



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Minutes

Board of Directors Meeting

December 19, 2019 at 5:15 pm

Pendleton Center for the Arts, Board Room
Pendleton, Oregon

ATTENDANCE BOARD:

Caty Clifton
Kara Davis, Vice President
Nick Nash
Hilary Stoupa
John Thomas, President

ATTENDANCE STAFF:

Erin McCusker, District Director
Dea Nowell, Technical Services Manager

ATTENDANCE - VISITORS:

None

CALL TO ORDER:

Board President John Thomas called the Board Meeting to order at 5:16 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker called the roll and noted four Board Members – Caty Clifton, Nick Nash, Hilary Stoupa, and John Thomas – present at the time, thus there was a quorum.

PUBLIC COMMENT:

None.

APPROVAL OF THE AGENDA:

There were no changes to the agenda. Caty Clifton moved to approve the agenda as presented. Nick Nash seconded the motion. The motion passed unanimously.

MINUTES:

Board Meeting, November 21, 2019 – Erin McCusker noted that a couple of minor typos were caught earlier and corrected. Hilary Stoupa moved to approve the November 21, 2019 minutes as presented. Nick Nash seconded the motion. The motion passed unanimously.

CALENDAR UPDATE:

None.

CORRESPONDENCE:

Letter from IMESD: Erin McCusker stated that IMESD hosts our website and they informed us that they will be moving away from hosting websites for entrepreneurial customers like us at the end of next calendar year (a copy of the letter was posted on SharePoint). Erin noted that she and Dea Nowell have talked a bit about this and we will probably move to Streamline, whom SDAO has partnered with to assist

customers with website creation and management, beginning in the summer. Caty Clifton asked if this letter went out to the library directors, as it has some great resource links that the libraries and their cities may be interested in? Erin said that it had not, however she will send it out for their information.

Recent EO article on fine free libraries [Dec. 4]: Erin shared that La Grande's public library and some other Union County libraries were referenced in the article. A couple of our libraries were also quoted in the article.

SDAO's board member recruitment tool kit is one of their newer publications. They also have a professional development academy that is fairly new. Erin said she is not interested in the academy this year, however wanted to let the Board know of the opportunity. Hilary Stoupa stated that the monthly EO column would be a good place to promote recruitment of board members.

Budget information from Umatilla County: Erin received the initial budget information document from the County that is usually sent out in the fall.

REPORTS:

FINANCIAL STATEMENTS

November 2019:

[Kara Davis arrived at the meeting.] Erin McCusker noted that she picked up the financial statements today. She noted that there is a bit of a change going on at Dickey & Tremper, as Rosi Beers is leaving at the end of the month and is one of the employees that we work closely with. Erin stated that the District is in the situation we expect to be at this time of year. Nick Nash moved to accept the November financial statement subject to audit. Hilary Stoupa seconded the motion. The motion passed unanimously.

Audit: Erin stated that she received the draft audit statement today. The notes show we are "in compliance", which is always good to see, so the supplemental levy covered us. Erin will be going through the document more thoroughly and will then return the letter to the auditors from us, for which a Board Member will also need to sign as well. Erin will put out a call when she is ready for a signature. The Board would like the auditor to come in January to present and explain the audit to them.

STAFF MONTHLY REPORTS:

Erin McCusker stated that Monica Hoffman has been busy getting gift books out. This year, books will be given out in the fall and spring. It was noted that all the participants in the program receive the gift books. Erin noted that it had been a busy time with Dea here early in the month of November. Erin shared that she has been doing site visits to the libraries this week following the tax distribution review information packets and the templates being sent out. She noted that she has been suggesting to the library directors that if they don't have an idea for a formula that they answer a couple of the questions from the template in terms of value to give some contextual information to the Board. So far, she thinks these visits have been very productive.

BOARD TRAINING - HOMELESS WEBINAR BY RYAN DOWD:

Erin McCusker stated that the State Library of Oregon is providing free access to some training on homelessness to libraries in the state. Ryan Dowd is an expert in this field and is helping libraries in understanding issues and situations with the homeless. His approach is empathy and he is bringing it around to how to do a better job as a public entity. Part of the offered training are monthly webinars. This

month's webinar was on body language and next month is on domestic violence and sexual assault. Erin will get the link to this training out to the Board Members. She noted that you do need to register for the training, however the training is free.

OLD BUSINESS:

UPDATE ON TAX REVENUE DISTRIBUTION REVIEW:

Erin McCusker gave a quick update on this. The information packets were sent out at the beginning of the month. In meeting with the library directors, the biggest concern is that we are going to take money away from them. Erin has been talking to the directors about sustainability and how compression could become an issue at some point in the future. She has also explained about some state laws that are out of our control and affect our budget. She has reiterated that this is more of a review and clarification of formula that is able to be explained and reviewed. [Nick Nash had to leave the meeting for awhile.] There was some discussion among the Board Members regarding specifics of population estimates. Erin reminded the Board that this is a guided outcome process that we are embarking upon. The first meeting is January 13th, the second meeting is February 10th, with the Board Retreat scheduled for March 7th.

ANNUAL REVIEW OF UCSLD STRATEGIC PLAN:

It was noted that this is our annual service plan. Kara Davis moved to approve the annual review of UCSLD strategic plan, dated October 24, 2019, as presented. Caty Clifton seconded the motion. The motion passed unanimously with the four Board Members present.

VOLUNTEER POLICIES:

Following some discussion, it was suggested we remove all verbiage following "...same standards of conduct as UCSLD employees." Hilary Stoupa moved to approve the policy with the amendment. Kara Davis seconded the motion. The motion passed unanimously with the four Board Members present.

NEW BUSINESS:

DISTRICT DIRECTOR TRAVEL APPROVAL - CHANGES TO TRAVEL POLICY:

Erin McCusker noted the addition of the words "or their designee" to the policy. Hilary Stoupa moved to adopt the updated Travel, Training, Per Diem and Lodging Policy as presented. Caty Clifton seconded the motion. The motion passed unanimously with the four Board Members present.

PERSONNEL POLICIES:

Erin McCusker stated that she had posted both our current personnel policy and Josephine County Library District's personnel policy on the SharePoint site. Erin explained why Josephine County Library District's personnel policy was chosen as an example. She asked that the Board begin reviewing these documents for changes and/or updates. Kara Davis asked that we keep the SharePoint copies clean without changes to not muddy things up. Erin asked that the Board Members please do make suggestions for changes though. Erin noted that one thing she is going to ask the Board to look at is changing our leave (vacation) to a more even number for the top level rather than the monthly 13 1/3 hours per month accumulated, as staff accounting does not match up with Dickey & Tremper's accounting and Dickey & Tremper cannot change this. Erin asked that the Board Members come back to the January meeting with thoughts and perspectives.

RENTAL OF PENDLETON CENTER OF THE ARTS ROOM FOR BOARD MEETINGS:

Erin McCusker stated that the Board Room of the Pendleton Center of the Arts has been reserved for the next 6 months for Board meetings. [Nick Nash returned to the meeting.]

GOOD OF THE ORDER:

Erin McCusker noted that she and Monica Hoffman are continuing to look around at available office space. Erin stated that we do get a good deal in terms of price, so we are not rushing into anything. Nick Nash suggested checking with BMCC on any possibilities there.

NEXT DISTRICT BOARD MEETING:

Next Board Meeting will be January 23, 2020.

ADJOURN:

Hilary Stoupa moved to adjourn the meeting. Caty Clifton seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:42 pm by Board President John Thomas.

Respectfully submitted by Dea Nowell