



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Minutes

Board of Directors Meeting

September 19, 2018 at 5:15 pm
Pendleton Center for the Arts, Board Room
Pendleton, Oregon

ATTENDANCE BOARD:

Miriam Gilmer
John Thomas

Hilary Stoupa, President

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 5:20 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker noted there was a quorum with 3 Board Members - Miriam Gilmer, Hilary Stoupa, and John Thomas - present.

INTRODUCTIONS:

None.

APPROVAL OF THE AGENDA:

There were no changes to the agenda.

PUBLIC COMMENT:

None.

MINUTES:

The minutes were tabled till the next meeting as there wasn't a quorum present who attended the last meeting.

CALENDAR UPDATE:

None.

CORRESPONDENCE:

Erin McCusker noted that we received the invoice from the Oregon Government Ethics Commission. This comes out of the Board billing account so she wanted to let the Board know about it.

REPORTS:

FINANCIAL STATEMENTS AUGUST 2018:

Miriam Gilmer asked a question regarding a number on page 3 - shouldn't the budgeted amount be \$1, 526,242.00 under Taxes current year instead of the listed \$,526,242.00? Erin McCusker noted that she would check with Dickey & Tremper

regarding this, but yes. Miriam moved to approve the August 2018 financial statement, subject to audit and upon correction from Dickey & Tremper. John Thomas seconded the motion. The motion was unanimously approved.

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

STAFF MONTHLY REPORTS:

Erin McCusker noted a few things regarding the monthly staff reports. The school year is off and running, and so is Monica. In the last couple of days she has had 7 storytimes per day. Erin wanted to give kudos to Monica for all the work she has done in organizing the office following the move, as there are a lot of TakeOff materials. Monica is working on creating storytime kits for the libraries (these will include puppets, big books, etc.)

Erin also noted that Dea has been rocking and rolling. We were notified by IMESD of the website upgrade mid-August and needing to complete it before the end of September due to a contract position. The new website is up and is mobile friendly. Erin stated that we are asking for input from the libraries regarding pictures (other than the building front, as we have those) and calendar events to add to the website. She extended kudos to Dea for getting things together and organized with the contracted worker from IMESD during the timeframe. Erin also noted that about 8 District libraries received refreshing youth collection grants that had to be expended by end of August, so materials are rolling her way to be cataloged as well. Erin also stated that Dea is stepping down from being the Sage Cataloging Committee chair and from being the Sage User Council vice chair. She will continue as a Sage cataloging mentor and also on the Sage User Council.

DIRECTOR REPORT:

Erin McCusker stated she made site visits to all of the libraries in August/early September and sat down with the library directors to talk about the ALSRs. She said it was good to get out to the libraries again.

At the Library Directors meeting on September 10th there were two presenters from the Blue Mountain Early Learning Hub (Cade Burnett & Erin Bartsch). Erin noted that Cade Burnett has been gathering statistics on how early literacy affects kindergarten readiness. Erin is very interested in this and it was noted that while overlap is good, redundancy not so much, we don't however want to leave holes. She noted that Ready2Learn, which all our libraries are a part of, was not part of what they are gathering statistics on, so she wants to connect them. Erin noted that before the two presenters arrived at the meeting the library directors had been talking about the refreshing youth collection grants and needing to weed to make room for the new items. Interestingly enough Cade Burnett noted later that Blue Mountain Early Learning Hub would be interested in any children's materials being weeded. The presenters also talked about the programs that the Hub offers (Erin will send the list to the Board members). This is another example of partnering within the community. The November Library Directors meeting will be at IMESD and will be centered around planning. Erin also noted that the new time for the meetings is not working well for most of the libraries; she will be putting some options out based on the libraries' schedules and let them decide when they want to meet. Erin noted that she will continue to bring in partners to these meetings, which is especially important since libraries often keep our heads down and the District can help in keeping our heads up and knowing what is going on around us.

Dolly Parton Imagination Library is rip roaring along. We are getting donations from many avenues (e.g. WalMart employees, Pacific Power grant, individuals).

Erin stated that she is looking around for marketing people and will need to work on getting an RFP together. She further stated that once the audit and statistics are done she will really be looking at Office 365 to see about getting it into place before the end of the year. Erin noted that Hilary Stoupa has some skills to help us with the email change and some electronic documents controls that will be helpful in tightening up some of our procedures (e.g. travel, timesheets, etc.)

Hilary Stoupa noted that she thought having some scholarship monies for in-service, or other training opportunities, for the smaller libraries' staff to be able to all attend would be good. Erin made note of the ARSL (Association of Rural and Small Libraries) conference coming to the Boise area in a few years (2021 maybe) as one of those potential opportunities. She noted that Kristin Williams (Athena PL director) attended this year's conference on a scholarship she received from the State Library and will be presenting information from the conference at in-service and talking up the conferencing.

