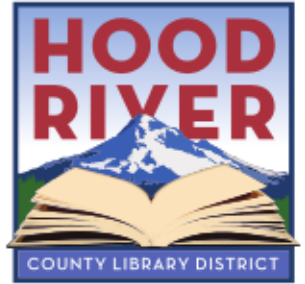


**Board of Directors**  
**Regular Meeting Agenda**  
Tuesday, November 17, 2015, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Suzanne VanOrman, President



<b>I. Additions/deletions from the agenda (ACTION)</b>	VanOrman
<b>II. Conflicts or potential conflicts of interest</b>	VanOrman
<b>III. Approval of minutes from October 20, 2015, meeting (ACTION)</b>	VanOrman
<b>IV. Open forum for the general public</b>	VanOrman
<b>V. Reports</b>	
i. Friends update	VanOrman
ii. Foundation update	Snyder
iii. October financial statements	Nielsen
iv. Director's report	Nielsen
<b>VI. Previous business</b>	
<b>VII. New business</b>	
i. Strategic planning consultant (ACTION)	Nielsen
ii. Sidewalks	Nielsen
iii. Medical insurance renewal (ACTION)	Nielsen
<b>VIII. Agenda items for next meeting</b>	VanOrman
<b>IX. Adjournment</b>	VanOrman

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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 9.00p 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.

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**Board of Directors**  
**Regular Meeting Agenda, Supplementary Info**

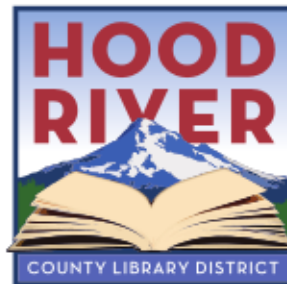
Tuesday, November 17, 2015, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President

Notes prepared by Library Director Buzzy Nielsen



**I. Additions/deletions from the agenda (ACTION)**

VanOrman

**II. Conflicts or potential conflicts of interest**

VanOrman

**III. Approval of minutes from October 20, 2015, meeting (ACTION)**

VanOrman

*Attachments:*

- III. Minutes of October 20, 2015, meeting

**IV. Open forum for the general public**

VanOrman

**V. Reports**

**i. Friends update**

VanOrman

At their November meeting, the Friends of the Library passed their 2015-16 budget, which included \$5,000 toward District projects. Nearly \$3,000 has already been spent on people counters, which arrived recently. I hope to have them out by the beginning of January. The Friends also have about \$630 from the Plays for Nonprofits production of *Inherit the Wind/The Night Thoreau Spent in Jail*. It was proposed that this money be used to help bolster the adult nonfiction collection, which Nielsen will discuss with the Friends. The Friends holiday potluck will be on Tuesday, December 8, 6.00-8.00p at the Hood River Valley Adult Center. Board members are invited and encouraged to attend!

**ii. Foundation update**

Snyder

The Foundation is finalizing the strategic plan that Barbara Briggs assisted them with last month. They also are preparing to send out their end-of-the-year request for donations. Like the Friends, the Foundation takes the December meeting off, although many attend the Friends holiday potluck.

**iii. October financial statements**

Nielsen

The October financial statements were unavailable at the time the meeting packet was distributed.

**iv. Director's report**

Nielsen

*Attachments:*

- V.iv.a. October 2015 statistics
- V.iv.b. October 2015 programs (children's programming info from October not yet available)

*Facilities*

- Fire alarm installation continues at Hood River Library, so if you see holes and wires in places, that likely is why. It should be done within the next two weeks or so.
- Work also continues on the upstairs circulation area at Hood River Library. On November 9, holes were drilled into the concrete floors for electrical outlets. The outlets themselves are

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being installed on November 11. I'm working on new selfcheck and catalog stations. Rolling shelves and shelf backs are on order. The rolling shelves will be used to store new movies. We will have a ribbon cutting once the section is completely done.

- Volunteers from the Jehovah's Witnesses kindly re-graded the pavers under the trees on the Oak Street sidewalk, in front steps from the Gardens.
- Parkdale Library was closed October 24-27 due to flooding. Sometime between the afternoon of October 23 and the morning of October 24, a toilet clogged. The toilet was faulty and continued to run, ejecting about 0.5-1" of water onto the entire bottom floor of the Parkdale Community Center, including the multipurpose room, gym, kitchen, and library. ServPro was called out by the owners of the center to clean up. The damage to the library appears minimal. There was no damage to the collection, technology, or furniture, although there is evidence of staining on the carpets and walls.
- There is a cracked window in the Columbia Room at Hood River Library. The damage appears to have been caused initially by a rock or other blunt object. We are trying to identify a contractor to replace the window, as we may have to go out of the area to do so. The original window contractors for the building expansion went out of business.
- The Friends have suggested that installing railing along the walkway from the Oak Street to the Hood River Library. The Safety Committee and I are looking into this.
- Hood River County soon will have contractors out to fix the wall of the Stoltz property. The wall is being pushed up by a maple tree on the southwest side of the Gardens. The fix should last for about a decade, precluding the need for further maintenance. Maintenance of the wall was one of the conditions when the Stoltz's donated the land in 2000 that became part of the Georgiana Smith Memorial Gardens.

