



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Minutes
Board of Directors Meeting
July 19, 2018 at 5:15 pm
Pendleton Center for the Arts, Board Room
Pendleton, Oregon

ATTENDANCE BOARD:

Miriam Gilmer (via GoToMeeting)
Hilary Stoupa, President

Michelle Munro, Vice President (via GoToMeeting)
John Thomas

ATTENDANCE STAFF:

Erin McCusker, District Director
Dea Nowell, Technical Services Manager (via GoToMeeting)

ATTENDANCE - VISITORS:

None.

CALL TO ORDER:

Board President Hilary Stoupa called the Board Meeting to order at 5:19 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Roll was called by Erin McCusker with 4 Board Members - Miriam Gilmer, via GoToMeeting; Michelle Munro, via GoToMeeting; Hilary Stoupa and John Thomas - present, thus there was a quorum.

INTRODUCTIONS:

None.

APPROVAL OF THE AGENDA:

There were no changes to the agenda.

ANNUAL MEETING:

BOARD ELECTIONS - PRESIDENT, VICE-PRESIDENT:

Hilary Stoupa asked for volunteers/nominations for President. She noted she would be willing to serve again if no one else wanted to. Miriam Gilmer thanked Hilary Stoupa and seconded the nomination. The motion for Hilary Stoupa as Board President passed unanimously.

Michelle Munro was nominated by Hilary Stoupa for Vice President, when no one volunteered. John Thomas seconded the motion. The motion for Michelle Munro as Board Vice President passed unanimously.

SECRETARY:

Erin McCusker affirmed that by code she is the Board Secretary. She further noted that she would like it to be stated in the minutes that Dea Nowell will be doing the minutes.

REGULAR MONTHLY MEETING DATE:

After a bit of discussion, it was decided to continue with holding the regular District Board meeting on the third Thursday of the month.

PUBLIC COMMENT:

None.

MINUTES:

John Thomas moved to approve the May 24, 2018 Budget Hearing & Board minutes as presented. Michelle Munro seconded the motion. The motion passed with 3 Board members approving the motion. Miriam Gilmer abstained from the vote since she wasn't in attendance at the meeting.

Michelle Munro moved to approve the June 21, 2018 minutes as presented. Miriam Gilmer seconded the motion. The motion passed with 3 Board members approving the motion. John Thomas abstained from the vote since he wasn't in attendance at the meeting.

CALENDAR UPDATE:

Erin McCusker stated she gave this UCSLD fiscal year 2018-19 overview calendar to the library directors as a draft last week at their meeting. They asked that the date for budget information to the cities be changed and Erin has done that at their request as there isn't a specific date requirement in the agreements. John Thomas asked about the December Board Meeting date with Christmas falling so closely to the meeting date. Michelle asked about the September Board Meeting date and Round-Up. It was noted that Round-Up this year is a week prior to the meeting. John moved to change the December meeting to the 2nd week of December (12/13/18). Miriam Gilmer seconded the motion. The motion passed unanimously. Hilary Stoupa noted that the August Board meeting did not show the time, whereas all the others did. Erin noted she would correct that. The Board consensus was everything else was okay on the fiscal year 2018-19 overview calendar.

CORRESPONDENCE:

Erin McCusker noted she received an email sent to all the special districts represented in the recent data center SIP and Community Service Fees discussion from Tamra Mabbott, from City of Umatilla, on July 6th with information regarding the City of Umatilla's adopting of a resolution which approves the same formula adopted by Umatilla County and the special districts. Erin forwarded this email and attachments to the Board for their information in the Board packet.

REPORTS:

FINANCIAL STATEMENTS JUNE 2018:

Erin McCusker reviewed the year-end financial statement. She noted that she met with Rob Tremper to set up the new accounts for this fiscal year and discovered that we didn't do the budget resolutions correctly in terms of the windmill and tax distribution lines as special payments. If we need to, we can do a supplemental budget later in the year for this. Erin now has what we need to do for next year to make sure these are done correctly for special payments.

[Board Members initialed banks & pool balance sheets, as well as the financial statements.]

DIRECTOR REPORT:

Erin McCusker highlighted a couple of things in her monthly report. The shaky eggs storytime at Helix PL and Stanfield PL were quite fun and the kids enjoyed them as well. Erin noted it that it was a nice change from working on spreadsheets and such. She has been working with Jess Hampton from the Center for Nonprofit Stewardship regarding the LSTA grant for the Friends of Umatilla County Libraries. Jess Hampton

will be coming out this fall. Erin noted she attended a records management session last week that was really good information and will soon be working on a records retention policy. She stated she received and filled a records request via the approved procedure for employees and wages. The historical grant and the two staff performance appraisals were completed before the end of the fiscal year. Erin also reported that three children were registered with the Dolly Parton Imagination Library before the end of June.

