

Board of Directors
Regular Meeting Minutes

Tuesday, March 16, 2021, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

Present: Jean Sheppard, Brian Hackett, Megan Janik, Sara Marsden, 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 7:03pm. Fox stated she would like to discuss the gardens light pole project. Marsden made a motion to approve the agenda as amended. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

i. Minutes from February 16, 2021 meeting

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

IV. Open forum for the general public

Sheppard

None 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. February 2021 Financial Statements

Fox

The financial statements were not available at the time the board packet was released. Fox emailed the financial statements to the board prior to the meeting.

iv. Director's report

Fox

Fox stated the original estimate for the new light pole in the gardens was \$4,106. Fox stated there was an increase to the project due to the light pole needed to be larger to fit our existing luminaire which matches the other light pole in the gardens. In addition, the contractor installing the light pole discovered he will need to install a new concrete base for the pole. The new estimate is \$8,016. We will use \$2,445 from the SDAO Safety Grant which brings the cost of the project to \$5,571. Fox stated we need to have light in the area for safety reasons and the board agree and accepted the change in cost.

Sheppard requested Fox provide an estimate regarding salary expenses for fiscal year 2021-22 at the next library board meeting. Fox stated she will work on having a salary analysis completed as was discussed by the library board last fiscal year and would also prepare an estimate for the April Board meeting.

Hackett stated we should make sure we have funds available for large capital projects we can expect in the future. Fox stated she planned to address the capital projects in the budget. Hackett asked if the District had replenished the funds from our HVAC purchase last fiscal year. Fox stated we received additional funds this fiscal year from the dissolution of one urban renewal district and a pause by the other urban renewal district which allowed the District to replenish our contingency fund and our Capital Equipment Reserve Fund.

VI. Old business

i. Reopening plans: Curbside Services and Browsing and Computer Appointments

Fox

Fox stated she would like to expand appointment days from two days per week to four days per week. Sheppard stated the library should continue to have Curbside hours, too. The Board stated they supported the expansion of hours. Janik asked if Parkdale will be open for appointments. Fox recommended not opening the branch for appointments due to the small space and limited ventilation. Fox stated she recommended opening the branch in the early summer when we can open doors and windows. Fox stated The Dalles Library is opening with limited services.

VII. New business

i. Library Director Evaluation (ACTION)

Sheppard

Sheppard asked how we can get more staff members to fill out the survey. Fox stated she planned to send out an email to staff. She will also mention the survey at the next staff meeting. Fox stated ten or eleven staff members filled out the survey last year. We have nineteen staff and four are substitutes. In addition, Fox stated she supervises eight staff members. Janik made a motion to approve the Library Director Evaluation timeline. Marsden seconded. The motion carried unanimously.

ii. Budget Committee Discussion (ACTION)

Fox

The board decided to advertise the open budget committee position. Fox will post on social media and the enewsletter.

iii. Request – remove bench in Reading Room

Fox

Sheppard asked if there was historical significance to the window seat in the Reading Room. Fox stated there was not. The board approved removing the window seat.

iv. Request Personnel to transport ballots in Odell

Fox

Sheppard stated she originally supported the idea but after hearing District lawyer Ruben Cleaveland's concerns she has changed her mind. Marsden, Janik, and Hackett agreed. Fox also was concerned with allowing District staff to provide services to other entities outside of the scope of library services. The Board agreed to not use library personnel for transporting ballots in Odell.

VIII. Agenda items for next meeting

Sheppard

- o Budget committee approval
- o Review Janitorial Maintenance bids and contract
- o Salary analysis

IX. Adjournment

Sheppard

The meeting was adjourned at 7:48pm.

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.