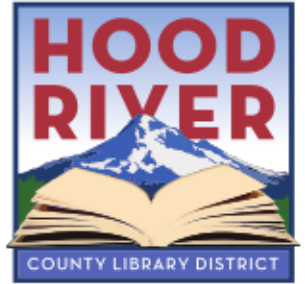


**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, February 16, 2016, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Suzanne VanOrman, President  
Minutes prepared by Library Director Buzzy Nielsen



Present: Rachael Fox (staff), Buzzy Nielsen (staff), John Schoppert, Jean Sheppard, Sara Snyder, Alexis Vaivoda, Suzanne VanOrman

**I. Additions/deletions from the agenda (ACTION)** VanOrman  
President VanOrman called the meeting to order at 7.00p. Nielsen requested to add a New Business item about an Employee Assistance Program (EAP) to discuss before the controlled substances policy. He also asked to add an item regarding library cards for the homeless and domestic violence shelter residents. Snyder moved to approve the agenda as presented. Vaivoda seconded. The motion carried unanimously.

**II. Actual or potential conflicts of interest** VanOrman  
None stated.

**III. Consent agenda (ACTION)** VanOrman  
**i. Minutes of January 19 meeting**  
**ii. 2016 property and liability bill**  
**iii. Legal updates to sick leave, pay transparency, and trial period policies**  
Nielsen noted that District legal counsel Jeff Baker had no suggested edits to the Personnel Policies revisions. Schoppert moved to adopt the consent agenda as presented. Snyder seconded. The motion carried unanimously.

**IV. Open forum for the general public** VanOrman  
No public present.

**V. Reports**  
**i. Friends update** VanOrman  
There were no additional updates to the written report in the meeting packet.

**ii. Foundation update** Snyder  
There were no additional updates to the written report in the meeting packet.

**iii. December and January financial statements** Nielsen  
The Board reviewed the December 2015 and January 2016 financial statements. There were no questions. Nielsen noted that he met with Tara Kamp of Pauly Rogers and Co., the District's auditors. They discussed the pros and cons of cash versus accrual basis budgeting. The District currently uses cash basis budgeting. Nielsen wanted to discuss this as currently revenues and expenditures are not

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recorded to the fiscal year in which they occur. However, accrual basis would require more work on the Director and accountants' side. Both cash and accrual basis are legitimate accounting methods. The Board felt it would be better to stick with cash basis accounting.

#### **iv. Director's report**

Nielsen

In addition to his written report, Nielsen noted the following:

- Saturday, February 13, was the first day of the Library Express (LEX) Bus to Odell. Unfortunately, there were no participants, but staff have ideas to promote the program more.
- The District is involved with a grant being written by the Four Rivers Early Learning Hub (which covers Hood River County) to expand preschool access in Odell and Cascade Locks. If Four Rivers receives the grant, the District would increase the time of some of the children's staff to help with the project. These costs would be covered by the grant.
- Some library staff are involved with a group informally known as the Gorge Coalition on Aging to plan a Gorge-wide discussing of aging. They hope to distribute free copies of *Being Mortal: Medicine and What Matters in the End* by Atul Gawande. The District's involvement is connected to its Grave Matters program on death and dying.
- Thanks to donations from the Richard and Kathleen Nichols Fund of the Gorge Community Foundation and the Friends of the Library, the Hood River Library children's area now has a movie theater setup and sound system in the Storybook Theatre. Staff hope to use this for a variety of programs throughout the year.
- Snyder asked about what the status is for the District getting its own courier vehicle. Nielsen stated that it's not one of his top priorities right now due to the strategic plan, technology plan, and Cascade Locks move. However, he still intends to get a courier vehicle, hopefully through a grant. Currently, the District pays mileage to its volunteer courier driver. This system works. The District's current policies adequately address use of personal vehicles for District business.

### **VI. Previous business**

#### **i. Strategic plan update**

Nielsen

Nielsen distributed some preliminary information that consultant Penny Hummel received from the six focus groups she conducted for the 2016-21 strategic plan. In general, people are happy with the District. They identified opportunities in expanded accessibility at Hood River Library, reaching out to seniors and Spanish speakers, keeping up with technology, and increasing awareness of the library's services. The Board discussed accessibility issues at Hood River Library. Senior and disabled patrons find it difficult because they sometimes have to walk a long way to a parking pay station. The incline on State Street often makes opening their car doors challenging, too. The Board is unsure how these problems can be addressed but hopes to get help from the City about it.