#### *Grants/donations*

- We received \$1,000 from the Hood River Cultural Trust to digitize the *Cascade Locks/Bonneville Dam Chronicle*. This paper ran from 1934-1939 and documented the construction and first operational years of the dam. It also acted as a community newspaper for Cascade Locks, North Bonneville, and Stevenson. We need about \$1,000 more to complete the project.
- Unsolicited, we received an \$830 donation from the Richard and Kathleen Nichols fund of Gorge Community Foundation. The money will be used to support a holiday puppet show at the Hood River and Cascade Locks Libraries.

#### *Programs and services*

- As I reported previously, Libraries of Eastern Oregon received a large grant from ArtPlace America to bring more art into libraries. We already are seeing the fruits of this, with programming such as the recent writing workshop coming to our library.
- Thanks to the Friends of the Library, we have received people counters! I will have them up and running by January.
- The library seeks new volunteers. If you know anyone who would be interested in helping us shelve returned materials, we'd appreciate it. Please direct any interested people to Joanne, [joanne@hoodriverlibrary.org](mailto:joanne@hoodriverlibrary.org), 541-387-7067.

#### *Other*

- Libraries of Eastern Oregon (LEO) Executive Director Lyn Craig has resigned for personal reasons. LEO is a cooperative of libraries that helps its members get grants, programs, and

electronic resources such as Library2Go and Ancestry. The LEO board, of which I'm a part, currently is seeking a replacement, likely a contacted position. This resignation comes at a difficult time, given that the ArtPlace America grant project started recently. Nonetheless, the Board is moving forward with the project.

## **VI. Previous business**

### **VII. New business**

#### **i. Strategic planning consultant (ACTION)**

Nielsen

Strategic planning proposals will be emailed to you separately over the weekend.

Proposals to assist the District in its 2016-21 strategic planning process were due on Friday, November 13. In the request for bids, I said the following.

Hood River County Library District (HRCLD) seeks a qualified, experienced facilitator to help lead creation of its 2016-2021 strategic plan. The ideal candidate will facilitate a series of meetings, distilling themes and priorities from each, and will be instrumental in shaping the final document. The plan will address the implications of the proposed priorities and goals for library services, collections, technology, staffing, facilities, and service models. The purpose of the strategic plan is to position the HRCLD to identify and respond to the needs and interests of its community, to engage library patrons, staff, board, and volunteers in the planning process, and to raise awareness of existing and potential library services and resources. The strategic planning process will coincide with creating a technology plan, which will be done by staff.

...

HRCLD seeks a professional facilitator to:

- Oversee the strategic planning process.
- Guide all stages of the strategic planning process, including meetings with stakeholders, library staff, Board of Directors, and community members.
- Assist in identifying service priorities, goals, objectives, and activities to meet community needs for the next five years.
- Identify gaps between current library operations, resources, facilities, and staffing and the above priorities, goals, objectives, and activities.
- Write and present the strategic plan that will be finalized by staff.

I advertised in the local newspapers and also sent the request to the statewide library listserv. I also sent it to four specific consultants: Barbara Briggs of Hood River, Penny Hummel of Portland, Ruth Metz of Hood River, and Jen Rusk of Bend. The District and Library Foundation have worked with Briggs before. Hummel and Metz are both respected library consultants based out of Oregon. Rusk was recommended by the Deschutes Public Library, which recently went through a strategic planning process. The Board will select a consultant at this meeting.

#### **ii. Sidewalks**

Nielsen

The recent State Street urban renewal project in front of Hood River Library was challenging. Communication on the front end of the project was weak, and even during the project it posed some difficulty. The District, for instance, was consulted minimally about business impact of the project

before the project began, although the crews were quite helpful during the project.

I was aware from the beginning that we would be assessed for our sidewalks, even though the County owns the property. The District agreed to this knowing that the County would be transferring ownership of the property. The last estimate I received for the cost of our new sidewalks was \$13,000-14,000.

