

Board of Directors
Regular Meeting Minutes

Tuesday, January 18, 2022, 7:00pm
Zoom meeting
502 State St, Hood River
Jean Sheppard President

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

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). In support of state and federal guidelines for physical distancing, the Hood River County Library District will hold this meeting by using Zoom Conferencing.

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/88987942233>

Meeting ID: 889 8794 2233

- I. **Additions/deletions from the agenda (ACTION)** Sheppard
Library Board President Jean Sheppard called the meeting to order at 7:00pm. Janik made a motion to approve the agenda. Janik seconded. The motion carried unanimously.
- II. **Actual or potential conflicts of interest** Sheppard
None stated.
- III. **Consent agenda (ACTION)** Sheppard
i. Minutes from December 21, 2021 meeting
Hackett moved to approve the consent agenda. Janik seconded. The motion carried unanimously.
- IV. **Open forum for the general public** Sheppard
None present.
- V. **Audit presentation** Elvrum
Tiffany Elvrum from our auditing firm Pauly, Rogers, and Co. attended the January library board meeting by Zoom. The District Board received a Letter to the Governing Board and the audit report which included financial statements. Elvrum gave the District a clean opinion with no reservations and there were no separate management issues. Kamp stated overall it was great. She reported no difficulties in performing the audit.

Sheppard stated there should be a correction to the Communication to Governing Board section Corrected and Uncorrected Misstatements on page 2. The last paragraph should read "In addition, none of the misstatements detected as a result of audit procedures and corrected

by management were material.” Instead of, “In addition, the misstatements detected as a result of audit procedures and corrected by management were material.”

Sheppard asked about clarification regarding the statement on page 29 of the board packet regarding “Management elected to omit substantially all the disclosures and the statement of cash flows ordinarily included in the financial statements prepared in accordance with the cash basis of accounting. If omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user’s conclusions about the District’s assets, liabilities, equity, revenues and expenditures. Accordingly, the financial statements are not designed for those who are not informed about such matters.”

Fox stated the document is part of our monthly financial statements and not part of the audit. Hackett stated the statement made sense if it was from our accountant since the financial statements would not include all the details. Sheppard asked if the auditors found any issues and had access to the all the files. Elvrum stated they had access and found no issues. Fox stated the auditing firm has access to the quickbook files from the accountants.

Hackett stated it might be confusing to anyone reading the packet since the audit documents flow into the financial statements. Fox stated she would insert a blank page in between the two documents and repost the board packet on the library website.

VI. 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. November 2021 Financial Statements

Fox

Sheppard stated she was pleased to see an increase in the amount of tax revenue for the District and wondered when the value might stop increasing since there is limited land available to build in the county.

iv. Director’s Report

Fox

There was nothing to add to the written report.

VII. Old Business

i. Safety Cascade Locks and Parkdale branches discussion

Fox

Sheppard state she approved of the measures put in place. Fox added statistics regarding the 6-7pm shifts for the Parkdale and Cascade Locks libraries. In October, November, and December, we had 30 shifts in Cascade Locks and 5 visitors. In Parkdale, we had 45 shifts and 8 visitors. The board approved creating winter hours for the Parkdale and Cascade Locks branches. Fox suggested this might be a practice we continue after the pandemic.

VIII. New Business

i. Exterior bookmobile

Fox

Fox stated she has received the following feedback from library staff, Friends and Foundation.

- Too busy
- Not clear it was a bookmobile. Change bookmobile to largest letters.
- No drop shadow text
- Change images to illustrations
- Keep rainbow
- Back: Wordcloud-too busy and could cause accident.
- Front: No change.
- Side with door:
 - Change apple tree to illustration
 - No mountain or light in background
 - No green bottom or trees
- Driver's side:
 - Remove cherry tree
 - No mountain or light in background

Hackett stated is was too busy. He suggested no word cloud and he liked the suggestions mentioned. He also couldn't tell the pink tree was a cherry tree and also recommended removing the rainbow. Marsden stated liked apple tree and perhaps put another apple tree on the other side to allow us to expand and add more names in the future. She also liked the mountain. Marsden suggested adding Bookmobile across the window. Fox stated we would change the wording above the back window to have the word bookmobile enlarged. Sheppard agreed to remove the word cloud on the back and remove the rainbows.

ii. Personnel support during the pandemic (ACTION)

Fox

The board approved the request to purchase tests for staff to take if they are exposed to COVID or symptomatic. The tests will only be distributed when needed. Until further notice, COVID positive staff members will need a negative test to return to work. The test will be mailed to the staff member.

Fox stated the library will also become a distribution for free COVID tests. The tests will be provided by Hood River County Health Department. They are funded by grant the health department received. We will be one of many sites located throughout the county. Staff are working on a procedures to ensure the patrons pick up the tests outside the building to keep our indoor space safe.

Fox presented an updated COVID-19 policy for the board to approve with the following information:

Emergency Paid Sick leave

All employees with regularly scheduled hours, shall receive one week (up to 5 workdays) of regular pay through the duration of the Public Health Emergency, June 30, 2022.

If the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

- 1.is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- 2.has been advised by a health care provider to self-quarantine related to COVID-19;
- 3.is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- 4.is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
- 5.is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
- 6.is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

The board discussed paid leave. Hackett stated we should add a stipulation that the leave must be used continuously. Fox added the information to the document during the meeting. Sheppard stated staff should need documentation and/or perhaps fill out a form to use the leave to ensure staff are using the leave correctly. Fox agreed and stated she would consult with HR Answers regarding the form and documentation.

Marsden made a motion to approve the updated COVID Employee policy with the additions of adding the leave the must be used continuously and we add staff must fill out a form and provide documentation and/or test results. Hackett seconded the motion. The motion carried unanimously.

Sheppard requested Fox email the board the updated document after it has been approved by HR Answers. Fox stated she would.

IX. **Agenda items for next meeting**

Sheppard

- Renew contract legal counsel Ruben Cleaveland
- Budget calendar approval and budget discussion
 - Fox stated we have one open position on the Budget committee. Fox stated she would like to advertise the open the position on Facebook and in our newsletter. The board can review applicants at an upcoming meeting. The board agreed to this process.
- Review proposals for Strategic Planning process
 - Sheppard asked if we have received any bids. Fox stated we have not received any proposals but the deadline is right before the next board meeting.
- Personnel Policy

X. **Adjournment**

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.