### **VII. New business**

#### **i. SDAO conference report**

Nielsen/Schoppert

Nielsen reported about his experiences at the Special Districts Association of Oregon (SDAO) conference in the meeting notes. Schoppert also attended and was impressed by the conference, SDAO staff, and more. He learned many things about government ethics, personnel management, and the importance of documenting incidents. He said that the networking opportunities were excellent.

**ii. Oregon ethics law training**

Nielsen

The Board watched a twenty-minute training on Oregon government ethics laws. The training was designed by SDAO and loaded onto an online training platform called SafePersonnel, which the District uses to help train employees on a variety of topics such as safety, anti-discrimination, and more. The Board watched the training in its entirety and completed the quiz. The training was a part of SDAO's insurance best practices, and completing it gives the District a two percent discount on its property and liability insurance.

**iii. Ethics revisions to Governance and Personnel Policies (ACTION)**

Nielsen

The Board discussed revisions to the Board Governance and Personnel Policies to revise and add ethics provisions. Nielsen distributed recommendations from the District legal counsel Baker to both the Governance and Personnel policies. His comments were mainly minor wording changes. The Board reviewed them. For the Board Governance Policy, Snyder suggested removing "official compensation" as something Board members could receive as compensation, even though it's legal to do so. Since the creation of the District, the Board has considered their job to be a volunteer one and have eschewed anything other than reasonable reimbursement. The rest of the Board agreed. Snyder moved to pass Resolution 2015-16.09, adding ethics provisions to the Board Governance Policy including Baker's edits and removing official compensation from the draft. Sheppard seconded. The motion carried unanimously. Snyder moved to approve new ethics provisions to the Personnel Policies, including Baker's suggestions. Sheppard seconded. The motion carried unanimously.

**iv. 2016-17 budget**

Nielsen

The Board reviewed the budget calendar and had no suggested changes. They also discussed potential new Budget Committee members, with Nate DeVol not renewing his position. VanOrman suggested current Friends co-president Buck Parker. Nielsen will ask him.

Nielsen asked the Board if they had particular areas on which they'd like him to focus on the budget. He will watch what happens with the minimum wage and plans to budget to replace the aging Oak Street sidewalk. Snyder suggested budget extra for facilities and continuing the focus on collections. The upcoming strategic plan also likely will determine some budget priorities.

**v. Employee Assistance Program**

Nielsen

Nielsen asked the Board if they were interested in offering an Employee Assistance Program, where employees could have a limited number of mental health and other clinical visits. It would cost between \$1,200-1,500 per year, if offered to all employees. Many Board members commented that such programs are used infrequently. This may especially be the case given that an increasing number of the employees have benefits through the District. Nielsen will inquire if the staff would use such a service.

**vi. Update to controlled substances policy (ACTION)**

Nielsen

The Board considered an updated version of the controlled substances policy in the Personnel Policies. Nielsen distributed comments by the District's legal counsel. He only had a few grammatical suggestions. Sheppard moved to approve the Controlled Substances portion of the Personnel Policies as amended by District legal counsel. Snyder seconded. The motion carried unanimously.

**vii. Cards for homeless/domestic violence shelter**

Nielsen

The library has several homeless patrons and patrons who live in the domestic violence shelter. Currently, these patrons aren't allowed to get library cards because either a) they can't verify an address or 2) residents of temporary shelters have historically lost several thousand dollars of materials. Nonetheless, these populations are very at-risk, and staff would like to find ways to serve them in a way that minimizes loss. Several other libraries have cards for homeless patrons and people in temporary situations. Nielsen asked if the Board was willing to have such a card. The Board expressed interest and is willing to do a six-month pilot program. Nielsen will bring a revision to the Library Card Policy with this new card type.

**VIII. Agenda items for next meeting**

VanOrman

- Strategic planning update
- Final budget committee and calendar approval
- Cascade Locks lease agreement for new facility
- Reviewing library Director evaluation questions
- Renewing Hood River Library janitorial contract
- Update to Library Card Policy allowing homeless/temporary shelter cards

**IX. Adjournment**

VanOrman

The meeting adjourned at 8.16p.