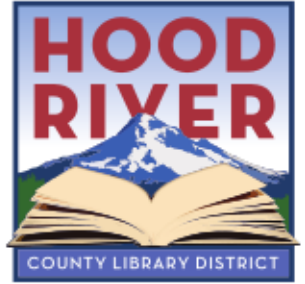


Board of Directors
Regular Meeting Agenda
Tuesday, September 18, 2018, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard, President
Notes prepared by Assistant Director Arwen Ungar



- | | |
|---|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Conflicts or potential conflicts of interest | Sheppard |
| III. Consent Agenda (ACTION) | Sheppard |
| i. Minutes from August 28, 2018 meeting | |
| Attachments: | |
| • III.i. Minutes from August 28, 2018 meeting | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | Ungar |
| ii. Foundation update | Ungar |
| iii. August financial statements | Ungar |
| iv. Director's report | Ungar |
| VI. Agenda items for next meeting | Sheppard |
| VII. Adjournment | Sheppard |

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.

502 State Street
Hood River - OR 97031
541 386 2535

www.hoodriverlibrary.org

Board of Directors
Regular Meeting Agenda, Supplementary info

Tuesday, September 18, 2018, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard, President
Notes prepared by Assistant Director Arwen Ungar



- I. Additions/deletions from the agenda (ACTION)** Sheppard
II. Conflicts or potential conflicts of interest Sheppard
III. Consent Agenda (ACTION) Sheppard

i. Minutes from August 28, 2018 meeting

Attachments:

- VII.i. Minutes from August 28, 2018 meeting

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

V. Reports

i. Friends update Ungar

The friends also met for the first time after the summer break. The Friends have 19,539.67 in their bank account. The library made their annual request of \$8,000 for summer reading programs and \$3,000 to continue Odell Bus service once a month throughout the year. The treasurer encouraged the library to ask for more money. The Friends plan on meeting a few volunteers in Cascade Locks to form their own subgroup of Friends.

ii. Foundation update

The foundation met for the first time after the summer break. Ungar
The fundraising and budget plans were proposed and will be brought back to the group for review and adoption after Jen and with some edits for the October meeting. On October 22, the foundation will hold a donor recognition event at the library at 8:00 a.m. Jen Bayer and Dawn Fitchen will represent the foundation at the Gorge Community Foundation breakfast, at the end of September.

iii. August financial statements Ungar

- Attachment: V.iii. August financial statements to follow; unavailable at time of printing.

iv. Director's report Ungar

Administration

- Nothing to report.

Marketing

- Newsletter opens: 48%, which is double the industry average of 24% and the highest open rate yet. Click rate: 6% (Three times the industry average)

Facilities

- The HVAC system will be repaired the third week in September.
- Makerspace furnishing including building two maker tables has largely been completed, there will be additional shelving units installed.

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Programs

- The library slows down with programming at the end of August through much of September as staff prepare for fall and winter programs.
- The library will have Portland soul musician Steve Hale perform this week and recently had a successful author program by Jackie McManus formerly of Hood River.
- The library is partnering with Goodwill industries to provide a series of job readiness skills classes in October.
- The library is partnering with the Gorge Happiness Project to provide a month of programming for all ages. This is the third year the library has offered this very successful month of programming.
- October and November Makerspace programming has been scheduled and includes programs for children, teens and adults including coding, robots, DIY art and a Family maker night.
- Hood River Reads plans to select the 2019 title by their next meeting at the end of September.

Personnel

- There have been no staff changes or updates.

VI. Agenda items for next meeting

Sheppard

VII. Adjournment

Sheppard

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ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

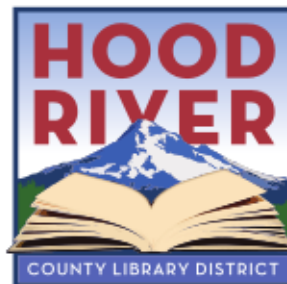
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Board of Directors
Regular Meeting Agenda, Supplementary info

Tuesday, August 28, 2018, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard, President



Minutes prepared by Arwen Ungar
Present: Brian Hackett, Megan Janik, Sara Marsden, Jean Sheppard

- I. Additions/deletions from the agenda (ACTION)** Sheppard
President Jean Sheppard called meeting to order at 7:09 p.m.
- II. Conflicts or potential conflicts of interest** Sheppard
None stated.
- III. Consent Agenda (ACTION)** Sheppard
Hackett moved to approve the consent agenda. Marsden seconded. The motion passed unanimously.

i. Minutes from July 17, 2018 meeting

Attachments:

- III.i. Minutes from July 17, 2018 meeting

ii. Estimate for repairs to HVAC and boiler

Attachments:

- III.ii.a. Northwest control estimate repairs to HVAC unit
- III.ii.b. Northwest control estimate repairs to boiler

Northwest controls has recommended replacing an old transformer in the HVAC system, which has caused the breaker to trip two times on the unit. Each time, we have to call Northwest Control to turn the system back on.

Northwest Controls has also recommended upgrading our software system which allows staff to access the unit to controls to change temperature and see if the unit is working properly.

Last winter Northwest Controls identified part of the refractory in the boiler had fallen off and was laying close to the burner. This could possibly cause intermittent ignition problems. They recommended removing the burner and repairing the system after the heating season was over.

These estimate exceeds my spending authority. I'm asking the board approve the estimate.

iii. Invoice Northwest Control Company

Attachments:

- III.iii. Northwest control invoice

This invoice is for the emergency replacement of two compressors in the HVAC. The invoice is for \$18,637 and exceeds my spending authority. I ask for board approval.

