

Board of Directors
Regular Meeting Minutes
Tuesday, January 21, 2020, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President

Present: Rachael Fox (staff), Jean Sheppard, Karen Bureker (phone), Megan Janik, Sara Marsden, Jon Davies, and Tiffany Elvum (phone).

I. Additions/deletions from the agenda (ACTION) Sheppard
Board President Jean Sheppard called the meeting to order at 7:05pm. Fox stated she had an updated version of *Resolution 2019-20.06* for the board to approve. Marsden moved 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
Marsden moved to approve the consent agenda. Janik seconded. The motion carried unanimously.

IV. Open forum for the general public Sheppard
Jon Davies was present.

V. Audit presentation Kamp
Attachments:

- V.a. Audit 2018-19 – Communication to the governing body
- V.b. Audit 2018-19 – Financial report

Tiffany Elvrum from our auditing firm Pauly, Rogers, and Co. attended the January library board meeting by phone. 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. Elvrum stated overall it was very good. She reported no difficulties in performing the audit.

VI. Property and Liability insurance discussion Davies
Sheppard mentioned there was a large price increase. Davies directed the board to the figures in the renewal documentation included in the board packet. The main areas of increase were for the general liability and property. Davies mentioned there were more employees. Sheppard asked Fox did we increase employees. Fox stated we hired a few more substitutes this year. Davies stated there was an increase in the budgeted Materials and Services. The Property insurance increased 2.4% which was in line for all the Districts.

Davies stated the building is insured for 4.5 million and the collection for 1.7 million. He stated

these numbers went back to the former library director's Buzzy Nielsen's time. Sheppard stated we should have the property and contents accessed. Davies stated Special Districts Insurance Services (SDIS) is currently visiting all the properties and will be reassessing the property and contents in the near future.

Davies stated we could eliminate the rental car coverage and it will save the District a little money. He also mentioned there is a rate lock and SDIS can not raise our rates more than 5% over the next two years.

Davies also mentioned employment practices and board defamation claims. He stated SDIS offers free legal advice and the requirement for coverage is to contact SDIS before any disciplinary measures or any action taken by the District. Otherwise, the District will have to pay the first \$25,00 of a law suite. Fox stated she contacts SDIS with any questions regarding employees in regards to possible disciplinary measures.

The board then discussed adding earth quake insurance. Sheppard asked Davies if all Special Districts covered by SDIS have earthquake insurance and Davies stated most of them do have it. Fox asked Davies to explain the coverage offered in the event of the earthquake. Davies stated if the total damage statewide to entities covered exceeds 100 million, the payment for damage will be prorated to the entities.

Marsden stated she recommended coverage because if there was damage and the building was not covered it would be difficult to ask tax payers for funds to assist with the damage. Sheppard asked Fox to review the budget and determine if the District could afford to add the insurance this fiscal year. Fox stated she would review the budget and report back at the next board meeting.

VII. 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

There was nothing to add to the written report.

iv. Director's report

Fox

There was nothing to add to the written report.

VIII. Previous business

i. Board Planning Session – Marketing and Auditing discussion Fox

The board discussed the Library consultant Penny Hummel's writeup. They identified the following steps to achieve the goals

Goal #1 Develop a meaningful library presence in Odell

- Action:
 - Feasibility Study

Goal #2: Increase adult and teen use of the Cascade Locks Library

- Action:
 - Survey to CL residents and combine with hours survey
 - Connect with Cascade Locks coalition (comprised of Cascade Locks organizations) to cross promote and partner

Goal #3: Do the best job we can telling the library’s story

- Action:
 - Redesign informational brochure (Fall 2020)
 - Send out annual report (September 2020)
 - Review and redesign enewsletter (Fall 2020)
 - Conduct a community/hours survey (Fall 2020)
 - Fox will review the storytelling toolkit and gather ideas (Fall 2020)

Goal #4: Increase use of the Hood River Library by Latinx Community members

- Action:
 - Brainstorm with Bilingual Outreach Librarian Yeli Boots (Ongoing)
 - Identify and address barriers to access like privacy concerns, etc. Alternative options like free items or uncatalogued items.
 - Explore collection statistics to tell how the collection is or isn’t being used (Fall/Winter 2020)
 - Hire more bilingual staff (ongoing)
 - Change signage in Hood River Library – Bilingual (2020-2021)

The board also brainstormed other possible ways to advertise services. Sheppard suggested advertising in the Catholic Church bulletin and the One Community Health and Health Department bulletin boards. Sheppard also suggested ad Catholic church across the river. Fox stated she would contact Bilingual Outreach Specialist Yeli Boots to discuss these additional avenues for marketing.

ii. Review Feasibility and Scoping Exercise Proposals

Fox

Sheppard stated the proposals were over our target budget. Marsden agreed. Fox stated she consulted with Assistant Director Arwen Ungar and Bilingual Outreach Librarian Yeli Boots and we recommended re-scoping the project and having staff take on tasks to reduce the budget. Fox stated she would consult Special District Association Oregon to determine if we can negotiate with current bidders to re-scope the project or if we would need to go out for bid again.

iii. Resolution 2019-20.06, Amend Resolution No. 2019-20.04 transferring appropriations between the General Fund & Capital Equipment Fund to include authorizing expending funds from the Capital Equipment Fund for the HVAC unit

Fox contacted the Oregon Department of Revenue, our District accountant at Onstott, Broehl & Cyphers and our auditors Pauly Rogers and Co to review the resolution. The auditors approved the final resolution which Fox distributed to library board members. Janik moved to approve the updated Resolution 2019-20.06. Marsden seconded. The motion carried unanimously.

IX. Agenda items for next meeting

Sheppard

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.