



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Minutes

Board of Directors Meeting

August 16, 2018 at 5:15 pm

Pendleton Center for the Arts, Board Room
Pendleton, Oregon

ATTENDANCE BOARD:

Kara Davis (via GoToMeeting)
Hilary Stoupa, President

Michelle Munro, Vice President
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 5:15 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Board President Hilary Stoupa noted there was a quorum with 3 Board Members - Kara Davis (via GoToMeeting), Michelle Munro, and Hilary Stoupa - currently present. [John Thomas arrived a few minutes later.]

INTRODUCTIONS:

None.

APPROVAL OF THE AGENDA:

There were no changes to the agenda.

PUBLIC COMMENT:

None.

MINUTES:

The minutes were tabled until after John Thomas arrived.

CALENDAR UPDATE:

Erin McCusker noted that there was a conflict with the September meeting date. There was discussion about moving the date from September 20th (Thursday) to September 19th (Wednesday). A decision on this was tabled until after John Thomas arrived.

CORRESPONDENCE:

Erin McCusker noted that correspondence included a letter to Michelle Munro from the auditor and a letter from Business Oregon. Business Oregon passed a resolution approving the CSF (Community Service Fee) proposal from the Umatilla County districts.

REPORTS:

FINANCIAL STATEMENTS JULY 2018:

Erin McCusker noted that the financial statement and chart of accounts is now set up to align better with the budget. She stated that the first payment to Center for Nonprofit Stewardship was sent in as part of the LSTA grant (for Friends groups). Erin further stated that staff from the Center for Nonprofit Stewardship will be in the area the next couple of weeks to meet with folks in the communities and libraries.

Erin stated that she is beginning to collect items for the audit. There was a note in this year's engagement letter that stated that everything was due to the auditors by the end of September or we would be charged an additional fee. Dickey & Tremper has been alerted to this fact.

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

STAFF MONTHLY REPORTS:

Dea Nowell had nothing additional to note about her report. Erin McCusker noted that Monica Hoffman has had less time in the field during the summer months which has been needed to perform maintenance and planning tasks. Erin asked the Board if there were any questions regarding the staff monthly reports? There were none.

DIRECTOR REPORT:

Erin McCusker stated that she intentionally has had a lot less time out with the library directors this summer due to Summer Reading programs. Erin reviewed her monthly report with the Board. She noted that at the ECPT meeting it came up that Cade Burnette, from Blue Mountain Early Learning Hub, is doing some research on kindergarten preparation this year. He will also probably be coming to speak at the Library Director's meeting in September. She noted that a \$500 donation for Stanfield area's Dolly Parton Imagination Library has been received from Umatilla Electric Cooperative. And, as noted, earlier under Financial Statements the LSTA grant for the Friends groups has gotten started and is going well.

SEPTEMBER BOARD MEETING DATE:

The Board returned to the discussion about changing the September Board meeting date. The consensus of the group was to change it from September 20th to September 19th. Erin McCusker will check on the availability of the room for that night.

MINUTES:

There was a small typo on page 4 of the July 19, 2018 drafted minutes. The word "not" should be changed to "no" in the first sentence under By-Laws Review. Michelle Munro moved to accept the July 19, 2018 minutes as amended. John Thomas seconded the motion. The motion passed with 3 Board Members approving the motion. Kara Davis abstained from the vote since she was not in attendance at the meeting.

FINANCIAL STATEMENTS (JUNE 2018 & JULY 2018):

Erin McCusker stated it was brought to her attention that we did not approve the financial statement at the July meeting. John Thomas moved to approve the financial statement from the July 19th meeting (the June 2018 financial statement), subject to audit. Michelle Munro seconded the motion. The motion was unanimously approved.

John Thomas moved to approve the July 2018 financial statement, subject to audit. Michelle Munro seconded the motion. The motion was unanimously approved.

BOARD TRAINING: SDAO Trainings - Services

Erin McCusker felt it would be good for the Board to be aware of some of the trainings and services available to us through SDAO, since they are an invaluable group to us. She noted that she would like to send the rent/lease agreement to SDAO for review, so we can find out what we need in our facility documentation regarding this agreement. This was something that was noted during the risk management training she attended today. Erin stated that she runs the public records requests received past SDAO. And Erin noted that she will be running changes to the District/City agreements past them as well. SDAO liaises through Worker's Comp and is a resource for any Worker's Comp issues. SafePersonnel online training is also available to Board members, just let Erin know if you don't currently have access to SafePersonnel and would like it.

OLD BUSINESS:

ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS:

Erin McCusker noted that the review meeting on the west side of the County has been moved from Hermiston PL to Stanfield PL due to the book sale at Hermiston PL. Erin reviewed who all would be able to attend each of the scheduled review meetings. There will be at least 3 Board members present at each of the review meetings. Carpooling will be available from Pendleton, as was last year.

NEW BUSINESS:

DISTRICT-CITY AGREEMENTS REVIEW:

Being that it is time for review of the agreements, Erin McCusker went through the current agreement with the Board recommending some updates and minor changes throughout. There was discussion about various pieces as they went through the agreement. Erin also noted that there are new public library standards coming out that will replace the ones currently in Appendix B. Erin noted that she will get the changes typed up, run by SDAO, and then get it sent out to the Board.

RECORDS RETENTION POLICY:

Erin McCusker stated that the Records Retention Policy draft that she gave them was still rough, however she wanted their feedback on the direction she was going with it. She noted that there will be a procedure along with a schedule which will be a separate document from the policy. She will also run this policy, procedure, and schedule by SDAO for the feedback. Erin plans to bring the schedule to the next meeting as well.

GOOD OF THE ORDER:

None.

NEXT DISTRICT BOARD MEETING:

The Board Meeting will be September 19th (Wednesday) 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. Michelle Munro seconded the motion. The motion passed unanimously. Meeting was adjourned at 6:54 pm by Board President Hilary Stoupa.

Respectfully submitted by Dea Nowell