



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Minutes
Board of Directors Meeting
August 22, 2019 at 5:15 pm
Pendleton Center for the Arts, Board Room
Pendleton, Oregon

ATTENDANCE BOARD:

Kara Davis, (incoming) Vice President
Nick Nash
Hilary Stoupa, (outgoing) President
John Thomas, (incoming) President

ATTENDANCE STAFF:

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

ATTENDANCE - VISITORS:

Sarah Bushore, U.S. Census Bureau

CALL TO ORDER:

Board President Hilary Stoupa called the Board Meeting to order at 5:15 pm.

OATH OF OFFICE FOR: Kara Davis

Kara Davis read her oath of office and signed it. Erin McCusker then presented her with a certificate.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker noted four Board Members present, thus there was a quorum.

APPROVAL OF THE AGENDA:

Being there were no changes needed to the agenda, President Hilary Stoupa noted the agenda was approved.

ANNUAL MEETING - continued from July

BOARD ELECTIONS - PRESIDENT, VICE-PRESIDENT:

PRESIDENT:

Hilary Stoupa nominated John Thomas for President. Kara Davis seconded the motion. The motion passed with 3 affirmative votes, John Thomas abstained from the vote.

VICE PRESIDENT:

Hilary Stoupa nominated Kara Davis for Vice-President. Nick Nash seconded the motion. The motion passed with 3 affirmative votes, Kara Davis abstained from the vote.

Hilary Stoupa turned the duties of President over to John Thomas who continued running the meeting.

PUBLIC COMMENT:

Sarah Bushore, from the U.S. Census Bureau, gave a presentation to the Board regarding the 2020 Census. In the 2010 Census, Assistance Centers were very helpful and the Census Bureau would like to place these in all the libraries throughout the country for the upcoming census. She noted that the Umatilla County Commissioners and the City of Pendleton are in full support of this. Ms. Bushore will be at the November library staff in-service to make a presentation to the staff of the libraries. There was a time of questions and answers with the Board. Erin McCusker will mention this visit at the next Library Director's Meeting. Erin also stated that she could assist with distributing the flyers, etc., to the libraries.

MINUTES:

Board Meeting, June 27, 2019 - Hilary Stoupa moved to approve the June 27th minutes as presented. Kara Davis seconded the motion. The motion passed with 3 affirmative votes approving the motion. Nick Nash abstained from the vote.

Board Meeting, July 18, 2019 - Hilary Stoupa noted that she had found a missing word in the minutes presented and added it to the minutes on the SharePoint site. Hilary moved to approve the July 18th minutes as amended. Nick Nash seconded the motion. The motion passed with 3 affirmative votes approving the motion. Kara Davis abstained from the vote as she was not in attendance at the July 18th meeting.

CALENDAR UPDATE:

Erin McCusker noted that we need to decide on the dates for the November and December Board Meetings due to the holidays. The November meeting will be on November 21st (3rd Thursday) and the December meeting will be on December 19th (3rd Thursday). Nick Nash moved to then approve the calendar for the year. Kara Davis seconded the motion. The motion passed unanimously.

CORRESPONDENCE:

Erin McCusker stated that Erin Wells is moving to the Walla Walla PL and tomorrow is her last day at Milton-Freewater PL. Erin stated we received an annexation notice from the Hermiston Planning Department for 2 parcels of property.

Hilary Stoupa stated that she received a phone call from an Adams community member asking why the library was closed for a library directors meeting and asked why these couldn't be held in the evening and the directors be paid for overtime. Hilary explained to him how this all works and thanked him for calling with his concern. He said he understood after Hilary's explanation.

REPORTS:

FINANCIAL STATEMENTS

Corrected June 2019:

Erin McCusker noted that because the June 2019 financial statement was received the day of the meeting that she had not caught that some grant funds were not listed properly in the financial statement. The bottom line was not changed. The revised June 2019 financial statement have the grants correctly recorded and have not yet been audited. Hilary Stoupa moved to approve the corrected June financial statement pending audit. Nick Nash seconded the motion. The motion passed unanimously.

