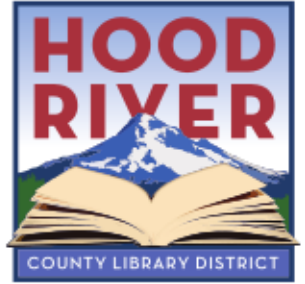


**Board of Directors**  
**Special Meeting Minutes**  
Tuesday, June 19, 2018, 5.00-6.30p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard, President



Present: Rachael Fox (staff), Jean Sheppard, Brian Hackett, Karen Bureker, Megan Janik, Sara Marsden, Arwen Ungar (Staff), Rob Mills (Special Districts Consulting Services)

**I. Additions/deletions from the agenda (ACTION)** Sheppard  
Bureker moved to approve the agenda as presented. Marsden seconded. The motion passed unanimously.

**II. Conflicts or potential conflicts of interest** Sheppard  
There were none stated.

**III. Open forum for the general public** Sheppard  
There were none present.

**IV. Board Practice Assessment by Special Districts Association of Oregon** Mills  
Attachment:  
• IV.i. Planning Session Grid  
• IV.ii. Planning Session Recommendations

Rob Mills guided the board through discussing six areas. The assessment and notes from presenter are attached.

**V. Adjournment** Sheppard  
The meeting was adjourned at 6:26pm.

502 State Street  
Hood River - OR 97031  
**541 386 2535**

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

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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.



**SPECIAL DISTRICT BOARD PRACTICES ASSESSMENT**

**HOOD RIVER COUNTY LIBRARY DISTRICT**

**June 19, 2018**

**Board: Karen Bureker; Brian Hackett; Megan Janik; Sara Marsden; Jean Sheppard; Director: Rachael Fox; Assistant: Arwen Unger**

| KEY PERFORMANCE AREAS                      | RATING |         |        | ASSESSMENT   |
|--|--------|---------|--------|--|
|  | Good   | Caution | Danger |  |
| <b>Board Duties and Responsibilities</b>   |        |         |        |  |
| Adherence to standards of good stewardship |        |         |        | Board members report there is not much public scrutiny of their stewardship but they are “very cognizant” of their responsibilities and do a “good job” of adhering to their strategic plan and are “deliberate about allocating resources”. Informal feedback from program participants indicates the library is fulfilling its expected role in the community. |
| Demonstration of good governance practices |        |         |        | The Board “follows the rules” of good governance established by the former director. Board members enjoy good working relationships with one another and the director who is credited with preparing well-organized meetings – materials delivered in advance, action items and timelines clearly defined, etc.  |
| <b>Operational Compliance</b>              |        |         |        |  |
|  |        |         |        |  |

|  |  |  |  |   |
|--|--|--|--|---|
| Overall regulatory compliance          |  |  |  | According to Board members, there are “not too many” regulatory requirements to deal with and they rarely have a need to “get down into the weeds” of specific regulatory issues. The Board has confidence that routine requirements in the areas of budgeting and contracting are taken care of by the director with guidance if needed from legal counsel and SDAO. |
| Timeliness of compliance reporting     |  |  |  | The Board reports there are no specific compliance reporting issues. Issues involving inappropriate behavior and trespassing on library property have been carefully addressed with policies that protect the premises and preserve the rights of all members of the public.  |
| Potential compliance challenges        |  |  |  |   |
| <b>Budget and Finance</b>              |  |  |  |   |
| Consistency in budgeting to meet needs |  |  |  | Standard protocols for special district budgeting are followed with draft reviews, a combined citizen/Board committee, Board approval and public hearing. Revenue and spending rarely deviate from projections and the Board maintains a year-to-year reserve that is comfortably adequate to cover any expenses not forecast in the strategic plan.                  |
| Soundness of financial practices       |  |  |  | The Board has continued the district’s historical practice of sound financial management with realistic projections of expenditures and prudent allocation of resources.  |
| <b>Customer Relations</b>              |  |  |  |   |

|  |  |  |  |  |
|--|--|--|--|--|
| Management of service problems               |  |  |  | Issues involving public use facilities – trespassing, behavior, inclusion, hours of service, etc. – are addressed with reason and sensitivity.   |
| Improvements to customer service             |  |  |  | While additional parking and longer service hours are the most commonly voiced improvement “needs”, the Board recognizes that budget limitations make fully addressing them impractical. The district’s small satellite locations were established to better serve the general area. |
| <b>Personnel Administration</b>              |  |  |  |  |
| Staff morale and work climate                |  |  |  | Board members conclude “all seem to like their jobs” and are surprised to learn “how much work they do” when employees present overviews of their jobs at Board meetings. Occasional problems involving personnel conflicts are addressed directly and effectively.                  |
| Management of employee performance           |  |  |  | Formal, documented performance reviews are conducted annually at all levels in the organization. The director’s review includes 360-degree feedback from employees and while not all respond, they are invited to give input to the director’s performance review.                   |
| Alignment of positions with work assignments |  |  |  | Job duties are clearly defined in position descriptions that are reviewed and updated during performance reviews. “Some do other tasks” is the director’s description of the customary practice of extending co-workers’ duties as needed to cover the normal work flow.             |

|   |  |  |  |   |
|---|--|--|--|---|
| <b>Policies and Procedures</b>                  |  |  |  |   |
| Soundness of administrative policies            |  |  |  | The Board and director follow an annual schedule for reviewing, updating, and adding policies and procedures and follow SDAO recommendations for amending and supplementing policy coverages. |
| Consistency between work practices and policies |  |  |  |   |
| Efficiency of staff and work systems            |  |  |  |   |

**DATE:** June 23, 2018

**TO:** Rachael Fox, Library Director  
Hood River Library District

**SUBJECT:** **Consultant's Impressions and Recommendations**  
Hood River Library District Board Practices Assessment  
Conducted June 19, 2018

**FROM:** Rob Mills  
SDAO Consulting Services

It was a pleasure meeting with your board members and conducting the Board Practices Assessment for your district. Accompanying this memo is your board's **Assessment Summary**. I trust you will find that it accurately reflects what was discussed and that it paves the way for continued discussion and follow-up actions as appropriate.

Your **Consultant's Impressions and Recommendations** are outlined below. We discussed in our meeting the importance of reviewing these documents at your next board meeting and taking action on "flags". SDAO will do a 60/90 day follow-up to check progress and offer additional consulting support if desired. Again, please extend to your board members my sincere thanks for participating in the Board Practices Assessment.

### **Impressions**

The Hood River Library District Board is comprised of dedicated members who have close ties to the community they serve. The current board oversees a strong infrastructure that was established early in the organization's brief history as a special district and has been continued with a pattern of sound finances, prudent management, and devoted public service. Board members have a clear sense of their roles in serving the district and are acutely aware of the district's responsibility for including the needs all members of the community in its range of service offerings.

### **Recommendations**

Sound finances, good leadership, and solid infrastructure – all are factors in making the district a successful organization. The board and management seem keenly aware of their successful track record and very capable of sustaining it for the district. The only recommendation to be offered at this time is to "stay the course."