



**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**  
October 24, 2019 at 5:15 pm  
Pendleton Center for the Arts, Board Room  
Pendleton, Oregon

**ATTENDANCE BOARD:**

Caty Clifton  
Hilary Stoupa

Nick Nash

**ATTENDANCE STAFF:**

Erin McCusker, District Director  
Dea Nowell, Technical Services Manager

**ATTENDANCE - VISITORS:**

None

**CALL TO ORDER:**

Without the Board President or Vice President present, Hilary Stoupa, as immediate past President called the Board Meeting to order at 5:41 pm.

**CALL THE ROLL & ESTABLISH QUORUM:**

Erin McCusker called the roll and noted three Board Members present, thus there was a quorum.

**APPROVAL OF THE AGENDA:**

Erin McCusker noted that September was still listed at the top under call to order. The month name will be removed on this agenda and future agendas.

**PUBLIC COMMENT:**

None.

**MINUTES:**

Board Meeting, September 26, 2019 - Caty Clifton moved to approve the September 26, 2019 minutes as presented. Nick Nash seconded the motion. The motion passed unanimously.

ALSP Review Board Work Session, September 23, 2019 - Nick Nash moved to approve the September 23, 2019 work session minutes as presented. Caty Clifton seconded the motion. The motion passed unanimously.

ALSP Review Board Work Session, September 30, 2019 - Nick Nash moved to approve the September 30, 2019 work session minutes as presented. Caty Clifton seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE:**

None.

**CORRESPONDENCE:**

None.

## REPORTS:

### FINANCIAL STATEMENTS

September 2019:

Erin McCusker noted that under Board expenses was \$500 for League of Oregon Cities membership, which allows us to participate in CIS for staff benefits, and the rest was for mileage reimbursements. Everything else is pretty much where it should be. Caty Clifton moved to accept the September 2019 financial statement subject to audit. Nick Nash seconded the motion. The motion passed unanimously.

### STAFF MONTHLY REPORTS:

Erin McCusker reviewed the staff monthly reports. Erin stated she wanted to give a big thank you to Monica Hoffman for holding down the fort while she was gone. Erin noted that she appreciates all the detail Dea Nowell provides for the things that need lots of detail. Erin noted that she and Monica went to the State Library Summer Reading Summit last month and it was really good for both of them, and especially for Monica as she had a session on early childhood sensory STEAM activities. Caty Clifton said, "Kudos to Dea for all her activities and all the contacts with the libraries."

### BOARD TRAINING:

A discussion was held about quorum and what to do with no president or vice president present for the meeting.

### OLD BUSINESS:

#### IN-SERVICES UPDATE:

Erin McCusker commented that supplies have been ordered for the November 1<sup>st</sup> staff in-service, and that she is checking in with food providers and presenter's needs. She noted that she will be sending out registrations next week for the board in-service. Erin noted that she really liked using Forms for registration, and even had some volunteers for set-up, clean-up, decorating, etc.

#### VISION:

Caty Clifton brought some suggested revisions for refining the drafted Vision. The Board worked through them and came up with the following final draft.

##### *Vision*

*The Umatilla County Special Library District (UCSLD) works collaboratively with our public libraries to ensure that high quality library services are available to all.*

*Public libraries are places of welcome for everyone, and UCSLD strengthens and unites our communities.*

*Library staff are valued and recognized for providing exceptional service to their communities. UCSLD invests in Library Staff development, and offers opportunities for interaction, skill-building and cross-training.*

*To advance the vision, UCSLD partners with groups and organizations to increase the reach of literacy and access to information, building on the foundations of a democratic society.*

Caty iterated that this is about the District system not the District office. Erin McCusker noted that this would be good to take to the staff in-service to show some of the outcome of input from a prior in-service. Nick Nash moved to approve the

Vision as revised, pending approval by John Thomas and Kara Davis. Caty Clifton seconded the motion. The motion passed unanimously.

#### CONTINUING EDUCATION GRANTS:

Erin McCusker reviewed the guidelines, application, evaluation, and budget form (which contains two tabs: estimate & actual expenditures) given to the Board at last month's meeting. After some discussion about the length of the application, which will be in Forms, Caty Clifton made a motion to move forward with the current process as laid out. Nick Nash seconded the motion. The motion passed unanimously. Erin stated that she has a library director who has agreed to test the process once it is approved.

#### NEW BUSINESS:

##### FACILITATOR CONTRACTOR DECISION:

Erin McCusker shared with the Board that she believed that Ruth Metz was well suited to the task we have ahead of us. Ruth Metz suggested a template or guideline for written proposals to be accepted by the Board. The focus of this process is based on the Mission and Vision. The question was raised as to how this proposal correlates with budgeted funds. Erin noted that we have some funds in a couple of line items that could be utilized if necessary. And she will also now contact Ford Family about a grant or funding help for the process. Erin reached out to three individuals and got one proposal in response. Nick Nash moved to accept Ruth Metz' proposal for funding formula facilitation and have Erin reach out to Ruth Metz to move forward. Caty Clifton seconded the motion. The motion passed unanimously.

##### VOLUNTEER POLICIES:

Tabled until next meeting. Erin McCusker specifically asked the Board to review the area in italics for their opinion and feedback. We are looking for some volunteers in our office and so this policy would be specific to the District office. Consensus was that they didn't feel a background check was necessary.

##### DISTRICT DIRECTOR REVIEW OF FY2018-19 STRATEGIC PLAN ACTIVITIES:

This is a draft form of the UCSLD ALSP review. Tabled until next meeting.

##### GOOD OF THE ORDER:

Erin McCusker reminded the Board Members about carpooling for Monday's Review Work Session in Hermiston.

Caty Clifton stated that the Potato Festival is occurring this Saturday in Weston and that there will also be a book sale, of which the benefits from will go to the Friends of the Weston Library.

##### NEXT DISTRICT BOARD MEETING:

Next Board Meeting will be November 21, 2019 (3<sup>rd</sup> Thursday due to Thanksgiving).

##### ADJOURN:

Nick Nash moved to adjourn the meeting. Caty Clifton seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:40 pm by immediate past Board President Hilary Stoupa.

Respectfully submitted by Dea Nowell