



**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**

November 15, 2018 at 5:15 pm  
Pendleton Center for the Arts, Board Room  
Pendleton, Oregon

**ATTENDANCE BOARD:**

Kara Davis  
Hilary Stoupa, President

Miriam Gilmer  
John Thomas

**ATTENDANCE STAFF:**

Erin McCusker, District Director  
Dea Nowell, Technical Services Manager

**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:**

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

**INTRODUCTIONS:**

None.

**APPROVAL OF THE AGENDA:**

There were no changes to the agenda.

**PUBLIC COMMENT:**

None.

**MINUTES:**

September 19, 2018 minutes – Miriam Gilmer moved to accept the September 19, 2018 minutes as presented. John Thomas seconded the motion. The motion passed with 3 Board Members approving the motion. Kara Davis abstained from the vote as she was not in attendance at the meeting.

October 25, 2018 minutes - John Thomas moved to accept the October 25, 2018 minutes as presented. Kara Davis seconded the motion. The motion passed with 3 Board Members approving the motion. Miriam Gilmer abstained from the vote as she was not in attendance at the meeting.

**CALENDAR UPDATE:**

None.

**CORRESPONDENCE:**

Erin McCusker stated that an annexation notice from Hermiston, dated October 24, 2018, was received. She shared it with the Board and passed it around.

**REPORTS:**

**FINANCIAL STATEMENTS OCTOBER 2018:**

Erin McCusker noted that nothing seemed unusual in terms of the October 2018 financial statement. We are in a good place with our expenditures. She further noted that the tax money is just beginning to come in. Kara Davis moved to approve the October 2018 financial statement, subject to audit. Miriam Gilmer seconded the motion. The motion was unanimously approved.

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

**DIRECTOR REPORT:**

Erin McCusker reviewed some areas of her report. She stated that she had contacted Angela at Oregon Department of Education regarding connecting children to books through their program of home visits in the area. She was put in touch with the local people and will be following up with them. This is based on a Multnomah County Library pilot program. She also shared with the Board about the idea of a pool of substitute workers. The Board thought this was a good idea and helped brainstorm some possible ways to logistically do this. She also noted that the email system progress went from about 5% to about 80% as of this afternoon. She and Dea Nowell will be continuing with this tomorrow and hope to get the staff and Board emails moved over in the next few days.

**STAFF MONTHLY REPORTS:**

Erin McCusker noted on Monica Hoffman's report that she had highlighted the number of storytimes provided. She is very busy with all her sites and will be filling in at Pendleton Public Library periodically for Jennifer Costley while she is out on maternity leave.

Dea Nowell reviewed her trip to date, highlighting a couple of things.

**BOARD TRAINING:**

The checklist for SDAO Best Practices changes every year, Erin McCusker commented. She reviewed what discounts were received this year with the checklist. We will receive an 8-10% discount this year -- there are still a couple of areas that Erin needs to check on before she finishes up the list and sends it to Special Districts.

**OLD BUSINESS:**

**TRAVEL POLICY:**

Erin McCusker passed out the updated draft policy and procedure and reviewed the changes made with the Board. She noted that the procedure mirrors the policy in language. The rates will be updated annually in January. The changes have also been made on the form as well. Erin further noted that Hilary Stoupa will help set this all up in Flows with Office 365. Erin stated that she wants this all to clearly be lined out. Kara Davis moved to approve the policy as presented in the updated draft. John Thomas seconded the motion. The motion was unanimously approved.

**IN-SERVICE RESULTS:**

Erin McCusker and the Board reviewed the in-service results.

NEW BUSINESS:

BEST PRACTICES - SDAO:

Talked about earlier in the meeting.

COURIER AGREEMENTS - IMESD:

Erin McCusker stated that she is the signer for this agreement and that the contract is for this fiscal year. She noted that Oregon Trail Library District and Lone Library District also came to the table this year. Deliveries during the holiday breaks will have them working together with us to accomplish them. She also noted that conversations have started among the 3 for the December holiday schedule.

GOOD OF THE ORDER:

John Thomas mentioned that Jennifer Costley introduced seeing how far the Pendleton Public Library cards went this summer, by having folks take a picture of them with their card and posting it on the Library's Facebook page. The farthest was to Australia. There were also additional categories. John noted that he would like to see other libraries play this game as well. He asked if this had been brought up yet at Directors' meeting?

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be December 13, 2018 at 5:15 pm at the Pendleton Center for the Arts Board Room. This meeting will be a week earlier than normal due to the holidays.

ADJOURN:

John Thomas moved to adjourn the meeting. Miriam Gilmer seconded the motion. The motion passed unanimously. Meeting was adjourned at 6:22 pm by Board President Hilary Stoupa.

Respectfully submitted by Dea Nowell