July 2019:

Erin McCusker noted that we do have enough money to operate till November. She further noted that the website and email costs had been moved from the Resource Sharing Fund to the General Fund as adopted in the budget process. Hilary Stoupa

moved to accept the July 2019 financial statement pending audit. Kara Davis seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:

Erin McCusker reviewed a bit of Monica Hoffman's and Dea Nowell's monthly reports.

DIRECTOR REPORT:

Erin McCusker noted several staff changes within the libraries. She commented that she had submitted the final LSTA grant and has met with all but 3 libraries regarding their ALSPs. She stated that the EO column this month will be on library card sign-up month. And she noted that Erin Wells recommended her to be on the LEO Board and that the first task they are undertaking is hiring of a new executive director.

BOARD TRAINING - SDAO RISK MANAGEMENT WORKSHOP:

Erin McCusker stated that she attended the SDAO Risk Management Workshop on August 8th. She said much of it was a review, however she came back with some things we need to work on. The staff will create a light duty job description for staff members returning to work on a limited release. We receive some HR consulting time through HR Answers and thinks we should work on a grievance policy - not that we need it currently but it would be good to have in place. Brian Wolfe of SDAO is available for de-escalation training, which he has been doing with schools. Erin will ask him about future in-service trainings. And she received 10 tips for better cybersecurity and avoiding mobile attacks.

OLD BUSINESS:

VISION:

Following some discussion regarding the drafted vision statement, the vision statement is being tabled for now. Nick Nash has agreed to work on this.

NEW BUSINESS:

SCHEDULE FOR REVIEW OF UCSLD POLICIES:

Nick Nash moved to approve the policy review plan that Erin McCusker presented. Kara Davis seconded the motion. The motion passed unanimously.

CONTINUING EDUCATION GRANTS:

Erin McCusker asked the Board to table this for tonight, as she has a bit more to complete. Erin noted that she emailed a link to the form early in the day.

READ ME A STORY:

Erin McCusker stated that a colleague in Coos County started a program called Read Me a Story! where an incarcerated parent reads to their child via video. Two Rivers Correctional Institution contacted Erin and would like to do a similar program for all ages through voice recording. The law librarians at Two Rivers will be trained by Erin and they will provide training for the fathers who participate. The District will collect the books and provide flash drives and literacy tips handouts. The Two Rivers law librarians will work on recording and mailing of the books, flash drives and literacy tips. This is a new Outreach program. At this point in time EOCL has not contacted Erin.

LIST OF REQUIREMENTS FOR FORMULA REVIEW FACILITATOR:

Erin McCusker noted that she would like to table this as well. She is just starting to lay it all out. She noted that she distributed the draft beginning to the SharePoint

site. Nick Nash asked if we knew about the Ford Family Foundation Technical Assistance grant program and explained a bit about it.

VOLUNTEER RESOLUTION RENEWAL:

Erin McCusker commented that she had heard from a colleague that we needed to do an annual renewal of our volunteer resolution. SDAO said we only need to do one resolution. So, there is currently nothing additional we need to do with this.

IN-SERVICES - SAVE THE DATE:

Erin McCusker stated that she had sent out Save the Date flyers to the libraries. Nick Nash, ARSL participants, Darci Hanning, and the US Census will be on the Nov. 1st library staff in-service agenda. The Saturday Nov. 16th in-service is for library boards, city officials, Friends of the Library, etc.

ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS - PROCESS:

Erin McCusker presented the Board with the ALSP review meeting dates, which have been confirmed with the libraries. The dates are all on Mondays: Sept. 23rd - east side (Athena PL), Sept. 30th - central (Pendleton PL), and October 28th - west side (Hermiston PL). Erin noted that she had expanded question number 6 by giving some examples. Erin will be working with folks on community needs and, also asking for some sort of written form of the presentation that can be posted on our website.

GOOD OF THE ORDER:

None.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be September 26, 2019.

ADJOURN:

Kara Davis moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously. Meeting was adjourned at 6:59 pm by Board President John Thomas.

Respectfully submitted by Dea Nowell