We still have not been billed for the sidewalks. Apparently, this urban renewal project has not followed typical procedures for such a project. Generally, sidewalks assessments occur through creation of a Local Improvement District (LID). That LID covers whatever properties will have sidewalk assessments. LIDs typically are created before the project begins. Potential In our cases, the City of Hood River is creating the LID after the fact.

There are some concerns with the project. As many of you have noted, the sidewalk quality is poor. I brought this issue up with City Manager Steve Wheeler recently, and he is having his staff look into the issue. The communication before and after the project has been poor; the information that I have was sought out deliberately, not volunteered. I also noted to Wheeler that the Library District and County already have contributed to the urban renewal project through loss of our tax increment. While he's sympathetic to this argument, the City has not traditionally waived government agencies' sidewalk costs for that reason.

There is a possibility that some property owners may remonstrate the LID. This is a formal appeal by a property owner to the creation of the District. If 40% or more of the property value of the LID remonstrates, it may stymie the City from creating it. other property owners are considering this given the nature of the project.

I wish for the Board to discuss this issue, as it will arise soon. While I do have some quality concern about the sidewalk, I understand the need for the urban renewal project, especially regarding the utilities. our good relationship with the City of Hood River is important, but remonstrating from the District may be something the Board chooses to do in recognition of our own taxpayers. I would appreciate the Board's direction on this issue.

### **iii. Medical insurance renewal (ACTION)**

Nielsen

*Attachments:*

- VII.iii. Employee Health Care Benefits Policy

It's time to renew our health insurance. We currently use PacificSource. Staff are happy with the company, and we've had no major problems. our Health insurance agent, BCI Group, got quotes from other insurers, including Special Districts Association of Oregon. PacificSource appears to still be our best option; SDAO continues to not be an attractive option as they price based on the characteristics of their whole group without considering the characteristics of the subgroups. I recommend that we continue with PacificSource. The current plan we have is not Affordable Care Act-compliant because the Obama Administration continues delaying when small groups such as ours need compliant plans. However, per our benefits consultants, BCI Group, our current plan has benefits that somewhat comparable ACA-compliant plans do not:

- Lower deductible
- Lower copay for specialists
- Higher percentage of certain procedures covered.

The main things that an ACA-compliant plan offers that ours does not is no lifetime cap on costs, pediatric dental, and full coverage of all procedures considered preventative. Our current plan currently already covers fully most preventative/wellness procedures including vaccines, well baby care, and a biannual physical for adults.

Here's a breakdown of the difference in costs between this year and next.

	<b>2015</b>	<b>2016</b>	<b>% increase</b>
Employee only	\$363.71	\$401.26	10.3%
Employee & spouse	\$836.55	\$922.92	10.3%
Employee & children	\$669.22	\$738.33	10.3%
Employee & family	\$1,062.04	\$1,171.70	10.3%

As you can see, there is a 10.3% increase for next year, which isn't great but also not terrible compared to other groups. Per the Employee Health Care Benefits Policy, the District contributes \$1,000 toward the cost of employees' monthly health insurance. Per the last meeting, we also are now adding a Flexible Savings Account. our health insurance with PacificSource includes medical, mental health, alternative care, vision, and pharmacy coverage. I can send you benefit summaries, if you would like.

Dental costs remain the same. our dental insurance is through Guardian Insurance. Costs are as follows:

	<b>2016</b>
Employee only	\$48.45
Employee & spouse	\$96.14
Employee & children	\$130.19
Employee & family	\$178.09

I recommend that we continue with PacificSource and Guardian as our health insurance providers.

**VIII. Agenda items for next meeting**

VanOrman

- Board Governance Policy revisions
- 2014-15 audit presentation
- IGA for Cascade Locks Library move

**IX. Adjournment**

VanOrman

**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, October 20, 2015, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Suzanne VanOrman, President  
Minutes prepared by Library Director Buzzy Nielsen



Present: Buzzy Nielsen (staff), Sarah Samuels (staff), John Schoppert, Jean Sheppard, Janene Summerfield (Foundation), Alexis Vaivoda, Suzanne VanOrman (by phone)

**I. Additions/deletions from the agenda (ACTION)** VanOrman  
Vice-President Vaivoda called meeting to order at 7.00p. VanOrman moved to approve the agenda as presented. Schoppert seconded. The motion carried unanimously.

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

**III. Approval of minutes from September 15, 2015, meeting (ACTION)** VanOrman  
Schoppert moved to approve the September 15, 2015, minutes as presented. Sheppard seconded. The motion carried unanimously.

