



**Board of Directors  
Regular Meeting Agenda**

Tuesday, October 16, 2018, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard, President

Minutes prepared by Assistant Director Arwen Ungar

Present: Arwen Ungar (staff), Karen Bureker, Brian Hackett, Megan Janik, Sarah Marsden, Jean Sheppard

- I. Additions/deletions from the agenda (ACTION)** Sheppard  
President Jean Sheppard called meeting to order at 7:05 p.m.
- II. Conflicts or potential conflicts of interest No conflicts** Sheppard
- III. Consent Agenda (ACTION)** Sheppard
  - i. Minutes from September 18, 2018 meeting**  
Attachments: III.i Minutes from September 18, 2018 meeting
  - ii. Invoice Sage Library Consortium**

This membership connects us to our 70 consortium libraries, which we share materials. This funds technical staff who create an infrastructure, policies and technical support for our integrated library system software Evergreen. It also funds our courier system which runs five days per week.

The invoice for \$12,271 exceeds my spending authority, so I'm asking for Board approval.

Bureker moved to approve the consent agenda, Marsden seconded. Motion carried unanimously.

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

Opened to the general public at 7:06, closed at 7:06

**V. Reports**

- i. Friends update** Ungar

The Friends and foundation met to discuss how to clearly relay information about what each group does with the public. The groups plan to send out a marketing newsletter differentiating the two as well as send information in the annual mailer. Further, they discuss what areas they overlap in and what areas might be good for further collaboration. The Friends tentatively set their Christmas potluck date for December 11.

The Hood River Reads committee selected *Temperance Creek* by Pamela Royes for its annual book. Royes has agreed to the program and will visit the area from April 12-April 14. The program will kick off on or around March 2.

- ii. Foundation update** Ungar

The Foundation will hold a donor appreciation morning on November 19 at 8 am in the library to thank those who have donated throughout the years. Pastries and coffee will be served. Feast of Words is

502 State Street  
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541 386 2535

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

slated for March 9 and Jen Bayer will be the chair again this year. This year's fundraiser will be dedicated to improving services in Odell.

The Foundation approved the 2018/2019 budget document after treasurer Heather Staten made some changes for clarity from the previous meeting. The Foundation is in need of a bookkeeper. The group also discussed efforts to encourage Legacy Giving from the community, which could include highlighting some of the individuals who have already done this.

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

Ungar

Attachments:

- VII.i. September financial statements

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

Ungar

*Administration*

- We will begin to review policies in December with the Board Governance Policy.
- There is one potential 1600 square foot space in Odell that may be available on a temporary to permanent basis.

*Facilities*

- The Snow removal contract was for two years so does not need to be renegotiated until November 2019.
- Michael Peterson-Love has done much of the exterior painting and cleaning around the windows and will paint the meeting room at the end of the month.

*Programs*

- Programs in October have been a success with many attending the Gorge Happiness Month programs.
- Programs in November include a Marimba group and Workshop, more makerspace programs and author Renee Denfeld, among others.

*Personnel*

- There have been two workman's comp claims in the past 6 months and we will work with SDAO to develop best practices for repetitive motion actions and have a consultant come out to look at our work spaces to determine better functionality
- Part-time public service clerk Helen Alexeff has resigned her position as of October 24, she will remain on the on-call substitute list.

*Marketing*

- The newsletter had a 43% open rate (5% lower than last month) and a 9% click rate (3% higher than last month).
- Facebook followers increased slightly by 8% page engagement also increased very slightly at 2%.

## **VI. Previous business**

## **VII. New Business**

- i. Medical Insurance renewal (ACTION) Hackett, motioned, Janik Secoded**

Ungar

Attachment:

- VII.ii. Employee Health Care Benefits Policy

It's time to renew our health insurance. We have used United Health Care this past year. Our plan at United has been eliminated and replaced with a similar plan at a lower (\$750) deductible. This plan: United Healthcare Choice Plus Gold 750 - AV2S w/447 represents an increase of just over 3%.

Our Health insurance agent, HUB-BCI group, got quotes from other insurers, including Providence, United Healthcare, and the Special Districts Association of Oregon. United Healthcare appears to be our best option. The next closest plan was a Special Districts Association of Oregon Plan that represented a 7% increase with considerably worse coverage, a \$2,000 deductible (compared to \$750 at United); \$35 office visits (compared to \$25 at United); and 30% coinsurance (compared to 20% at United).

The deadline to add or make changes for the plan is the end of November. If we want to change carriers, the date would be November 15<sup>th</sup>. I recommend we enroll in United Healthcare Plus Premier Gold 750 but we can change plans, if the Board wishes to elect a different plan and/or carrier.

As you can see there is just over a 3% increase for next year for the Choice Plus Gold 750. Per the Employee Health Care Benefits Policy, the District contributes \$1,000 toward the cost of employees' monthly health insurance. The amount of the monthly cap paid for each employee is based on a forty hour work week, and it is reduced proportionally for employees who work fewer than forty hours per week.

Fox budgeted a 10% increase in this year's budget. The District will pay an additional \$13.93 per employee for this plan. There are three staff members who enroll family or employee and children already met the cap and will pay out-of-pocket for the additional fees.

Our dental insurance is predicted to increase. HUB-BCI group is running cost comparison now with other carriers and I will have it ready for the next board meeting. Dental must be renewed by January 1, 2018.

Our health insurance with United Healthcare will include medical, mental health, alternative care, vision, and pharmacy coverage. I can send you benefit summaries, if you would like. I highly recommend we continue to use United Healthcare as our insurance provider and select Choice Plus Gold 750. This is a low overall increase to the District.

Hackett moved to approve the healthcare renewal, Janik seconded. Motion carried unanimously.

**VIII. Agenda items for next meeting**

Sheppard

**IX. Adjournment**

Sheppard

The Meeting was adjourned at 7:36 p.m.

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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.