

Board of Directors
Regular Meeting Minutes

Tuesday, January 19, 2021, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

Present: Jean Sheppard, Karen Bureker, Brian Hacket, Megan Janik, Sara Marsden, Rachael Fox (Staff), Tara Kamp (Auditor).

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/86956403078>

Meeting ID: 869 5640 3078

I. Additions/deletions from the agenda (ACTION)

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:02pm. Fox stated the ethics video was still no accessible but the hosting company was working on resolving the issue. Marsden made a motion to approve the agenda as amended with the addition of the financial statements. 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 15, 2020 meeting

Janik moved to approve the consent agenda. Bureker seconded. The motion carried unanimously.

IV. Open forum for the general public

Sheppard

None present.

V. Audit presentation

Kamp

Tara Kamp 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. Kamp gave the District a clean opinion with no reservations and there were no separate management issues. Kamp stated overall it was excellent. She reported no difficulties in performing the audit.

Kamp mentioned upcoming GASB requirements. Sheppard asked if they would be affect the District. Kamp stated the GASB for leases would and they would work with the District to prepare.

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. December 2020 Financial Statements

Fox stated the District is tracking well. Fox will request transfer of \$20,000 from the General Fund to the Capital Fund. Fox will also work with the accountant to reallocate funds from the general fund to the CARES Act grant.

iv. Director's report

Fox

Sheppard asked if the decrease in circulation was consistent with other libraries. Fox stated she did not know but hoped to discover the answer at the next Oregon Public Library Director meeting.

VII. New business

i. Employee Health Care Benefits Policy (ACTION)

Fox

Hackett made a motion to approve resolution No. 2020-21.03 amending the Employee Health Care Policy. Marsden seconded. The motion carried unanimously.

ii. Gift and Donation Policy (ACTION)

Fox

Marsden made a motion to approve resolution No. 2020-21.04 creating a Gift and Donation Policy. Bureker seconded. The motion carried unanimously.

Sheppard recommended adding another sponsor level for the Bookmobile campaign of \$2,500. Fox agreed and stated she would discuss this further with the Library Foundation President Jen Bayer.

iii. Board member positions discussion

Fox

Bureker, Janik, and Marsden stated they planned to run again.

iv. Ethics Training video

Fox

The video was not accessible. Fox is working with the company to fix the issue. The board will watch the video at the February meeting.

VIII. Agenda items for next meeting

Sheppard

IX. Adjournment

The meeting was adjourned at 7:58pm.

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.