This fiscal year, we carried over \$32,425 more than anticipated in General Fund. This purchase will not effect the FY 2018-19 budget.

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IV. Open forum for the general public

Sheppard

None present.

V. Reports

i. Friends update

Ungar

The Friends of the Library is on break and will resume their meetings in September.

ii. Foundation update

Ungar

The Library Foundation is also on break for the summer and will resume their meetings in September.

iii. July financial statements

Ungar

Attachment: V.iii. July financial statements

The District is tracking well for our first month of the fiscal year.

iv. Director's report

Ungar

Administration

- Fox decided to postpone approving the Preventative Maintenance policy. This policy is required to receive part of the 10% discount on the Library District liability insurance policy from Special District Insurance Services. As long as the policy is approved by January 1, 2019, we will receive the discount. Fox considers this an important policy and would like more time to make sure the policy is well written and covers all the areas to make sure we are on top of caring for our facilities. Fox will also bring the Hood River County Library District Comprehensive Facilities Review conducted by Architecture & Planning Richard P. Turi during the 2014 Annual Board planning session. This will be a good time to review both items and discuss long term planning to fund HVAC, boiler and roof replacement. Fox will bring both items to the December 2018 meeting.

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Facilities

- After Michael Peterson-Love and Shepherd Electric were unable to repair the electrical in the hall, Gorge Electric has been contracted to repair those lights. They are more costly than the alternatives but were the company that originally installed the lights.
- Peterson-Love has also completed the refinishing of the Gazebo project and installation of a sink and counter top in the Makerspace.
- Peterson-Love has also completed painting Library Lane.

Programs

- Summer Reading culminated with our annual Unity Picnic, which featured music by Seis del Rio, food, raffle prizes and more than 300 attendees. This year's picnic was entirely outside and the district received hot dogs, chips, salsa and more in donations from businesses around the community. We will have participation statistics at an upcoming meeting

Personnel

- Rachael began maternity leave on August 8th. She gave birth to Clara Jane on August 9th.

VI. Previous business

i. Interim Library Director contract (ACTION)

Sheppard

Marsden moved to approve the interim Library Director contract. Janik seconded. The motion carried unanimously.

Attachment:

- VI.i. Interim Library Director contract

District lawyer Ruben Cleaveland has recommended the board approve a contract for Arwen Ungar to serve as interim library director.

VII. New business

i. Capital and Foundation funded projects (ACTION)

Sheppard

Marsden moved to pass the motion for capital and Foundation funded projects as detailed in: VII.i. Quote Michael Peterson-Love estimates projects. Janik seconded. The motion passed unanimously.

Attachments:

- VII.i. Quote Michael Peterson-Love estimates projects

This year we budgeted for the following projects which will be paid from the capital fund.

- Repairing benches gardens - \$5,000
- Cleaning and sealing areas of the exterior building - \$5,000
- Painting historic windows exterior building - \$5,000
- Painting damaged areas (regular use) of the interior building - \$5,000

The Library Foundation has given the Library District for FY 2018-19 - \$3,400 for the painting of damaged areas (regular use) of the interior building.

I contacted our maintenance person Michael Peterson-Love to produce a quote. He does excellent work and did the painting and repairs at the Parkdale and Cascade Locks branches.

Quote – Michael Peterson-Love

- Exterior windows and doors (\$3,275)
- Remove moss from outdoor window sills, ledger, and walls (\$1,100)
- Paint meeting room (\$3,300)
- Paint stairwell (\$1,100)

Project expenses and funds available:

- Repairing benches gardens - \$5,000 (Estimate to replace 18 benches x \$500 (\$9,000) = - **\$4,000. Please see details below.**
- Cleaning and sealing areas of the exterior building - \$5,000 - \$1,100 = **\$3,900**
- Painting historic windows exterior building - \$5,000 - \$3,275 = **\$1,725**
- Painting damaged areas (regular use) of the interior building - \$5,000 (Capital Fund) + \$3,400 (Library Foundation) = \$8,400 - \$340 (Library Lane) - \$4,400 = **\$3,460.**
- Gazebo repairs = **-\$2450**

\$2,835 left for projects

Projects recently completed

- Gazebo – Michael Peterson-Love is treating it with sealer. It is badly weathered and raw wood

Page 3

exposed. (\$2,450)

- Painting Library Lane hallway (\$310)

Projects Fox will work on when she returns from parental leave:

- Benches – The new benches were purchased when the Georgiana Smith Memorial Garden was renovated in 2005. Peterson-Love stated they are poorly made. Many are rotting and the design, where wood attaches to metal frame, is not made to hold up over time. We can fix them but the wood would need to be replaced again in 10 years. The estimate for replacing all the wood would cost \$550 per bench. It would cost \$100 more per bench to reinforce the attachment of wood to metal frame, which may extend life beyond 10 years. Peterson-Love recommended purchasing metal benches to replace them, which Fox agrees with. It would likely cost less per bench than repairing each of them. Fox would also like to replace the teak benches as the same time, since we will run into the same issue with having to repair them. Fox will present a proposal when she returns from parental leave.
- Sealing exterior building and fixing masonry – Fox will apply for a state grant.

This quote exceeds my spending authority, I am asking the board to approve the quote for \$8,775.

VIII. Agenda items for next meeting

Sheppard

IX. Adjournment

Sheppard

The meeting was adjourned at 730pm.

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