Board of Directors
Regular Meeting Minutes
Tuesday, July 16, 2019, 7:00pm
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard, President
Minutes prepared by Rachael Fox

Present: Rachael Fox (staff), Jean Sheppard, Megan Janik, Sara Marsden, Mo Burford (staff).

I. Additions/deletions from the agenda (ACTION)  Sheppard
Board President Jean Sheppard called the meeting to order at 7:06pm. Janik moved to approve the agenda as presented. Marsden seconded. The motion carried unanimously.

II. Conflicts or potential conflicts of interest  Sheppard
None stated.

III. Board officer elections (ACTION)  Sheppard
Marsden moved to elect Sheppard as president of the Board of Directors and Karen Bureker as Vice President for the 2019-20 fiscal year. Janik seconded. The motion carried unanimously.

IV. Consent Agenda (ACTION)  Sheppard
i. Minutes from June 18, 2019 meeting
Marsden moved to approve the consent agenda. Janik seconded. The motion carried unanimously.

V. Open forum for the general public  President
Mo Burford, library staff member was present.

VI. Staff presentation – Operations Assistant, Mo Burford  President
Mo Burford discussed his job duties for the library. He spoke about facilities maintenance, interlibrary loan, courier, office supply ordering, marketing, and working the public service desk and providing reader's advisory.

VII. Reports  Fox
i. Friends update
There was nothing to add to the written report.

ii. Foundation update
There was nothing to add to the written report.

iii. June 2019 financial statements
There was nothing to add to the written report.

iv. Director's report
Fox stated the mistake with the staff member payroll cost the District $500. Sheppard asked if the employee would need to reimburse the District. Fox stated she spoke to SDAO and since we did not have anything written in our policies regarding the situation, we could not ask for reimbursement. Sheppard asked if the error has been corrected. Fox stated it has been corrected.
Fox stated Michael Peterson-Love replaced several water damaged ceiling tiles throughout the Hood River building.

VIII. Old Business

i. HVAC discussion

Sheppard

The board agreed to proceed with the study by Oregon Energy Trust (OET). Fox stated, OET will recommend a section of the report for Request for Bids document. They will review the bids to ensure it contains all the components we need to proceed with replacement.

IX. New Business

i. Appointing agents of record (ACTION)

Sheppard

Janik moved to adopt Resolution 2019-20.01, appointing the insurance agent of record as Columbia River Insurance and the employee benefits agent of record as Hub International group. Marsden seconded. The motion carried unanimously.

ii. Establishing regular meeting time (ACTION)

Sheppard

Marsden moved to adopt Resolution 2019-20.02, establishing the regular Board of Directors meeting as the 3rd Tuesday of month at the Hood River Library. Janik seconded. The motion carried unanimously.

iii. Discussion of Friends of the Library and Library Foundation liaisons

Sheppard

The board members decided to postpone the discussion until the next board meeting.

iv. Painting bid (Action)

Sheppard

Janik made a motion to approve the painting bid in the amount of $7,100. Marsden seconded. The motion carried unanimously.

v. Hood River County Emergency Services partnership (ACTION)

Sheppard

Sheppard asked where they would store the generator. Fox stated the have not explored locations. Marsden and Sheppard stated it would need to be in a place where the item can not be tampered with or stolen. Sheppard stated we would also need to explore which entity will be responsible for maintenance and annual testing. Sheppard asked if the District can use the generator in an emergency. Fox stated, it will be ours to use, when needed. Sheppard said perhaps we can have a portable unit and the county can bring it over. Marsden stated they may be difficult in a emergency situation like an earthquake. Sheppard agreed.

Fox stated she will ask the county who will be responsible for maintenance and testing and where we can possible store the unit.

vi. Volunteer policy (ACTION)

Sheppard

Janik made a motion to approve the amended policy. Marsden seconded. The motion carried unanimously.

vii. Reader board discussion

Sheppard

Marsden asked about installation and if we are allowed to install the sign on a historic building. Fox stated she will contact the State Historic Preservation Office for Oregon.

The Board agreed it is a good idea and approved the signage. Sheppard stated we should also explore signage on the north side of the property on Oak Street. Fox stated there may be limitations to
one sign per property within the city limits. Marsden stated we may be able to have another sign since
we are also including the Georgiana Smith Memorial Gardens. Fox stated she would look into it and
report back to the board.

viii. Request for bids for Feasibility and Scoping Exercise discussion  Sheppard
Sheppard asked if the time frame was too short for applicants. Fox stated she received feedback the
time frame should be 4-6 weeks for applicants. Fox stated she would also advertise to a wider
audience, including library Listservs. Sheppard recommended the Oregon Library Association. The
board would like to proceed with advertising to a large audience and allow a longer time frame for
applicants instead of increasing the cost of the project.

ix. New copier (ACTION)  Sheppard
Fox stated she thought we could provide better service to patrons and support for staff printing with a
new copier. Marsden asked about Yes Solutions storing the copier and asked if anything happened to
the copier would the District be responsible. Fox state she spoke to Ken Jacobs and he stated another
company offered a similar deal to his family business.

Fox will submit the documents to our legal counsel Ruben Cleveland for review. Upon Cleveland's
approval, I recommend we lease the new copier from Solutions Yes.
Marsden made a motion to approve the purchase and contracts for a new copier from Yes Solutions
with the condition the contracts are approved by Cleaveland. Janik seconded. The motion carried
unanimously.

X. Agenda items for next meeting  Sheppard
Sheppard asked for another staff member presentation at the next board meeting.

XI. Adjournment  Sheppard
The meeting was adjourned at 7:46pm.

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.