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

**V. Presentation by Cataloging Specialist** Samuels  
Cataloging Specialist Sarah Samuels presented about her position. She walked through how new items get added to the catalog, how they're processed, and how they're made accessible to the public. She also discussed how challenging it can be to decide which collection or area of a collection an item might go in to help patrons find it easiest.

**VI. Reports**  
**i. Friends update** VanOrman  
In addition to the written report, VanOrman noted that the Friends recently transferred \$1,300 in funds to the Library District for audiobooks. A subcommittee of the Friends also is working on their 2015-16 budget. The Friends' fiscal year goes from September through August.

**ii. Foundation update** Summerfield  
In addition to the written report, Summerfield noted that the Foundation had a strategic planning session on Saturday, October 17, with facilitator Barbara Briggs. They're working on a 3-5 year plan which they used the session to update. The current plan expired in 2014. The Foundation received a lot of good feedback on the Gardens from their celebration event. Membership renewal letters recently were mailed.

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### **iii. September financial statements**

Nielsen

The September 2015 financial statements were distributed at the meeting. The Board reviewed them and had no questions.

Based on the amount of taxes imposed by the County, current year taxes to be received are estimated at \$776,134, about \$12,000 higher than budgeted when considering uncollectible taxes. The budgeted amount is based on the assessed value of property in the district given to us by the county in January, hence the discrepancy.

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

Nielsen

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

- The Hood River Library is one of the locations on a list for the Hood River Fire Department to distribute AEDs.
- Fire alarm installation at Hood River Library has begun. It should take 4-5 weeks.
- The updated area around the Hood River Library circulation desk is coming around nicely. Electrical outlets still need to be put into the floors.
- Nielsen will check on whether the Board needs to complete annual forms with the Oregon Government Ethics Commission (OGEC).

## **VII. Previous business**

There was no previous business

## **VIII. New business**

### **i. SDAO public meetings and records checklist**

Nielsen

The Board reviewed Special District Association of Oregon's (SDAO) public meetings and records checklist. The following items were noted as a result of the review.

- Copies of the OGEC's Guide for Public Officials needs to be distributed.
- The Board may not hold meetings at the Parkdale Library/Community Center because the building is not ADA accessible. Other locations in Parkdale, such as the fire hall or school, are options.
- There needs to be a statement on the agenda that interpreters for the hearing impaired are available upon request.
- The District may need a form for public records requests.

Nielsen will follow up on all of these requests.

### **ii. Personnel Policy revisions (ACTION)**

Nielsen

Revisions to the Personnel Policies were proposed to clarify that sick leave can be used for domestic violence issues, to broaden language about family members, and update wording on family medical leave. These changes were made due to recent state laws. Sheppard moved to approve the Personnel Policy revisions as amended and attached. Schoppert seconded. The motion carried unanimously.

### **iii. New shelving (ACTION)**

Nielsen

Nielsen presented a proposal to purchase more shelving for the newly-redesigned circulation area at Hood River Library. The shelving would put backings on the pre-existing shelves and add rollout shelves for new movies. Sheppard moved to approve up to \$4,500 for purchase of shelving from



Spacesaver Specialists for the new items section. Schoppert seconded. The motion carried unanimously.

**iv. 2016-17 personnel costs**

Nielsen

The Board discussed the implications of possible salary changes presented by Nielsen. They felt that it was not appropriate to consider increasing the distance between the steps within a classification given potential increases to the minimum wage and increases to the minimum salaries for exempt employees. Regarding the Assistant Director position, the Board felt that the salary of the current person in the position should be increased to account for the potential new minimum threshold for exempt positions but that the entire salary scale for that position shouldn't be increased unless necessary. Snyder noted that the minimum wage increase under proposed legislation would likely be to \$13.50 over a period of five years, which would give the District more time to implement the change.

VanOrman left the meeting at 8.01p, after this line item was discussed.

**v. Draft Cascade Locks IGA**

Nielsen

The Board discussed the draft lease agreement with Hood River County School District to move the Cascade Locks Library into two adjoining classrooms in the Cascade Locks School. The Board felt the agreement looked reasonable. Nielsen will review it in more detail and have legal counsel review it as well. This agreement is similar to the one the school district has with the county health department.

**vi. Flexible Savings Accounts for employees (ACTION)**

Nielsen

Nielsen proposed to add health and dependent care Flexible Savings Accounts to the benefits offered to employees who are scheduled regularly for 20 hours per week or more. Sheppard moved to offer Flexible Savings Accounts to employees. Schoppert seconded. The motion carried unanimously.

**IX. Executive session: Hood River property**

VanOrman

Vaivoda moved the Board into executive session at 8.11p per ORS 192.660 to discuss the Hood River property. The Board left executive session at 8.25p.

