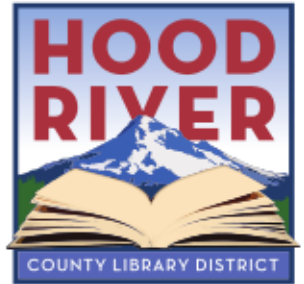


Board of Directors
Regular Meeting Agenda, Supplementary
Tuesday, September 19, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President



Present: Jean Sheppard, Megan Janik, Brian Hackett, Sara Marsden

I. Additions/deletions from the agenda (ACTION)

Sheppard

President Jean Sheppard called the meeting to order at 7:01pm. Fox requested moving the discussion on Community ID cards to after the Technology Replacement and Maintenance discussion, since Mark Thomas was present to discuss the cards. Marsden moved to approve the amended agenda. Hackett seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

i. Minutes from August 15, 2017 meeting

Hackett moved to approve the minutes of the August 15, 2017, meeting as presented. Janik seconded. The motion carried unanimously.

IV. Open forum for the general public

Sheppard

Ken Jacobs, IT support for the Library District and Mark Thomas from Providence Memorial Hospital were present.

V. Board officer elections (ACTION)

Sheppard

Hackett moved to elect Bureker as vice president of the Board of Directors for the 2017-18 fiscal year. Janik seconded. The motion carried unanimously. By statute, the Board's secretary is the Library Director. Sheppard stated the authorized people who can sign on the account are Jean Sheppard as President of the District Board, Karen Bureker as Vice President of the Board, Rachael Fox as Library Director and Arwen Ungar as Assistant Director.

VI. Technology Replacement and Maintenance Schedule

Fox and Jacob

Ken Jacobs was present to answer any questions from the Board. Fox recommend the monitors be replaced as needed, instead of including them in the 5 year replacement cycle. Hackett asked where the funds will come from, if several monitors expire. Fox stated there is currently \$2,500 unallocated in the fund to cover replacement of various items like monitors, scanners, printer and Jacobs fees. Sheppard also stated their in \$100,000 contingency funds, in case of emergency. Hackett and Sheppard both stated they liked having the monitors built into the replacement schedule to ensure their were funds available. Sheppard stated we can replace monitors as needed and reassess at a later date.

VII. Reports

i. Friends update

Fox

There was noting to add to the written report.

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

ii. Foundation update

Fox

Fox stated their was nothing to add to the written report, but later added the Foundation is working on promoting planned giving to the Foundation.

iii. August financial statements

Fox

Sheppard asked who left Onstott Broehl & Cyphers. Fox stated Brian O’Shaunnessy took a position at another organization. Hackett asked if the board will receive August and September financial statements at the next board meeting and Fox confirmed they should.

iv. Director’s report

Fox

- Fox stated, Pike Awning will replace the damaged awning on the east end of the Hood River Library building. The awning will have sheet metal covering instead of the existing extruded aluminum with powder coated finish.
- Fox estimates the Parkdale remodel will cost up to \$10,000
 - \$2,500 Paint and refinishing furniture
 - \$2,500 Carpet
 - \$440 Florescent signs, bulletin board, toys for children’s area
 - \$665 Lounge chair with tablet
 - Fox is still working on price quotes for chairs, signage building, new bookcase.

VIII.Previous business

IX. New business

i. Discussion Supplemental Budget

Sheppard

Fox stated she would like to reassess this year’s expenditures, since we recently reduced a full time position to 32 hours per week and she would like to double check her figures. Hackett expressed he thought spending funds for areas like collection and branch remodel is best instead of personnel costs which would be an ongoing cost, which would carry over to the next fiscal year. Fox will present another proposal to the Board in the next month or two.

ii. Discussion Community ID card

Sheppard

Mark Thomas from Providence Memorial Hospital explained the idea of Community ID cards. The hope is to support individuals who have difficulty obtaining photo ID, like the elderly, those experiencing homelessness, teenagers, undocumented individuals. Thomas stated he like the idea of the Library District since there are multiple locations and people trust the library. Thomas stated he will be requested Hood River County will be the entity behind the card but envisioned a Library District staff member or members would process the cards. Thomas stated all funds would be paid for through fundraising efforts, which includes a \$10 charge for the cards.

Fox stated it would be beneficial to increases services to the Latino/Hispanic residents in Hood River County. Fox also stated there are residents who fear the library because it is a government entity, it would be difficult to train all staff members to process the cards at all locations, costs would have to include administration and staff salary, she would have to confirm with District lawyer we can accept funds on behalf of another organization. Fox also had concerns this could become a political issue.

Sheppard stated the card would ideally be issued to any age resident and have benefits by local businesses. Sheppard also stated it would not be feasible for all staff to be trained, it would have to one member with set hours, and the District would have to hire an employee. Sheppard stated no funds could be spent from the District. Sheppard also state ideally it would be a county employee and the District could offer the space in the meeting room.

Hackett expressed concern this could be a political issue and wanted to make sure the library is protected.

All board members express the benefit it could provide by bringing in people to the library and we could possibly issue a library card, too.

The board agreed to consider a proposal in the future but preferred the county have an employee and the District offer a space. Sheppard agreed to attend the Hood River County Board of Commissioners meeting on Monday, October 16, and report to the board at the board meeting on Tuesday, October 17.

X. Agenda items for next meeting

Sheppard

- Presentation by Teen Services Librarian Rachel Timmons
- Auditing proposals
- Report community ID meeting with Hood River County Board of Commissioners

XI. Adjournment

Sheppard

The meeting was adjourned at 8:23pm.

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.