

Board of Directors
Regular Meeting Minutes

Tuesday, January 15, 2019, 7:00pm
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard, President

I. Additions/deletions from the agenda (ACTION)

Sheppard

President Jean Sheppard called the meeting to order at 7:02pm. The December Financial statements were added to the agenda and distributed to the board. Bureker moved to approve the agenda as amended. Hackett seconded. The motion passed unanimously.

II. Conflicts or potential conflicts of interest

Sheppard

Fox stated a relative sits on the Wy'East Community Church Board.

III. Consent Agenda (ACTION)

Sheppard

i. Minutes from December 18, 2018 meeting

ii. 2019 Property and Liability insurance invoice

Bureker moved to approve the consent agenda. Marsden seconded. The motion passed unanimously.

IV. Open forum for the general public

Sheppard

Library Foundation President Jen Bayer was present. Bayer stated she would address the board during the Foundation update during the Director's report.

V. Audit presentation

Kamp

Tara Kamp from our auditing firm Pauly, Rogers, and Co. attended the meeting by phone. Kamp stated the District Board should have received a Letter to the Governing Board and the audit report which includes financial statements. Kamp gave the District a clean opinion with no reservations and there were no separate management issues. Kamp stated overall it was very good. She reported no difficulties in performing the audit.

Kamp noted an exception on page 26. The Materials and Services fund was over spent by \$3,900 in the Capital Equipment Reserve Fund. Sheppard asked what happened. Fox stated, she did not allocate any funds to be spent for Materials and Services in the Capital Fund. Fox stated it was a mistake and the expense should have been allocated to Capital Outlay. This would have brought the total expenditures for Capital Outlay to \$32,097. The Budget Committee approved \$60,000 in expenditures for Capital Outlay.

Sheppard stated overall it was a great report with revenue being higher than expenditures.

VI. Reports

i. Friends update

Fox

There was nothing to add to the written report.

ii. Foundation update

Fox

Bayer reported to the board regarding her outreach efforts in the community of Odell. She has been

working to obtain sponsors for their annual Feast of Words fundraiser. Bayer expressed the funds raised at the fundraiser would benefit library services in Odell like the pop-up library and fund a scoping and feasibility exercise to look at a permanent location in the community. Fox agreed this would involve hiring a consultant and putting together a committee to determine the needs of the community and to explore possible partnerships.

- Janik stated she would be unable to continue as liaison due the time change of the Foundation meetings from 5:30pm to 5:00pm. Hackett stated he could be the liaison.

iii. December 2018 financial statements

Fox

Fox stated the District was tracking well for this time of year.

iv. Director's report

Fox

Fox stated staff were continuing to experience incidents at the library. The board brainstormed about possible solutions for monitoring the space to enforce the Code of Conduct and having other organizations in the community help by offering day shelter services. It was suggested perhaps the Parking Enforcement Officer could do sweeps of the library during the day to have a presence. Another solution was to have other options of day shelters in the community such as a church which offers activities.

VII. Previous business

i. Special Districts Association Oregon annual conference discussion

Sheppard

Bureker stated she might be able to attend and would notify Fox by January 25 if she could attend.

VIII. New Business

i. Odell pop up library location discussion

Fox

The District Board discussed offering a donation for using the space at Wy'East Community Church. Sheppard stated Fox should ask Ruben Cleaveland if the church can accept a donation. Fox stated the church would offer a space for a locked cabinet for books and electronic items. Hackett suggested researching the cost of square footage for rental space in Odell. Fox stated she would do the research.

ii. Rivistas Subscription Services (ACTION)

Sheppard

Marsden moved to approve the quote for Rivistas Magazine Subscription service in the amount of \$3,868.02. Bureker seconded. The motion carried unanimously.

iii. Library Director Evaluation Policy (ACTION)

Sheppard

Sheppard asked if Cleaveland had reviewed the policy. Fox stated she would have Cleaveland review some policies and would utilize legal council at Special Districts Association of Oregon (SDAO) for other policies. Fox stated this policy was reviewed by SDAO. Sheppard stated she would take over administering the Library Director Evaluation to Library staff. Bureker moved to approve the policy. Janik seconded. The motion carried unanimously.

iv. Special Districts Ethics training video

Sheppard

The District Board watched the Ethics training video.

IX. Agenda items for next meeting

Sheppard

X. Adjournment

Sheppard

Adjournment 8:40pm.

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 9:00pm 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.