**X. Agenda items for next meeting**

VanOrman

- Strategic planning consulting bids
- Revisions to Board Governance Policy

**XI. Adjournment**

VanOrman

The meeting adjourned at 8.26p.





















## Program statistics, October (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Book Club: <i>The Goldfinch</i>		HR Library	Oct 1	8
Odell Book Mobile/Library @ Zumba	Hood River Providence Hospital St. Francis House	Odell	Oct 1,5,8,12,15,19,22	245
<i>Disleksia: The movie</i>	Columbia Gorge Dyslexia Fund Columbia Gorge Chapter of Decoding Dyslexia	HR Library	Oct 3	35
Celebration of revitalizing the Gardens	Foundation	HR Library	Oct 10	40
ATOD Meeting	Hood River Prevention Coalition	Hood River	Oct 21	10
Grave Matters: Death Cafe		HR Library	Oct 11	20
Advocate for your dyslexic child	Columbia Gorge Dyslexia Fund Columbia Gorge Chapter of Decoding Dyslexia	HR Library	Oct 17	25
<b>Adult total</b>				<b>383</b>
<i>KIDS PROGRAMS</i>				
Outreach storytime: Mid-Valley Kindergarten	Mid-Valley Elementary School	Odell	Oct 5,12	40
Outreach storytime: Learning Farm Preschool	Learning Farm Preschool	Hood River	Oct 6,13,20	64
La Hora Infantil radio show	Radio Tierra	The Gorge	Oct 7,14,21	1,000
<b>Kids total</b>				<b>1,104</b>
<i>TEEN PROGRAMS</i>				
Wy'east Parent Open House	Wy'east Middle School	Odell	Oct 1	100
HRVHS Girls Group Meeting	Hood River Valley High School	Hood River	Oct 07	20
Library FIFA world cup game nights		PK Library	Oct 7,14,21	22
Teen Read Week		HR Library	Oct 24-31	18
Minecraft server				124
<b>Teen total</b>				<b>284</b>

# Employee Health Care Benefits Policy



In an effort to ensure a healthy, productive, and talented workforce, the Hood River County Library District provides health care benefits to eligible employees. This policy establishes those benefits, how they are selected, and what types of health care benefits are provided by the District.

## Eligibility

Any regular employee who is scheduled in any capacity at any site to work for the District at least twenty hours per week is deemed to be eligible for health care benefits as defined in this policy. Health care benefits shall be available two months after an employee's start date.

## Health Care Benefits

The District shall contribute to the cost of health care benefits for qualifying employees. Currently, the District's contribution for qualifying employees shall be up to a cap of \$1,000 per month. In future years, the amount of the District's monthly contribution may be set by resolution of the Board of Directors. The amount of the monthly cap paid for each employee is based on a forty-hour work week, and it will be reduced proportionally for employees who work fewer than forty hours per week. The District shall make available the option of purchasing benefits for spouses, children, same-sex domestic partners, or opposite-sex domestic partners (with a signed affidavit supplied by the District or benefits provider) of qualifying employees and the District will contribute to the cost of such spousal or family insurance coverage up to the amount of the current monthly cap. Employees shall not be compensated for any amount under the monthly cap not being spent, except as provided below in "In-Lieu Health Care Benefits".

The health care benefits provider shall be selected by the employees, with guidance and limitations established by the Board of Directors, and may include medical, vision, dental, and mental health coverage. If given the option by the benefits provider(s), employees may elect whether or not to participate in the different types of insurance, thereby electing how they would like to spend their District-provided monthly health care benefits cap.

## In-Lieu Health Care Benefits

Employees may waive medical insurance coverage by providing proof of coverage that meets minimum value standards under another employer-sponsored medical insurance plan. The employees who waive District coverage shall become eligible for the District's HRA VEBA medical expense plan. For employees participating in the HRA VEBA plan, the District shall contribute a monthly amount equal to one-half of what the District would normally pay for a single individual to enroll in the medical portion of the District's insurance plan, not to exceed the equivalent of half of the monthly health care benefits cap. This contribution shall be prorated based on a forty-hour work week. Each eligible employee must submit a completed and signed enrollment form to participate in the HRA VEBA plan.

## Other Considerations

Some provisions of the health care benefits provided by the District are affected by the Personnel Policies, particularly those pertaining to benefits and leave. Employees are encouraged to read carefully those policies as well. In addition, the District's health care benefits providers may place their own limits and conditions on employee eligibility and benefits, so these restrictions, if any, must be considered as well.

Adopted by the Board of Directors, January 17, 2012  
Last revised, November 18, 2014

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