

**Board of Directors**  
**Regular Meeting Minutes**

Tuesday, August 20, 2019, 7:00pm  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard, President  
Minutes prepared by Library Director Rachael Fox

Present: Rachael Fox (staff), Jean Sheppard, Megan Janik, Sara Marsden, Brian Hackett.

- I. Additions/deletions from the agenda (ACTION)** Sheppard  
Board President Jean Sheppard called the meeting to order at 7:00pm. Marsden moved to approve the agenda as presented. Janik seconded. The motion carried unanimously.
- II. Conflicts or potential conflicts of interest** Sheppard  
None stated.
- III. Consent Agenda (ACTION)** Sheppard  
Sheppard asked how OCLC related to SAGE. Fox stated, OCLC provides the electronic records for each library material for our online catalog and they provide the database for Out-Of-Sage interlibrary loan. Janik moved to approve the consent agenda. Marsden seconded. The motion carried unanimously.
- IV. Open forum for the general public** Sheppard  
There was no one from the public present.
- V. Reports**
- i. Friends update** Fox  
There was nothing to add to the written report.
- ii. Foundation update** Fox  
There was nothing to add to the written report.
- iii. July 2019 financial statements** Fox  
There was nothing to add to the written report.
- iv. Director's report** Fox  
Sheppard asked when the website would be completed. Fox stated December 2019.

Fox stated there is a strict vetting process for obtaining an ID card. Sheppard stated she is on the committee for the cards and there is a point system and it is a valid form if ID. Fox stated, they will start issuing IDs to the public in September at open enrollment events at churches and schools.

Sheppard asked when the Norway Maple will be removed. Fox stated it will be removed in August or early September. Fox stated two companies said the tree is stable for now.

Fox stated she would contact the board to arrange a special meeting to discuss the rooftop unit replacement after she receives the report from Energy Trust of Oregon.

Sheppard asked about the status of the generator. Fox stated she will contact Barb Ayers to determine the maintenance costs and will report back to the board.

Fox stated Ungar is scheduled to go on leave in February.

Sheppard asked how many people attended the Unity Picnic. Fox stated over 100 people attended. Sheppard asked if less people attended this year. Fox said we had 300 people last year and we are evaluating why we had less people attend. Fox stated there were other events in the gorge the same night. Janik noted the Skamania County Fair was also that weekend.

## **VI. Old Business**

### **i. Discussion of Friends of the Library and Library Foundation liaisons** Sheppard

Sheppard, Marsden, and possibly Bureker will share being the liaisons to the Friends of the Library.

Hackett will continue being the liaison to the Library Foundation.

### **ii. New copier (ACTION)** Sheppard

Marsden approved the updated documents with the OETC contract pricing. Hackett seconded. The motion carried unanimously.

## **VII. New Business**

### **i. Exhibits policy (ACTION)** Sheppard

Janik made a motion to approve the updated policy. Hackett seconded. The motion carried unanimously.

### **ii. Air conditioning unit – library server room (ACTION)** Sheppard

Hackett made a motion to approve the proposal for the air conditioning unit for the library tech room. Janik seconded. The motion carried unanimously.

### **iii. Hood River Rotary Peace Pole (ACTION)** Sheppard

Sheppard stated she is on the committee for the Peace Pole but was not involved in the discussions with Fox. Sheppard stated to request from the committee to cover the supplies to install. Fox stated she can have our maintenance person Michael Peterson assist with installation.

Marden made a motion to approve the bid for the installation and removal of the air condition units. Janik seconded. The motion carried unanimously.

### **iv. Assistant Director position reduction in hours discussion** Sheppard

Sheppard stated we can explore it further but we need more information. The reduction would be 3-4 hours per week. Sheppard stated the position would need to still be exempt otherwise Fox would have to supervise all the employees and that does not make sense. The board discussed the possibility of job sharing, if needed. Fox stated she will explore the options further and determine how the position can be exempt and reduction in pay to match the reduction in hours. Before any changes can be made the Pay Equity Analysis must be completed and the job description updated. Fox will complete the Pay Equity Analysis in the next month or two and then will present more information for the board to discuss.

### **v. Feast of Words 2020 fundraiser discussion** Sheppard

The Library Foundation will be discussing the next Feast of Words at their September meeting. The board discussed focusing on physical improvements to the Hood River building and supporting the Makerspace and Library of Things collection.

vi. **Planting new trees**

Sheppard

Sheppard suggested contacting Master Gardener John Stevens for advice. If that does not work out, then contact Mt. Hood Gardens for consulting advice. Fox stated she will contact Stevens.

vii. **Feasibility and Scoping Exercise discussion**

Sheppard

Fox stated she will review the proposal and make changes, if needed. Fox stated Bilingual Outreach Specialist is able to assist with the project. Hackett stated we should not only change the scope because we may still run into the same issue of not having anyone bid on the project. Fox stated she will make minor adjustments, consult with colleagues and conduct research regarding the cost of this project. She will submit a new proposal to the board at the September 17, 2019 board meeting.

**VIII. Agenda items for the next meeting**

Sheppard

- Statistics FY 2018-19
- Public Records Policy
- Pay Equity and Assistant Director position

**IX. Adjournment**

Sheppard

The meeting was adjourned at 7:57pm.

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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 9:00pm 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.