

Board of Directors
Regular Meeting Minutes
Supplementary information

Tuesday, November 17, 2020, 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 Hackett, Sara Marsden, Megan Janik, 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/86595097326>

Meeting ID: 865 9509 7326

I. Additions/deletions from the agenda (ACTION)

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:02pm. Janik made a motion to approve the agenda as amended. Marsden seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

President

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

IV. Open forum for the general public

Sheppard

None present.

V. Reports

i. Friends update

Fox

The Friends of the Library will not be holding their annual holiday party. They will send out a holiday letter requesting members to renew their membership.

ii. Foundation update

Fox

There was nothing to add to the written report.

iii. September and October 2020 Financial Statements

The accountant finished the financial statements for September and October. I emailed them to the board. We have received \$86,956 in taxes. We will receive the bulk of the rest of our taxes in November. Then two smaller installments in February and May. Otherwise, we are tracking well.

iv. Director's report

Fox

There is a leak in the roof in the main circulation area due to the installation of the new HVAC unit. I have called a roofing company to fix the issue.

v. Grab-and-Go Services by appointment

Fox

Due to the statewide freeze issued by Governor Kate Brown, the library board decided to support continuing with Curbside Service at this time. Library staff will reassess the situation in January. Fox will provide a recommendation to the Library Board at the January board meeting. Everything is in place to move forward when the time is right.

VI. New business

i. Auditing bids 2021-2023 (Action)

Fox

Fox, Sheppard and Hackett commented it wasn't stated which firm Handford and Associates would be contracting with to complete the audit. Hackett mentioned the District has received high quality support and services from Pauly Rogers and Co. through the years. Several other board members agreed and they decided the District was best supported by the experience and high quality service of Pauly Rogers and Co. Marsden made a motion to accept the bid from Pauly Rogers and Co. Janik seconded. The motion carried unanimously.

ii. 2020 Special District Insurance Services Best Practices Checklist for review

Fox

Fox went through the checklist with the board.

iii. Return Safety Grant (ACTION)

Fox

Sheppard and Bureker asked if the safety grant could be used for another project. Fox stated she contacted Special Districts and they stated it could not be used for another project. Hackett made a motion to return the \$3,000 safety grant to Special Districts Insurance Services of Oregon. Janik seconded. The motion carried unanimously.

iv. Bookmobile budget discussion

Fox

Fox presented the difference between the two models of bookmobile in the two lowest price ranges. Sheppard stated since the library intends to use the bookmobile year round the sprinter van would work best. The board agreed.

Marsden stated there is a local company called DIY Van which might have a better rate. Fox stated due to the cost of the project the District will have to obtain multiple quotes. Fox said she would make sure to reach out to DIY Van.

Hackett asked about the next size up. Fox stated it would be larger, it may require a CDL, it would require a generator, and have 10 miles per gallon versus 20 miles per gallon in the sprinter van. Hackett stated the District should explore a small generator on the van because

it may save energy when running the AC and heat when the vehicle is parked at a location offering services. Fox stated she would make sure to include the optional feature on the bid documentation.

Sheppard stated the District should obtain as much funding as possible through grants. Fox agreed and stated she would be working on grant funding over the next few months.

Bureker mentioned naming opportunities for the van and the District should consider whether we want to explore this option. Fox stated other libraries she researched had offered naming opportunities and the Foundation was interested in this option. Hackett mentioned at the Foundation meeting members were also interested in other naming opportunities. Fox stated she would explore naming opportunities and present her recommendations at the next board meeting. Sheppard stated the Foundation or District might explore a consultant with experience in naming opportunities to allow small donors and large donors naming opportunities, especially since children might want to be involved. Fox agreed and said she would reach out to the Foundation and explore this further.

v. Dental Insurance Renewal (ACTION)

Fox

Marsden made a motion to approve Pacific Source dental insurance for 2021. Bureker seconded. The motion carried unanimously.

vi. Recommended expenditures (ACTION)

Fox

I. GPS Needle Point Bipolar Ionization system (ACTION)

The board members asked what is the life span of the unit, maintenance requirements, and if our HVAC company serviced the unit. They also asked if the unit has to be installed or if the only the payment has to be issued to apply for the CARES act funds for the unit. Fox stated she would find out the answers. The board discussed what is the minimum life span they would approve for the unit.

Hackett made a motion to approve the purchase of the GPS Needle Point Bipolar Ionization System if the system has a lifespan of at least 8 years and there is minimal and inexpensive maintenance for the unit. Bureker seconded. The motion carried unanimously.

II. Occupancy counters (ACTION)

The board asked if there was maintenance required and the annual cost of operating the unit using only the people counter function. Fox stated she would find out the answer to the questions. Fox reported the units measure heat and were placed at the entrances. Fox stated she planned to only use the occupancy counter function in real time during COVID and then switch to a less expensive plan after the pandemic which will only count people hourly. Hackett made a motion to approve the occupancy counters if there is limited maintenance required. Marsden seconded. The motion carried unanimously.

III. Film – Teen space windows in atrium

Fox

Marsden stated she had noticed the spine labels fading on items in the teen area. Sheppard asked if film will be visible. Fox reported it has a slight tint but it will not be noticeable. Marsden recommended contacting several companies to get the best deal. Bureker stated the

board should use a local company if the price is comparable to other quotes. Fox stated she would obtain multiple quotes.

IV. Light pole discussion

Fox

Burker asked if the concrete light pole we currently have in the gardens is visible from where the new pole would be installed. Fox stated it the poles directly line up on the walkway through the gardens. Marsden stated it would visually appealing if the poles matched. Fox stated the new pole should last a long time, perhaps even up to one hundred years. Fox stated she was not able to find records to determine how long the concrete pole had been in the gardens but she guessed it could have been many years. Hackett stated due to a matching grant for the new light pole and light above the book drop the estimate equals around \$6,000 and it made sense to select the concrete pole. The board agreed.

vii. Closure – December 24 and December 31 (ACTION)

Fox

Bureker stated she wanted the closure to be equal for to the entire staff. The board agreed. Bureker made a motion to close for a full day on December 24 and December 31 and pay the entire staff. Marsden seconded. The motion carried unanimously. Fox will pay each staff member a prorated holiday rate each day based upon the number of hours they regularly work each week.

VII. Agenda items for next meeting

Sheppard

VIII. Adjournment

Sheppard

The meeting was adjourned at 8:35pm.

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.