

Board of Directors
Regular Meeting Minutes
 Tuesday, July 18, 2023, 7:00pm
 Library Meeting Room and Zoom
 502 State St, Hood River

Notes prepared by: Rachael Fox

Library Board:

Present: Board President: Brian Hackett, Board Vice-President: Karen Bureker, Board members: Megan Janik, Sara Marsden. Jean Sheppard.

Staff members: Rachael Fox.

Community members: Abigail Elder, Hood River City Administrator; Megan Saunders, City Council member; Daniela Pulido, Notary Public (Administered Oath of Office).

Members of the public: None present.

The Hood River County Library District will hold this meeting by offering a hybrid format. Participants can attend in-person or on 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

	Agenda Items	Action	Responsible
I.	Call to Order Board President Jean Sheppard called the meeting to order at 7:00pm.		Jean Sheppard
II.	Approval of the agenda (additions/corrections/deletions) Marsden made a motion to approve the agenda as amended. Janik seconded. The motion carried unanimously.	Motion	Jean Sheppard
III.	Board Officer Elections Sheppard moved to elect Hackett as president of the Board of Directors and Bureker as Vice President for the 2023-24. Marsden seconded. The motion carried unanimously. Hackett stated the new President Brian Hackett, Vice President Karen Bureker, Library Director Rachael Fox and Assistant Director Mo Burford are authorized to sign checks for the District. Fox will alert the bank to update the bank signature card.	Motion	Jean Sheppard
IV.	Board members Oath of Office		Brian Hackett

	As this is a new requirement as noted in our Library Board Governance Policy, Notary Public Daniela Pulido sworn in Karen Bureker, Brian Hackett, Megan Janik, Sara Marsden, and Jean Sheppard.		
V.	Approval of the consent agenda Sheppard made a motion to approve the agenda as amended. Marsden seconded. The motion carried unanimously.	Motion	Brian Hackett
VI.	Actual or potential conflicts of interest None stated.		Brian Hackett
VII.	Public comment (3 minutes each) None present.		Brian Hackett
VIII.	Westside Urban Renewal discussion The Westside Urban Renewal discussion involved the presence of Hood River City Administrator Abigail Elder and City Council member Megan Saunders, who attended the Library Board meeting to address inquiries. The discussion revolved around three plans: the Affordable House Strategy, Parks and Recreation plan, and transportation plans. It was noted that the District had become smaller since its initial presentation at the library board meeting in March. Key dates were outlined for the process: a public hearing on August 14, the City Council's decision on August 21, and authorization for the creation of the District on August 28, with the intended start date set for January 1, 2024. Formal comments were requested by August 1. During the discussion, Marsden inquired about the reduction of the District's size, to which Elder responded that it had decreased to 425. She explained that the feedback process led to the reduction, allowing the possibility of creating another urban renewal district in the future. Sheppard questioned the allocation of payments for the District, expressing concern that they seemed higher compared to other districts. Saunders clarified that payments should be proportional to the tax rate. Elder mentioned that the city would forgo 40 million dollars, which Sheppard stated, as the library district's revenue solely relied on taxes, and tight finances affected staffing and operational hours. Bureker raised concerns about the impact on other locations in Cascade Locks and Parkdale if the District lost 6 million dollars. Fox was still investigating the potential impact on current operations and the addition of services, given the	Discussion	Abigail Elder

	<p>financial constraints. Hackett suggested involving the Special Districts Association of Oregon (SDAO) to address the situation.</p> <p>Elder welcomed the idea of involving SDAO, as they are experienced in such matters. She clarified that the library district board would make policy decisions regarding fund allocation. The discussion continued about the long-term effects of the District, assumed to last for 25 years, and potential investments returning to the tax roll.</p> <p>Janik mentioned that the benefits of such investments might not be realized due to the possibility of another urban renewal district starting. Legal recourse and ways to communicate with the City Council were discussed, and Saunders recommended submitting written comments by August 1.</p> <p>Regarding the master plan, Saunders explained that the current discussion was focused on the westside plan, which would eventually become part of the city.</p> <p>The Library Board decided to hold a planning meeting as a follow-up, scheduling a special meeting on Thursday, July 20, at 5:30 pm, after confirming the requirement for a 24-hour notice for a Special Meeting.</p>		
IX.	Reports		
	<p>i. Friends update</p> <ul style="list-style-type: none"> • There was nothing to add to the written report. 		Rachael Fox
	<p>ii. Foundation update</p> <ul style="list-style-type: none"> • There was nothing to add to the written report. 		Rachael Fox
	<p>iii. June Financial Statements</p> <p>Fox presented the June financial statement to the Library Board at the meeting.</p> <p>At the end of the 2023-24 fiscal year, the District's General Fund ended with \$931,305 This amount includes ample operating funds to take us from July through November, when we receive the bulk of our tax revenue. This is \$16,305 more than I estimated we would carry over in our 2023-24 budget.</p> <p>Here were other notable items from last fiscal year:</p> <ul style="list-style-type: none"> • Carried over \$23,703 more than last fiscal year • Received \$40,048 more in tax revenue than anticipated. • Received \$7,128 more in previous year tax revenue than anticipated. • Received \$18,483 more in interest revenue than anticipated. 		Rachael Fox

