

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

Tuesday, September 17, 2019, 7:00pm  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard, President  
Minutes prepared by Library Director Rachael Fox

- I. Additions/deletions from the agenda (ACTION)** Sheppard  
Board President Jean Sheppard called the meeting to order at 7:01pm. Fox stated she would like to add a discussion regarding the Odell Pop-Up Library to the agenda. Marsden moved to approve the agenda as amended. Janik seconded. The motion carried unanimously.
- II. Conflicts or potential conflicts of interest** Sheppard  
None stated.
- III. Consent Agenda (ACTION)** Sheppard  
**i. Minutes from August 20, 2019 meeting**  
Janik made a motion to approve the consent agenda. Hackett seconded. The motion carried unanimously.
- IV. Open forum for the general public** Sheppard  
No one present.
- V. Reports**
- i. Friends update** Fox  
There was nothing to add to the written report.
- ii. Foundation update** Fox  
The Bruce and Mary Stevenson Family Foundation donated \$10,000 to the Library Foundation.
- iii. September 2019 financial statements** Fox  
There was nothing to add to the written report.
- iv. Director's report** Fox  
There was nothing to add to the written report.
- VI. Old Business**
- i. New trees** Sheppard  
The board discussed the trees and overall they thought it was a good option. Sheppard asked Fox to discuss the spacing with John Stevens to make sure they will not become too crowded. Hackett asked if the trees would grow past the windows in the library and provide shade. Fox stated she thought they would eventually. The board discussed another business across the river as an option to purchase the trees but it was determined it would not be less expensive after having to hire someone to pick up the trees versus Good News Gardening delivers for free. Marsden also asked if the root system would cause an issue with the sidewalks. Fox stated she would ask Stevens.
- ii. Feasibility and Scoping Exercise discussion** Sheppard

Fox stated she recommended not placing a suggested cost for the project but evaluating the bids and readjusting the project as needed. The board accepted the updated proposal. Fox stated she consulted with Penny Hummel, Portland based Library Consultant who stated she thought the project could cost between \$10,00-\$15,000. Fox discussed with Heidi Venture, Hood River Consultant, the option of library staff conducting part of the exercise but Fox stated that would be challenging due to limited availability of library staff. Venture suggested applying for a grant for the project through the Ford Family Foundation. Since Venture already connected with the Ford Family Foundation regarding the grant, Fox requested the District hires Heidi Venture to write the grant. Fox stated she estimated it would cost around \$300 but would confirm with Venture before moving forward.

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

Sheppard

Fox stated despite our best efforts the Odell Pop-Up Library has not been a success on the days we were open when the Mercado was not. Fox recommended canceling the lease with the Wy'East Community Church but continue to provide a variety of services in the community of Odell over the winter. Sheppard asked if there were issue with the location of the Pop-Up Library. Fox stated she or Bilingual Outreach Specialist Yeli Boots had not receiving any direct feedback but it could be due to the religious organization and it's past relationship in the community when it used to be a Methodist Church. The church is currently non denominational and under new leadership. It could be the lack of a substantial collection for checkout. Boots will present to the Board at the October board regarding the programs and services currently offered and she will provide an overview of the success of the Pop-Up Library at the Mercado.

The Board approved canceling the lease with Wy'East Community Church. Fox will notify the Wy'East Community Church.

**VII. New Business**

**i. Public Records Policy (ACTION)**

Sheppard

Hackett made a motion to approve the updated Public Records Policy. Marsden seconded. The motion carried unanimously.

**ii. Insurance Broker discussion**

Sheppard

Sheppard asked if there was a local broker, perhaps in The Dalles, Oregon. Fox stated she was told a few months ago by a staff member at HUB International there was not a local broker in the area. Fox stated we need to make a decision at this board meeting because the board will need to approve the health insurance renewal at the October board meeting. The Board approved canceling services with HUB International for health insurance services and signing with Century Insurance of Bend Oregon. Fox will prepare a Resolution for the next board meeting.

**iii. Energy Trust of Oregon – Pre-Bid Project estimate**

Sheppard

Fox stated the incentive may be low from the Energy Trust of Oregon but over the life of the unit the District will save money on energy costs by selecting option 1. Fox stated overall the study with Energy Trust of Oregon provided the District with important information regarding the most cost effective unit for the District and the study was free. Energy Trust of Oregon will also evaluate the winning bid to determine it meets the needs of the project.

The board approved moving forward with soliciting bids for the High Efficiency 50-ton Trane unit.

**iv. Executive session**

Sheppard

Sheppard opened the Executive Session at 7:30pm. The Executive Session was closed at 7:40pm.

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

Sheppard

**IX. Adjournment**

Sheppard

The meeting was adjourned at 7:44pm.

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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.