

**Board of Directors
Regular Meeting Minutes**

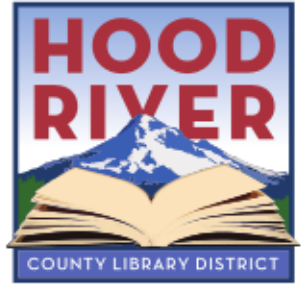
Tuesday, May 17, 2016, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President

Notes prepared by Buzzy Nielsen



Present: Rachael Fox (staff), Penny Hummel (consultant), Buzzy Nielsen (staff), John Schoppert, Sara Snyder, Alexis Vaivoda, Suzanne VanOrman

I. Additions/deletions from the agenda (ACTION)

VanOrman

President VanOrman called the meeting to order at 7.00p. Vaivoda moved to approve the agenda as presented. Snyder seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

VanOrman

None stated.

III. Consent agenda (ACTION)

VanOrman

- i. Minutes from April 19, 2016, meeting
- ii. Minutes from May 10, 2016, Budget Committee meeting
- iii. Invoice for HVAC repair
- iv. IGA with Sage/BCLD for Systems Librarian

Snyder moved to approve the consent agenda as presented. Schoppert seconded. The motion carried unanimously.

IV. Open forum for the general public

VanOrman

No public present.

V. 2016-21 strategic plan (ACTION)

Hummel

Consultant Penny Hummel was on hand to discuss the final changes to the Strategic Goals 2016-21.

Changes included the following:

- In goal 2 (expand services to teens and tweens), a bullet point was added to “Improve outreach to teens”.
- In goal 3 (expand outreach activities to continue to grow the library’s active users), the bullet point on outreach activities was revised to “reach out to vulnerable populations (including the homebound and homeless) through ongoing staff outreach”.
- In goal 5 (reach out to vulnerable populations [including the homebound and homeless] through ongoing staff outreach), a bullet point was added to “continue to strengthen ongoing partnerships with other service providers, businesses, nonprofits, and educational institutions”.

Hummel mentioned the implementation plan that she helped draft with the staff. The Board are on point for the following items:

- Effectively communicate the value of the library district and develop a plan for long term

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- funding sustainability.
- Ensure that the Friends of the Library and the Library Foundation continue to thrive as library support organizations.
- Explore options for maximizing the library's open hours.

Snyder moved to approve the final presented version of the Strategic Goals, 2016-21. Vaivoda seconded. The motion carried unanimously.

VI. Reports

i. Friends update

VanOrman

In addition to the written report, VanOrman noted that the Friends made \$1,262 on the book sale in May, \$140 of which was in memberships. The list of members is large, although not as big as it was several years ago. The Friends have their annual summer potluck on Tuesday, August 9.

ii. Foundation update

Snyder

In addition to the written report, Nielsen noted that the Foundation recently distributed an email about their opportunity to increase donations to their endowment in the Gorge Community Foundation thanks to a matching program. Their next meeting is on May 18. VanOrman will try to attend. The Board went to the children's library in Hood River Library to see the new paint that was done thanks to the Feast of Words fundraiser. Nielsen is working on spending additional funds on the Gardens, which were raised during the 2015 Feast of Words.

iii. April financial statements

Nielsen

The April financial statements were not available at the meeting.

iv. Director's report

Nielsen

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

- Several other businesses' electricity meters are on the side of the Hood River Library property. Nielsen is working to ensure they're protected, as apparently one was damaged last year.
- VanOrman will attend the Hood River City Council meeting on May 23 to argue for a waiver for the District to pay for the sidewalk assessment as part of the State Street urban renewal project.
- Nielsen plans to bid out for replacing the Oak Street sidewalk soon. The work won't happen until the fall, after tourist season ends.
- Fox recently has been focused on outreach to seniors. She reported that twice a month she visits the Hood River Valley Adult Center, Providence Down Manor, Dethman Manor, Hawk's Ridge, Parkhurst, and Brookside. She still is working on contacting the Hood River Care Center. In the fall, the District's volunteer courier will be more involved in helping deliver materials. Providence mentioned that they'd help with delivery of materials as well. The goal is to eventually reach homebound people as well.
- Cataloging Specialist Anna Lim will go on a yearlong leave of absence in August to pursue a postdoctoral opportunity as part of her studies as a Ph.D. in anthropology.
- Harley Judd will be leaving the District to pursue other opportunities in Portland in August.
- Hillary Steighner we be returning to the District as a substitute Public Service Clerk.

VII. Previous business

i. Director search

Nielsen

Nielsen reported that he had already received three applications for the Library Director position. The hiring committee will include Fox, Sheppard, Schoppert, Nielsen, another staff member, a member of the Friends, and a member of the Foundation. The committee will review applications that meet the minimum requirements. They'll choose 5-7 to do a first round interview with (likely via Skype). Then, 2-3 will be chosen for final round in-person interviews. That process will involve an interview with the Board, meetings with staff, a tour of the community, and a public presentation and meet & greet. Board members expressed that it would be nice to hold the final event someplace like Full Sail. Board members agreed to pay the travel expenses for the finalist candidates. Nielsen will try to get donations for hotel rooms. Board member expressed interest in having some sort of evidence of written communication skills, perhaps something that the final candidates write before they visit.

VIII. New business

i. 2016-17 salary schedule (ACTION)

Nielsen

Snyder moved to approve the 2016-17 salary schedule as presented. Schoppert seconded. The motion carried unanimously.

ii. Fifth birthday party and going-away event for Nielsen

VanOrman

Nielsen discussed having a fifth birthday party for the District on Friday, July 1, 5-7p (First Friday). Board members suggested having a pirate party, as used to be done at the end of the Summer Reading Program. There will be cake, ice cream, and a costume contest. Board members would like to invite former State Librarian Jim Schepcke, current State Librarian MaryKay Dahlgreen, the County Commissioners, and former District Board members. Board members also agreed that they'd like to have a going away party for Nielsen. Fox and Operations Assistant Joanne Gibeaut will coordinate it.

IX. Agenda items for next meeting

VanOrman

- 2016-17 budget approval
- Approval of recurring payments for 2016-17
- Cascade Locks Library lease agreement with City.
- Cascade Locks Library lease agreement with School District
- Discussion of 2015-16 President and Vice-President positions
- Discussion of 2015-16 regular meeting time
- Contract extension for Nielsen
- Director search update
- Technology plan

X. Adjournment

VanOrman

The meeting adjourned at 8.22p.