- Overall Personal Services came in \$88,593 under budget.
- Overall Materials and Services came in \$140 under budget.
- Since we did not spend the full amount of several categories in Materials and Services, we spent more than anticipated in other categories. This is standard practice and permitted as long as we do not exceed spending in the entire Materials and Services budget. In addition, the district received more tax revenue than anticipated and was able to fund the additional items in the categories.
 - Fox noted the categories in the Materials Services section that exceeded the line item:
 - Building maintenance, which included additional projects such as remodeling the theater.
 - HVAC, where funds were used to repair a ducting leak and hire an external company, Trane, to address issues with VAV units and controls.
 - Telephone expenses, which increased due to switching providers and undergoing an initial setup process.
 - Internet services, which were expanded to accommodate the library bookmobile.
 - Technology expenses, used to purchase new laptops, sound systems, and monitors for team members.
 - Custodial services, which covered the cost of carpet cleaning at Parkdale and Cascade Locks.
 - Copiers, where additional copiers were acquired for the building.
 - Furniture and equipment, which included purchases of shelving, storage areas, air conditioners, new book carts, and a cubical divider for the staff area.
 - Miscellaneous expenses, which saw an increase in the current fiscal year. The line item has been increased this fiscal year and items such as water for the public will be under other line items for this year.
 - Postage, where the budget was increased for the next year due to rising postage costs.
 - Printing and advertising, which involved printing new materials for summer reading. Next year, this expense will be covered by the program

	<ul style="list-style-type: none"> budget. <ul style="list-style-type: none"> ▪ Program expenses, which slightly exceeded the allocated budget. ▪ Office supplies, which also showed a slight overage. ▪ Training and Travel, where multiple staff members were sent to the Oregon Library Association due to a pause during the pandemic. ○ Fox also noted several categories that were underspending, and a few specific ones were highlighted: <ul style="list-style-type: none"> ▪ Professional Services, as part of the funds for the Strategic Planning consultant were allocated from the fiscal year 2022-23. ▪ Elections expenses, where the bill was not received in the current fiscal year as it has become a standard practice to account for them in the following fiscal year. 		
	iv. Director’s report There was nothing to add to the written report.		Rachael Fox
X.	Old Business		
XI.	New Business		
	i. Appointing agents of record Bureker voted to approve Resolution 2023-24.01, establishing agents of record. Marsden seconded. The motion carried unanimously.	Motion	Brian Hackett
	ii. Establishing regular meeting time (ACTION) The incorrect information was present in this category in the board meeting agenda. The information has been corrected. Janik made a motion to approve Resolution No. 2023-24.02 – establishing regular meeting time. Marsden seconded. The motion carried unanimously.	Motion	Brian Hackett
	iii. Discussion of Friends of the Library and Library Foundation liaisons Bureker will continue to serve as liaison for the Friends of the Library and Hackett will continue to serve as liaison for the Library Foundation. There was correction to the times listed for the Friends meeting, it will be the second Monday of the month at 11am.	Discussion	Brian Hackett
	iv. Accounting services bid and contract approval Sheppard made a motion to approve the bid and contract with	Motion	President

	Onstott, Broehl and Cyphers. Janik seconded. The motion carried unanimously.		
XIII.	Announcements		
	i. Comments from board members Sheppard stated the article was well written. Hackett stated he asked the item to be included in the agenda because he thought it was an excellent way to explain special districts. Fox stated the library would add a link to the article from the Board of Directors page on the library website.		All
	ii. Requests/Comments from Library Director There were no additional requests or comments from the Library Director.		Rachael Fox
	ii. Agenda items for next meeting There was nothing to add to the agenda items.		President
XIV.	Adjournment regular meeting The meeting adjourned at 8:19pm.		President

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 7:00pm 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.