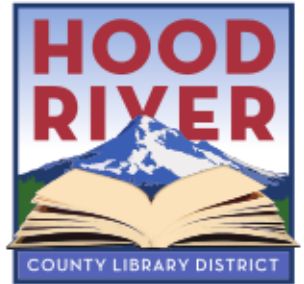


**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, February 21, 2017, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Sara Snyder President



*Present:* Rachael Fox (staff), Arwen Ungar (Staff) Tara Kamp (Pauly Rogers & Co.) by Skype, Sara Snyder, Alexis Vaivoda, John Schoppert, Karen Bureker, Jean Sheppard, Megan Janik (Public)

- I. Additions/deletions from the agenda (ACTION)** Snyder  
Board President Sara Snyder called the meeting to order at 7:02pm. Bureker moved to approve the agenda as presented. Vaivoda seconded. The motion carried unanimously.
- II. Actual or potential conflicts of interest** Snyder  
None stated.
- III. Consent agenda (ACTION)** Snyder
- i. Minutes from January 24, 2017 meeting**
  - ii. Approval Contract for Gardens Maintenance Services**
  - iii. Magazine and newspaper renewal**
  - iv. Budget committee and calendar approval**
- Bureker moved to approve the consent agenda as presented. Vaivoda seconded. The motion carried unanimously.
- IV. District Audit report** Kamp
- Tara Kamp from Pauly Rogers & Co. presented the District's 2015-16 fiscal year audit. The purpose of the audit is to assess whether the financial statements are correct and that the District is following financial regulations. Pauly Rogers issued the District an unmodified opinion, which is the best opinion an organization can get. There were a few minor administrative issues: the Materials & Services sections of the General Funds and Personal Services in the Grants fund were marginally overspent. The auditors issued no management letter, which means that they did not disagree with management.
  - Kamp had some recommendations, which they suggest to nearly all of their clients. She recommended that the Board review their fidelity insurance coverage, to ensure that it's at a prudent level. The District currently has \$100,000 of fidelity coverage, which Kamp feels is probably sufficient. The District should also check to ensure that the 403(b) retirement plan with T. Rowe Price. Fox will ask BCI Group to assist with this. Kamp has a checklist of best practices for governing body monitoring of finances. She'll send it to Fox to share with the Board.
- V. Open forum for the general public** Snyder  
Megan Janik from Cascade Locks, Oregon said she is interested in filing for an open Board position.
- VI. Reports**
- i. Friends update** Fox  
There was nothing to add the written report.
  - ii. Foundation update** Schoppert

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There was nothing to add to the written report.

**iii. December 2016 & January 2017 financial statements**

Fox

**iv. Director's report**

There was nothing to add to the written report.

Fox

**VII. Previous business**

**VIII. New business**

**i. SDAO Conference Report**

Fox

There was nothing to add to the written report.

**ii. Library Director evaluation**

Snyder

Fox discussed the progress staff has made regarding the five-year strategic goals for 2016-2021. Snyder asked Board members to remark on what they like Fox has done and what they want her to work on. Schoppert stated he liked the idea of a cohesive marketing plan for staff and thought that collaboration is great. Vaivoida stated she appreciated the smooth transition and felt like we were heading in the direction we have been. Sheppard stated she appreciated how Fox has taken on areas like Budget and Finance which was an area new to her. She would like Fox to focus on the Cascade Locks Branch renovation and Parkdale branch remodel. Bureker states she thought the communication is good and appreciated the new member packet and training. Snyder said she appreciated Fox calm presence and knows the transition has been hard at times. She appreciates seeing how Fox has added her own touch to leading the District. Snyder wants Fox to focus on Odell and would like it flourish as a hub.

**IX. Agenda items for next meeting**

Snyder

**X. Adjournment**

Snyder

The meeting adjourned at 8:13pm.

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Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p 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.