Erin gave an update on upcoming activities and time away from the office.

BOARD TRAINING:

Erin McCusker stated she didn't really plan anything in particular and wondered if anyone had anything they wanted to talk about training wise. Hilary Stoupa noted that she had something though it was probably something that is more on the side of "good of the order". Hilary noted she invited libraries to attend the Board meetings via GoToMeeting at Tuesday's ALSR meeting. She noted that we need to build the Library Board bench as we will have three seats up for election this spring. Hilary will email the three library directors from last night's meeting regarding this.

OLD BUSINESS:

ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS:

Hilary Stoupa noted that more or less we had an update of the meeting so far during the Director's report. The meeting on the 25th starts at 5:20pm at Athena PL and it was noted that there is road construction on Highway 11 between Pendleton and Adams.

DISTRICT-CITY AGREEMENTS REVIEW:

Erin McCusker reiterated the areas that were moved around under section three "Mutual Services" - added "The library agrees to do the following:" between "The District shall provide the following coordinated services to the City" and "City agrees to do the following:" to be more clearly delineated. She also noted that she changed the evaluation of the ALSP due date from October 10th to October 31st, to give everyone a bit more breathing room with this. Erin stated she had sent the agreement to Ann at SDAO for review and received a call back regarding it today. Ann stated that she was not an attorney and asked if we had changed anything. Erin noted mostly just layout. Ann stated that they didn't see any issues with it and things that would normally be in an agreement were there, so we are good to go with this. Erin included the tax distribution percentages for each library in Appendix A and left the history portion. Appendix B will be the new Oregon Library Association Public Library Division's Public Library Standards which are hot off the press (dated September 17, 2018). Dea Nowell noted that in the current agreement we just cut and paste the information for hours, staffing, and collection size to assist with the size of the appendix, we may want to do something similar with this one.

Erin asked the Board what they thought about an area for the library directors to sign. The consensus of the Board was that it makes a lot of sense especially since we added the section "the library agrees to..." section. John Thomas asked what happens if a city doesn't sign the new agreement. Dea stated the agreement gives either party the right to terminate the current agreement with 6 months' notice, which we will need to give the cities, usually done via certified mail. It was noted that the cities then have 6 months to sign the new agreement; if they do not sign it then they will no longer receive tax distributions or other services from the District at the beginning of the new fiscal year.

John moved to approve the Library Service Agreement as amended. Miriam Gilmer seconded the motion. The motion was unanimously approved.

RECORDS RETENTION POLICY:

Erin McCusker stated that the process (retention list) doesn't need to be approved as it comes from the State Archivist's recommendation. There is a library section however it doesn't pertain to the District as much as a public library. Erin noted that she will be working with the staff this year to review our processes. We will be reorganizing our file structure around retention schedules and do similar with the electronic files. Miriam Gilmer asked a question regarding what Section IV. Policy a. means. Erin responded it means that we don't have to create the policy anytime there is some new technology created. A typo was noted on page 2 under IV. Policy b. iv. -- the word "to" in the beginning of the third line should be removed.

John Thomas moved to approve the Records Retention Policy as amended. Miriam Gilmer seconded the motion. The motion was unanimously approved.

Miriam Gilmer moved to authorize the retention schedule based on Oregon State Archivist's schedule. John Thomas seconded the motion. The motion was unanimously approved.

NEW BUSINESS:

STATE STATISTICAL REPORT:

Erin McCusker stated that she and Monica Hoffman were working on the State Statistical Report. In FY17-18 circulation of materials (all children's) was 17,408; number of programs was 480; and number of children attending was 7,386. There were 7,810 people who attended programs, children or adults. About 600 more materials were circulated last year than the previous year.

AUDIT UPDATE:

Erin McCusker stated that most of the documents have been gathered or prepared for the auditors. Erin is getting the last things together. She noted that there were no budget change resolutions during last fiscal year and that things are coming together well. Everything will be delivered to the auditors' office next week.

GOOD OF THE ORDER:

None.

NEXT DISTRICT BOARD MEETING:

After some discussion the Board decided by consensus to move the October meeting to avoid a scheduling conflict to October 25, 2018 (4th Thursday) at 5:15 pm at the Pendleton Center for the Arts Board Room, unless it is not available. (Erin McCusker will be checking on the room availability due to change of dates.)

ADJOURN:

John Thomas moved to adjourn the meeting. Miriam Gilmer seconded the motion. The motion passed unanimously. Meeting was adjourned at 6:47 pm by Board President Hilary Stoupa.

Respectfully submitted by Dea Nowell