

Board of Directors
Regular Meeting Minutes

Tuesday, April 16, 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

Board President Jean Sheppard called the meeting to order at 7:01pm. Fox stated she had two quotes to add the HVAC compressor discussed from Ace Heating and Air Conditioning and Trane Oregon. Bureker moved to approve the agenda as amended. Hackett seconded. The motion carried unanimously.

II. Conflicts or potential conflicts of interest

Sheppard

None stated.

III. Consent Agenda (ACTION)

Sheppard

i. Minutes from March 19, 2019 meeting

Bureker moved to approve the agenda as amended. Hackett 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. March 2019 financial statements

Fox

Sheppard asked about the revenue versus expenditures in the Grants fund. Fox stated we have not received our annual donation from the Foundation. The balance is currently \$64,887. Sheppard also noted the District has brought in \$865,425 for property tax for this year. Fox stated there will be another payment in May around \$25,000 to \$30,000.

Sheppard asked about the Employer-at-Injury Program (EAIP) and if workers were off work during this time. Fox stated three employees have used Workman's Compensation and only one employee was off for two days. We modified all their desk duties and placed them at the slower branches. We did not need to utilize additional staff.

iv. Director's report

Fox

In addition to the written report, Sheppard will also attend the stakeholders meeting to discuss homelessness in our community.

There is a new statue in the Library Gardens. It's a mother and baby bear. It's titled "Discipline." Local community members Fran Finney and Buck Parker sponsored the statue as part of the Art of Community, Big Art Project. The statue will live at the library for two years.

Marsden stated there appears to be concrete at the main entrance is chipping away. Fox stated she received a quote for \$150,000 to restore the entire building. Fox stated we will most likely need to do the restoration in stages and will discuss the project at the budget committee meetings. Fox stated she would look into the front entrance to repair in fiscal year 2018-19 and have it looked at to make sure it is safe until the restoration.

VI. New Business

i. HVAC compressor replacement discussion (ACTION) Sheppard

Fox stated the HVAC is sixteen years old and after discussing the project with three companies recommends we accept the bid from Trane. The bid is half of the cost compared to the other two companies.

Fox stated she did not think Ace Heating and Air Conditioning has enough experience with these types of systems like the Portland companies do. Fox expressed frustration with the communication and service with our current company Northwest Control Services. Fox said Northwest Control does not know why we have the same compressor fail three times in the past three years. The did not communicate by phone despite requests and stated they are guessing the unit is running all the time and was to install a lockout to only run the compressor when the outside temperature is above 60 degrees. Fox stated this is something Northwest Control should have realized since we have a Preventative Maintenance plan with them for the past three years.

Hackett asked when we need to make the decision to replace the whole unit. Fox stated we will have to prepare and replace the unit when the repairs increase but we should have 5 to 10 years left on this unit. Sheppard stated an HVAC unit should last more than 16 years.

Sheppard recommended contacting Hood River County Public Works to inquire if the quote from Trane was correct and if there were any issues with it. Fox stated she would contact Mikel Diwan at Hood River County. Fox would reach out to Sheppard if Diwan found issues.

Hackett made a motion to accept the bid from Trane. Marsden seconded. The motion carried unanimously.

ii. Benches for the Georgiana Memorial Smith Gardens (ACTION) Sheppard

Hackett asked if the Foundation could possibly raised funds every five years to place name on bench. Fox stated with benches many families want the name to be on the bench for life and that was the original agreement. Perhaps, if we add more benches or items this could be discussed if the agreement was made at the time of donation. Bureker made a motion to purchase benches for \$6,000.78. Hackett seconded. The motion carried unanimously.

iii. Budget 2018-19 correcting resolution (ACTION) Sheppard

Marsden made a motion to approve Resolution 2018-19.07 - Correction budget. Bureker seconded. The motion carried unanimously.

iv. License request Hood River Electric company (ACTION) Sheppard

Hackett made a motion to accept and approve the license agreement. Bureker seconded. The motion carried unanimously.

v. Intergovernmental Agreement – Parkdale Fire District (ACTION) Sheppard

Sheppard asked if there were any changes. Fox stated they removed Janitorial services, which they can not provide. Fox is investigating hiring the custodial services for cleaning the space. Marsden made a motion to approve the Intergovernmental Agreement with the Parkdale Fire District. Bureker seconded. The motion carried unanimously.

vi. Meeting Room Policy (ACTION) Sheppard

Bureker made a motion to approve the Intergovernmental Agreement with the Parkdale Fire District. Marsden seconded. The motion carried unanimously.

VII. Agenda items for next meeting Sheppard

- Library Policy review
- Planning session discussion
- Library Director Evaluation
- Tuesday, May 14, 2019, 6:00-8:00p: First Budget Committee meeting
- Tuesday May 21, 2019, 6.00-7.00p: Second Budget Committee meeting, if needed.
- 2019-20 salary schedule

VIII. Adjournment Sheppard

Adjourned 7:52pm.

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.