



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

211 SW 1st Street  
PO Box 1689  
Pendleton, OR 97801

Phone (541) 276-6449

**Minutes**

**Board of Directors Meeting**

December 13, 2018 at 5:15 pm

Pendleton Center for the Arts, Board Room  
Pendleton, Oregon

**ATTENDANCE BOARD:**

Miriam Gilmer (via GoToMeeting)                      Michelle Munro, Vice President  
Hilary Stoupa, 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 Vice President Michelle Munro called the Board Meeting to order at 5:15 pm.

**CALL THE ROLL & ESTABLISH QUORUM:**

Erin McCusker noted there was a quorum with 4 Board Members – Miriam Gilmer, Michelle Munro, Hilary Stoupa, and John Thomas – present. Kara Davis' absence was excused.

**PUBLIC COMMENT:**

None.

**MINUTES:**

November 15, 2018 minutes – Hilary Stoupa moved to accept the November 15, 2018 minutes as presented. John Thomas seconded the motion. The motion passed with 3 Board Members approving the motion. Michelle Munro abstained from the vote as she was not in attendance at the meeting.

**CALENDAR UPDATE:**

None at this time, Erin McCusker noted she will be starting on a calendar update next month.

**CORRESPONDENCE:**

None out of the usual.

**REPORTS:**

**FINANCIAL STATEMENTS NOVEMBER 2018:**

Erin McCusker stated that the financial statements are not ready yet, since we are meeting earlier in the month. Erin will then send them out when they are ready. She also noted that we have only received one of the two Banner Bank statements so far (haven't yet received the one with the check copies).

#### STAFF MONTHLY REPORTS:

Erin McCusker commented that as everyone can see from Monica Hoffman's statistics that she has been busy. Erin reviewed Monica's projects and progress. Erin also noted the way the Take Off car responds on ice – it has no traction – therefore on the day we had the ice storm this week Monica didn't go out in the Take Off car.

Erin noted that Dea Nowell got a lot done while in Pendleton. She also noted that we are now posting more of the local libraries' events on the District-wide calendar on the website, as the libraries send things to us.

#### DIRECTOR REPORT:

Erin McCusker stated that they had a good library directors' meeting on visioning. The directors have decided to change day and time of the meetings to the 2<sup>nd</sup> Wednesdays every other month, in the morning. She noted that most of our projects are finishing up. She stated that she will be putting the marketing plan on the back burner until spring. She reported that the city-district agreements packets were mailed out (certified and return receipts) to the cities on November 30<sup>th</sup>. She has been making calls to the cities this week to check on any questions, etc., and has varied responses.

#### BOARD TRAINING – OFFICE 365:

Erin McCusker gave a brief description of Office 365 and showed the Board where things were in the SharePoint site created for the Board. The Board agenda and drafted minutes will be posted here, and she will send the Board a text to alert them to the items added here. The minutes can be edited on the draft by everyone. Hilary Stoupa noted that this would make for a much more collaborative approach. Erin also showed the Board the Forms program and how she used it to create a survey for the library directors to determine their meeting day.

#### OLD BUSINESS:

##### WEB SITE UPDATES:

While Erin McCusker was online, she showed the Board a few of the things on the website that have been done like posting of library events on the District-wide calendar and the online resources page that Dea created with help from Gale (the database vendor). Dea will be working with the libraries on pages for their web sites.

#### NEW BUSINESS:

##### COMMUNITY SERVICE FEES:

Erin McCusker noted that a library director asked why the community service fees were not in the agreements. Erin noted that she would like to talk about this next month and get a formula formalized and into the minutes, so that everyone is comfortable with the situation.

##### PENDLETON CENTER FOR THE ARTS ROOM RENTAL – 2<sup>ND</sup> HALF OF YEAR:

Erin McCusker stated that she paid the Arts Center through the end of the fiscal year today. She noted that she is thinking of asking the new Board (next fiscal year) to consider the 4<sup>th</sup> Thursday of the month for meetings.

##### BOARD RETREAT:

Erin McCusker will put together a survey form to determine the date of the Board retreat. The group decided it would be a half day on a Saturday. It was noted that they liked a coffee spot – like Buckin' Bean where they met last time. Erin noted that

she would like to get a vision statement out of the retreat. The time frame being looked at is late January through February.

**NEXT DISTRICT BOARD MEETING:**

The next Board Meeting will be January 17, 2019 at 5:15 pm at the Pendleton Center for the Arts Board Room.

**ADJOURN:**

John Thomas moved to adjourn the meeting. Hilary Stoupa seconded the motion. The motion passed unanimously. Meeting was adjourned at 6:23 pm by Board Vice President Michelle Munro.

Respectfully submitted by Dea Nowell