about 3" above the adjacent floor surfaces. This poses a wheelchair accessibility issue. Also, the clearances within the toilet room do not comply with ADA wheelchair standards.

#### B. Wall Surfaces

1. The wall surfaces are painted gypsum board and/or plaster. There are numerous gouges, holes and scrapes that will need to be patched and re-finished prior to painting.

### C. Ceiling Surfaces

1. The ceiling material is either gypsum board or plaster. The ceiling at the front half of the building is approximately 10' in height and would lend itself to the installation of a suspended acoustical ceiling at a height of around 9'.
2. The ceiling at the back half of the building is sloping, from around 10' in the middle to a height of about 7' at the back exterior wall. The existing ceiling would have to be re-finished in the same materials as the existing as there is not enough height to install a suspended ceiling system.

### D. Exterior Windows

1. Although the exterior of the building is considered to be the landlord's responsibility it should be noted that these windows are aluminum framed units with single glazing only. These windows will lose a lot of heat during the winter months and thus increase the overall heating costs unless they are replaced.

### E. Plumbing Systems

1. The toilet room issues have been discussed earlier.
2. There are a number of sinks located in the back half of this building which, I assume, will need to be removed to create a suitable library environment.
3. A central water heater serves the entire building.

### F. HVAC System

1. The proposed library space is heated by a single "wall-stack" furnace unit located at the rear of the space. It is fueled by natural gas. This is not the type of system that will produce a very uniform level of comfort within this area, particularly with the heat loss that will be experienced at the front of the building through the single glazed windows.
2. A through-wall air conditioning unit is located in the back of this space and is fueled by electricity. The same comments made for the furnace unit also apply to this cooling unit.

### G. Electrical & Lighting Systems

Richard P. Turi Architecture & Planning  
 P.O. Box 1107 North Bend, Oregon 97459  
 (541) 756-1111 turit@frontier.com

1. The area appears to contain an adequate number of electrical outlets.
2. The light fixtures through-out the space are open tube, strip fluorescent units that are equipped with modern-day electronic ballasts and T8 lamps. These fixtures are “very industrial-looking”, more suited to being in a vehicle garage as opposed to a library facility. It is assumed that the light fixtures will need to be replaced to create a more suitable library environment.

## 2.02 REMODELING CONSIDERATIONS

The space in question is very “rough” in its interior appearance and will need considerable remodeling in order to comply with building code and wheelchair accessibility requirements, as well as to provide an inviting atmosphere to potential library patrons and staff. Work items that will need to be considered include:

- a. Leveling of floor surfaces to comply with wheelchair accessibility requirements. New floor coverings should be provided through-out.
- b. Re-building of the toilet room area so that wheelchair accessibility requirements can be met. This can also possibly be accomplished with providing a ramp to this room.
- c. Re-configuration of the toilet room so that wheelchair maneuvering clearances are complied with. The toilet room will also need to be outfitted with grab bars, and accessory items on the walls relocated to comply with wheelchair reach requirements.
- d. Walls will need to be patched and re-painted through-out.
- e. A new suspended ceiling should be installed at the front half of the space. The existing sloping sheetrock ceiling at the back half of the space should be patched and re-painted.
- f. The toilet room fixtures will need to be replaced with accessible-type fixtures.
- g. The multiple sinks, along with their rough-in plumbing connections, will need to be removed.
- h. The existing heating/cooling equipment should be replaced with a ducted, forced air system with the ability to disperse conditioned air evenly through-out the space.
- i. Light fixtures should be replaced with a fixture style that is more conducive to a library-type of environment.

### 2.03 COST CONSIDERATIONS

The preparation of a cost estimate to remodel this space to create an inviting and Code-compliant public library environment are design-related, and not a part of the scope of work related to this facilities review report. Should the District wish to further pursue the development of this space as its future branch library in the community of Odell, the scope of this review could be expanded to include a schematic design phase and subsequent project cost estimate for remodeling.

END OF ODELL REVIEW

Richard P. Turi Architecture & Planning  
P.O. Box 1107 North Bend, Oregon 97459  
(541) 756-1111 turit@frontier.com

## F. SUMMARY OF SHORT TERM ISSUES

### 1.01 HOOD RIVER BRANCH

- A. Issues to consider addressing immediately, or very soon:
  - 1. Maintenance-related:
    - a. Have debris (leaves and branches) removed from roof area, particularly around drains and overflow scuppers.
    - b. Engage a Mechanical Engineer to perform a review of the issues concerning the current HVAC system such as the pipe corrosion observed at the VAV units. Engineer could also be asked to recommend options for a new (possibly simpler) control system.
    - c. Begin process to solicit bids for a HVAC Maintenance Contract.
- B. Issues to consider in near-term (within 1 to 3 years):
  - 1. Maintenance-related:
    - a. Have outdoor wooden furniture cleaned and sealed.
  - 2. Repair-related
    - a. Consider replacing carpet at public stairway: \$800 to \$2,000
    - b. Consider repairing damaged sheetrock through-out the facility: \$2,500
    - c. Consider replacing water-damaged ceiling tiles: \$200 ±
    - d. Consider contacting historic preservation consultant to develop recommended procedure for moss removal at exterior walls of original building: Costs unknown.
    - e. Solicit bids for moss removal at exterior walls of original building: Costs unknown.