STAFF MONTHLY REPORTS:

Erin McCusker stated that she has received Dea Nowell's annual statistics and will send them on to the Board, as they were not included in her report. Hilary Stoupa asked if Monica Hoffman's statistics were accumulated annually as well. Erin noted that they are for the Ready to Read grant report and the annual statistical report and will get them out to the Board when the next reports are put together. The Board noted that they would just like to see how all these progress over the year(s).

Erin also noted that Monica began with the Blue Mountain Early Learning Hub grant at the beginning of July with seven extra hours per week.

BOARD TRAINING: UCSLD Board Job Description

The Umatilla County Special Library District Board Member Job Description was reviewed. Miriam Gilmer asked about the four year term since hers was only two years. Dea Nowell explained how if a term is vacated before the term is expired an appointment can be made to fill that term until the next special election [for districts] occurs, or the term expires, whichever occurs first. The special election occurs every two years in May. It was asked about the District Manager wording -- Erin McCusker noted she would get that updated. Dea noted that there was reference in this document to Board Members only being able to serve 2 consecutive terms. She is not sure where that came from as it is not in the by-laws nor has this been the case in the past -- we've had several Board Members who have served for more than 2 consecutive terms. Erin noted that she will check into this. A discussion about term limits and the reason behind having them, or not, followed.

OLD BUSINESS:

STRATEGIC PLANNING:

Erin McCusker noted that the staff continued to work on this document at their July staff meeting, in terms of inputting work plans, etc. The staff also talked a bit about wordsmithing and honing of the Mission statement. Erin noted that she would like to work on the Vision statement this year and include the library directors and staff in the process, possibly at an in-service. Staff also added a couple of core values to the list. She noted that maybe we'll have a bit of a work session next month to further work on this document. Erin noted that she added a third goal under the first strategic issue to cover some of the things that are business matters of the District. Erin will be sending these updates out to the Board. She is planning to have it ready to go in October, with the anticipation of it being adopted in September.

ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS:

Erin McCusker noted that she would like to again have 3 meetings for the ALSP review. She shared the draft document with the Board that she gave to the library directors at their meeting last week. She is asking them for a written report, PowerPoint report, or brochure highlighting the library's activities based on their plan for the year that can then be posted on the District website as a PDF. There was discussion about the wording of question 7 to answer. It was suggested changing "given continuing" to "outside of current" and adding "in what ways" before the

word “can” to make this question more clear. Michelle Munro noted this was a clear documentation of what we are looking for and what we plan to do with it. John Thomas moved to approve the draft with a change in wording to question number 7. Michelle Munro seconded the motion. The motion passed unanimously.

NEW BUSINESS:

BY-LAWS REVIEW:

John Thomas noted there was no reference to term limits in the by-laws.

Erin McCusker asked a logistical question regarding the vacancy provision -- how much are we soliciting names for prospective board members? Hilary Stoupa and John Thomas noted that they were solicited through their local library director. It was noted that the library directors were a good source for this kind of thing. There was also a brief discussion regarding representation throughout the County noted in this section.

Erin McCusker suggested a change of wording to the statement in Article IV, Section 3b. Secretary. It currently reads “Shall maintain appropriate records, take minutes of meetings and...”, Erin suggested, “Shall maintain appropriate records, *ensure* minutes *are taken* of meetings and...” to show the possibility of delegating a portion of the duties and to better match what we are doing. Miriam Gilmer moved to adopt this change of wording to Article IV, Section 3b of “ensure minutes are taken”. John Thomas seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION:

The Board held a closed Executive Session per ORS 192.660(2)(i) and 192.660(8) to conduct the District Director’s annual performance appraisal.

The Board went into Executive Session at 6:27 pm.

The Executive Session was adjourned at 7:25 pm and the Board meeting was reconvened.

NEXT DISTRICT BOARD MEETING:

The Board Meeting will be August 16th at 5:15 pm at the Pendleton Center for the Arts Board Room.

ADJOURN:

John Thomas moved to adjourn the meeting. Miriam Gilmer seconded the motion. The motion passed unanimously. Meeting was adjourned at 7:26 pm by Board President Hilary Stoupa.

Respectfully submitted by Dea Nowell