

Board of Directors
Regular Meeting Minutes

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



Present: Rachael Fox (staff), Jean Sheppard, Karen Bureker, Megan Janik, Sara Marsden, and Brian Hackett.

I. Additions/deletions from the agenda (ACTION) Sheppard
Board President Jean Sheppard called the meeting to order at 7:08pm. Bureker moved to approve the agenda as presented. Marsden seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest Sheppard
None stated.

III. Consent agenda (ACTION) Sheppard
i. Minutes from November 19, 2019 meeting
Bureker moved to approve the consent agenda. Marsden seconded. The motion carried unanimously.

IV. Open forum for the general public Sheppard
None present.

V. Reports
i. Friends update Fox
There was nothing to add to the written report.

ii. Foundation update Fox
There was nothing to add to the written report.

iii. November 2019 financial statements and resolution (ACTION) Fox
Marsden moved to approve Resolution 2019-20.04. Hackett seconded. The motion carried unanimously.

Fox distributed the November financial statements and reported with the November property tax deadline, the District now has received about 93% of the current year taxes budgeted for 2019-20 and 76% of the budgeted previous years' taxes. As of November 30, we have \$1,099,547 in our account with Hood River County.

As of the end of November, we appear to be at or under expected expenditure levels for most

502 State Street
Hood River - OR 97031

541 386 2535

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line items.

iv. Director's report

Fox

Fox reported the District was awarded a Safety Grant by SDAO in the amount of \$3,130. It is a matching grant. We will use the funds to replace the light pole in the gardens and install a new outdoor light above the book drop. Assistant Director Arwen Ungar researched the project and wrote the grant.

Fox stated the HVAC unit has arrived at Hunter Davisson and they are ready to install. Fox stated we are watching the weather. Fox said the installation will take place on Monday and Tuesday and the library will most likely need to be closed for at least one day due to lack of heat. Hackett stated we need to be prepared to address pipes freezing. Fox stated she would contact the company to investigate further.

VI. Previous business

i. SDAO Annual Conference

Fox

The Board discussed having a member attend. Bureker stated she may be able to attend and would let Fox know if it was possible.

VII. New business

i. Pay equity analysis and recommendations (ACTION)

Fox

Marsden made a motion to approve the Pay Equity analysis recommendations including making the Bilingual Outreach Specialist position the Bilingual Outreach Specialist classification Librarian I and paying the back pay to January 1, 2019 for both to Helen Alexeff and Yeli Boots. Hackett seconded. The motion carried unanimously.

ii. Reduction in hours request Assistant Director

Fox

The District Board approved the request for Assistant Director Ungar to reduce her hours from 40 hours per week to 36 hours per week. The conditions were this was a trial period of six months and if the reduction was a hardship for the Library Director or negatively impacted the function of the District, the hours would be reinstated. Fox stated she would draft a letter and have it approved by HR Answers. Sheppard requested legal council for the District Ruben Cleaveland approve the letter. Fox stated she would request approve from Cleaveland.

Sheppard also stated she would like our policy to address the request for the reduction of hours to ensure fairness for all employees. Fox stated she is in the process of revising the personnel policy and will make sure the topic is address and discussed by the board.

iii. Personnel Policy review (ACTION)

Fox

Sheppard stated there were typos in section two. Fox asked for the corrections and stated she would make sure they were fixed. Sheppard also asked why we included "An employee may request this type of agreement [non-disclosure] and, upon request, will be provided at least seven (7) days to change their mind. Fox stated she would investigate and report back to the board. Fox asked if we should wait until we receive an answer to approve. Fox stated we needed the policy updated by January 1, 2020 and we could approve it now and make

changes late. Burker made a motion to approve sections 1-3 of the Personnel Policy. Marsden seconded. The motion carried unanimously.

iv. Benches (ACTION)

Fox

Bureker made a motion to approve the expenditure \$3,996. Marsden seconded. The motion carried unanimously.

v. Revistas Magazine Renewal (Action)

Fox

Hackett made a motion to approve the Rivistas invoice for \$3550.33. Bureker seconded. The motion carried unanimously.

vi. Approval of recurring payments for 2019-20 (ACTION)

Sheppard

Marsden made a motion to approve Resolution 2019.20.05. Burker seconded. The motion carried unanimously.

vii. **2019 Property and Liability insurance invoice (ACTION)**

Fox

Sheppard asked about the large increase. Fox stated there was a rise in costs and would investigate further. Fox stated we can participate in the longevity credit program and we will receive \$546.00 in return on the premium. Fox stated SDIS would only provide earthquake coverage of the total cost of damage in the State of Oregon did not exceed 100 million.

The board chose not to add the flood or earthquake insurance at this time. Fox stated we could add either coverage at any time. Fox stated our insurance agent Jon Davies has offered to attend a board meeting to answer any question about the earth quake coverage. The board agreed to have Davies visit the next meeting to discuss the earth quake coverage and answer questions.

We also have the option of adding earthquake insurance for \$3,323 and/or flood insurance for \$1,652. I'd like to discuss this further at the meeting.

Marsden made a motion to approve the renewal and invoice \$9,669. Bureker seconded. The motion carried unanimously.

viii. **Special Districts Ethics training video**

Sheppard

The District board completed the board ethics training video.

VIII. Agenda items for next meeting

Sheppard

IX. Adjournment

Sheppard

The meeting was adjourned at 8:40pm.

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.