

**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, January 24, 2017, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Sara Snyder President  
Notes prepared by Library Director Rachael Fox



Present: Rachael Fox (Staff), John Schoppert, Jean Sheppard, Karen Bureker

- I. Additions/deletions from the agenda (ACTION)** Schoppert  
Vice President John Schoppert called the meeting to order at 7:03pm. Board members Sara Snyder and Alexis Vivoda were not present. Sheppard moved to approve the agenda as presented. Bureker seconded. The motion carried unanimously.
- II. Actual or potential conflicts of interest** Schoppert  
None stated.
- III. Consent agenda (ACTION)** Schoppert
- i. Minutes from December 20, 2016 meeting**
- ii. Invoice Pauly, Rogers and Co., PC**  
Buerker moved to approve the consent agenda as presented. Sheppard seconded. The motion carried unanimously.
- IV. Open forum for the general public** Schoppert  
No public are present.
- V. Audit report**  
Fox stated the audit report will take place at the February 21, 2017 Library District Board meeting.
- VI. Reports**
- i. Friends update** Fox  
There was nothing to add to the written report.
- ii. Foundation update** Schoppert  
The Grand Opening Party for the Children’s Library has been rescheduled to Saturday, February 18, 6:00pm. The Feast of Words committee has selected a professional auctioneer, caterer and band.
- iii. December 2017 financial statements** Fox  
The financial report was not available at the time the meeting packet was distributed.
- iv. Director’s report** Fox  
In addition to the written report, Fox reported the following:
- The SDAO annual conference is at the Portland Marriott Downtown Waterfront February 10-12. I will be attending the sessions on the Foundations of Public Contracting and Recreational and Discretionary Immunities.
  - I asked for clarification from District Lawyer Ruben Cleveland regarding demonstrators and free speech at the library. Cleaveland confirmed that the

502 State Street  
Hood River - OR 97031

**541 386 2535**

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

Gardens is a traditional public forum which includes the streets, sidewalks and parks. This means people have the right to express free speech. Staff can enforce our code of conduct in a manner that does not limit the content of the speech. A good rule of thumb is that the protesters cannot interfere with the rights of others. They can't block other pedestrians, our entrances/exits, traffic, or interfere with the normal use of the library. I discovered the organizer was Regena Rafelson, who I contacted regarding our code of conduct.

- Assistant Director Arwen Ungar attended the American Library Association midwinter conference in Atlanta Georgia. While we do not usually send staff to trainings due to limited budget, Ungar was involved in ALA committee prior to joining the District. She is the Administrative Assistant for the Alex Awards. The Alex committee identifies the top ten adult books that have teen appeal and also creates a long list of titles that also have teen appeal but don't make it into the top ten.
- Board President Sara Snyder emailed me a few questions prior to the District meeting since she was unable to attend. Snyder asked, “do we need a new attorney contract since it was with Jeff Baker previously?” We do not need a new contract. Our current contract is with Annala, Carey, Baker, Thompson & VanKoten PC. Snyder also asked, “What do we still get from LEO. Is it worth it to remain a part of it?” It varies from year to year. The normal membership helps to fund the executive director position and the database services are considerably discounted because they were purchased through LEO. The District still subscribes to Library2Go and EBSCO Auto Repair database. In years when we have grant funding like ArtPlace America or the Sense of Place grant all the libraries receive programming at no cost. Over \$20,000 in funds were spent in Hood River from ArtPlace dollars. They were able to send Animator Teresa Drilling, author Carmiel Banasky, the Harvesting Our Stories dinner and film screening were funded by LEO and the Tiny Free Libraries and Before I Die Wall were also major parts of the program. There is no big grant for funding programs for this year but our membership dollars help to pay the Executive Director, in the search for new funding. This year is that kind of year. He is looking at some foundation funding and will be actively looking into grants from OAC, OCF, Oregon Humanities and the Cultural Trust. The District currently pays \$722.00 for Membership dues, \$1750 for Library 2 Go Database, and \$980 for EBSCO Auto Repair Database
- Brown roofing from The Dalles inspected our roof and did not recommend snow removal. They cleared our drains which we need to watch as the snow melts. One drain needs a heat cable replaced, which I’ll have done after the weather warms up.
- Hire Electric has been unable to get to the library due to weather and closures. We are back on their schedule and should have a visit soon.

**VII. Previous business**

**VIII. New business**

- i. West Oak Street Lid Assessment bill** Fox  
Fox mentioned the remaining balance on the bill and board members acknowledged the remaining charges.
- ii. Garden maintenance bid (ACTION)** Fox  
Bureker moved to accept the Garden maintenance bid by Walker’s Landscape and

Maintenance. Vaivoda seconded. The motion carried unanimously. Fox will bring a contract for approval to the February 21, 2017 board meeting.

**iii. Alcohol in the meeting room discussion**

Fox

Snyder also emailed the question, "Will the District insurance rate would increase if we allowed patrons to consume alcohol in the meeting room?" Special Districts Insurance Services (SDIS) stated that the insurance would not increase if we require the meeting room users to have Liquor Liability Policy naming the District as additionally insurance. (SDIS) also stated the District should always screen who is allowed to serve alcohol on District premises. The District should also always require the servers have OLCC servers licenses and provide a liquor liability policy naming the District as an Additional Insured on that policy. The district has paid for three days of alcohol coverage. Board members decided to stick with our policy of no alcohol for meeting room users.

**iv. Library Board Elections discussion**

Fox

District Board members discussed the terms of election for board members and whether it could be reduced from four year term to two year term. Fox said she would research the topic and email the board members.

**IX. Agenda items for next meeting**

**i. Library Director Rachael Fox six month evaluation**

**X. Adjournment**

Schoppert

The meeting adjourned at 7:45pm.

---

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.