

**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, May 21, 2019, 7:00pm  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard, President

- I. Additions/deletions from the agenda (ACTION)** Sheppard  
Board President Jean Sheppard called the meeting to order at 7:01pm. Bureker moved to approve the agenda as presented. Marsden seconded. The motion carried unanimously.
- II. Conflicts or potential conflicts of interest** Sheppard  
None stated.
- III. Consent Agenda (ACTION)** Sheppard  
i. **Minutes from April 16, 2019 meeting**  
Bureker moved to approve the consent agenda. Hackett seconded. The motion carried unanimously.
- IV. Open forum for the general public** Sheppard  
There was no one from the public present.
- V. Reports**
- i. Friends update** Fox  
The board discussed marketing the wi-fi hot spots at the school through robo call and/or another means. Fox stated she would look into it.
- ii. Foundation update** Fox  
There was nothing to add to the written report.
- iii. April 2019 financial statements** Fox  
Sheppard inquired regarding the amount we have spent thus far and it appeared low. Fox stated staff are completing their end of year ordering for library materials and programs.
- iv. Director's report** Fox  
Fox invited the Library District Board to the Volunteer Appreciation Party on Friday, May 31, 6:00pm.  
Fox stated there are still issues with the HVAC unit. She is working with Trane to determine the cause of the compressor failures. They suspect the wiring and refrigerate change may factor into the failure. They also recommended a controls update.  
Fox stated seven employees received AED/CPR training in May and planned to train more employees in the near future.
- VI. New Business**
- i. 2019-20 salary schedule (ACTION)** Sheppard

The District's positions will be affected by the Oregon minimum wage increases starting in 2020-2021. Currently, the first step of the lowest paid classification is \$11.59/hour. To ensure the District complies with the minimum wage increases, Fox proposed a two part approach to the Library District Budget Committee on May 14, 2019. First part, the District can move our lowest paid position from Clerk I to Clerk II status in fiscal year 2020-21. This position is currently 12 hours per week. The District can create more responsibility for this position to bring it up to level of the Clerk II position. The second part, the District offers a Cost of Living increase the following four years, this will ensure the District's lowest paid salary will be above the minimum wage level of \$13.50 by July 1, 2022. Fox stated she thought this was the most fiscally responsible strategy.

The Library District Budget Committee approved the 2.6% cost of living increase (COLI), which is the average increase of the Western Region CPI in 2018, at their May 14, 2019 meeting.

The Library District board asked Fox to look into perhaps not eliminating the Clerk I position but exploring a training position, which might be under minimum wage for a person with no experience. Fox stated she would explore the option.

Marsden made a motion to approve the 2019-20 salary schedule as present. Janik seconded. The motion carried unanimously.

ii. **Donor recognition signage**

Sheppard

The District Board approves of the signage.

iii. **Discussion Pop-Up Library in Odell**

Sheppard

The District Board approved the change of day and time to Thursdays from 3:00-6:00pm.

iv. **Request for bids for Feasibility and Scoping Exercise (ACTION)**

Sheppard

Sheppard asked Fox if there is a budget set for the consultant. Fox stated she discussed \$5,000 with Library Foundation President Jen Bayer, Assistant Director Arwen Ungar, and Bilingual Outreach Specialist Yeli Boots. Sheppard stated she agreed. It was discussed to add a \$5,000 ceiling to the proposal. Marsden made a motion to approve the request for bids with a \$5,000 ceiling. Bureker seconded. The motion carried unanimously.

Sheppard mentioned contacting community organizations to distribute the request for bids. Fox stated Boots planned to contact organizations and individuals to distribute the bid request.

Sheppard and Bureker asked if there was a request for Spanish materials by patrons. Fox stated there were still requests for Spanish Language materials. Fox stated Boots purchases many bilingual items. Marsden mentioned May Street School is withdrawing library materials and they may have Spanish language or bilingual materials we could give away in the mini-libraries in Odell. Fox stated she would request Boots contact May Street.

v. **Annual Planning session discussion**

Sheppard

Fox recommended meeting with the consultant for Odell for the annual planning session for the board. She expressed there would not be enough time to hold an annual planning session this fiscal year due to the time frame for the project.

Fox asked the board for suggestions for future planning sessions. Sheppard recommended holding a planning session for community outreach with the goal to improve the marketing of library services and increase awareness of library services. Sheppard stated it would be important to determine new ways to market and discover new strategies, in case we are missing something. Fox and other board members agreed.

Fox stated we could hold two planning sessions this year and she would explore consultant for community outreach.

**Salary step Hackett. Bureker seconded.**

vi. **Executive session: Library Director evaluation**

Sheppard

The Board moved into executive session at 7:52pm. The board closed executive session at 8:15pm.

Hackett recommend one salary step increase to recognize the efforts of completing the Parkdale and Cascade Locks remodel projects and the positive feedback from evaluations. Sheppard noted the increase in salary would be 2.0% for the step increase and 2.6% for COLI. Hackett made a motion to increase Fox's salary from step 2 to step 3. According to the 2019-20 Salary Schedule, the yearly salary will be \$77,542. Bureker seconded. The motion carried unanimously.

VII. **Agenda items for next meeting**

Sheppard

**VIII. Adjournment**

Sheppard

The meeting adjourned at 8:34pm.

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

**ORS 192.660 (1) (i) Personnel**

The Board of Directors meets on the 3rd Tuesday each month from 7:00 to 9:00pm in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.