



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Minutes

Board of Directors Meeting

October 25, 2018 at 5:15 pm
Pendleton Center for the Arts, Board Room
Pendleton, Oregon

ATTENDANCE BOARD:

Kara Davis
Michelle Munro, Vice President

Hilary Stoupa, 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:

Erin McCusker noted there was a quorum with 3 Board Members - Michelle Munro, Hilary Stoupa, and John Thomas - currently present. Kara Davis arrived shortly thereafter.

INTRODUCTIONS:

None.

APPROVAL OF THE AGENDA:

There were no changes to the agenda.

PUBLIC COMMENT:

None.

MINUTES:

August 16, 2018 minutes - John Thomas moved to accept the August 16, 2018 minutes as presented. Michelle Munro seconded the motion. The motion passed unanimously.

September 19, 2018 minutes - The minutes were tabled till the next meeting as there wasn't a quorum present who attended the last meeting.

September 18, 2018 special meeting minutes - Michelle Munro moved to accept the September 18, 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 since she was not in attendance at the meeting.

September 25, 2018 special meeting minutes - John Thomas moved to accept the September 25, 2018 minutes as presented. Kara Davis seconded the motion. The motion passed unanimously.

September 27, 2018 special meeting minutes - Kara Davis moved to accept the September 27, 2018 minutes as presented. Michelle Munro seconded the motion. The motion passed with 3 Board Members approving the motion. John Thomas abstained from the vote since he was not in attendance at the meeting.

CALENDAR UPDATE:

None.

CORRESPONDENCE:

None.

REPORTS:

FINANCIAL STATEMENTS SEPTEMBER 2018:

Erin McCusker noted that we are sitting good financially. Next month the Sage bill will get paid and we just paid LEO for Library2Go. Kara Davis moved to approve the September 2018 financial statement, subject to audit. John Thomas seconded the motion. The motion was unanimously approved.

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

STAFF MONTHLY REPORTS:

Erin McCusker highlighted a couple of things from Monica Hoffman's report. She noted the number of boxes going to sites without storytime and that correlating to a lot of books getting into the hands of children. Erin also noted that a number of sites are asking Monica to come to parent education nights. Michelle Munro asked if the local libraries are providing information for these events as well to be handed out. Erin noted that she is asking for this kind of information at all library directors' meetings. She will also send out an email reminder prior to these events getting underway.

Erin stated that Dea Nowell is a Sage cataloging mentor and on the Sage User Council and so is a go-to point for Sage for the District. Erin noted that Dea has stepped back from a couple of leadership positions in those (chair of Cataloging Committee & vice chair of the User Council), though she is still active in those groups. Erin also noted that the website upgrade is complete and we are working on some small updates to the site. Dea is coming this weekend and will be here for the next three weeks. She will be setting up the laptop and monitor for Monica while here.

DIRECTOR REPORT:

Erin McCusker started by saying thank you to the Board Members for taking care of checks while she was out of town. She gave some highlights of her report, noting that we received a \$2,000 check from Pacific Power for the Dolly Parton Imagination Library. There was a photo op on Tuesday at the Pendleton Public Library receiving the check from Pacific Power.

The LSTA Grant Friends' training with our contractor had 7 communities with representatives attending (about 20 people present). Erin noted it was good to hear the various ideas from the different groups. And there was much thinking outside the box and sharing of ideas. This project has had a bit of a rocky start in terms of connecting with interested parties in the communities, but we're getting it together.

Erin noted that she is meeting with Darci Hanning (OSL) tomorrow morning via Zoom to finalize in-service details. Erin is working on quarterly reports for the LSTA & Blue Mountain Early Learning Hub grants.

BOARD TRAINING:

The checklist for Minimum requirements for Oregon Public Libraries was handed out [pages 7-8 in the OLA/PLD Public Library Standards, dated September 17, 2018] to the Board for the Board Training component of the meeting. Erin McCusker noted that the plan is that OLA would like to take this to the legislature this year. Oregon has a very broad definition of a public library with no specificity to it. There are 11 things in this checklist to update the definition. Kara Davis stated she thinks this is a terrible idea, for the more defined the definition, the more you are excluding. She went on to say that putting requirements is not broadening the service, but limiting the service. When you start legislating definition it causes issues. John Thomas noted he sees what Kara is saying and referenced the recent defining of the “social worker” title. He stated he thinks that OLA should do a study on how many small libraries will be affected by this. Kara also noted she isn’t sure why the ADA requirement is listed here as it is already law and so it is redundant. Erin noted that these concerns can be taken to OLA President Esther Moberg and Past President Buzzy Nielsen. She also noted that at the September Public Library Director’s meeting she attended in September that they seemed to be aware of those this will be limiting. Erin also noted that we reference some of these requirements in our agreements. In reference to #8 on the checklist [“The library dedicates a .50 full-time equivalent (FTE) staff member exclusively to library functions during operating hours.”] John asked how this will affect those small libraries (like Crane, Jordan Valley, McDermott, etc.) He asked what problems are they trying to solve with this. Hilary Stoupa noted that she agrees with this question about what the problems are, and do these small libraries have the budget to deal with these requirements. She noted that the standards are good.

OLD BUSINESS:

ELECTIONS:

Erin McCusker stated that she had checked on election information for the spring election cycle and found out that the information will be mailed out to the districts, etc., in late December/early January and then responses become part of the election process. When asked if we needed to publish information about openings, Erin stated that she will check with the County. Dea Nowell reminded the Board that we have a board job description and it is posted on the website. It was mentioned that we can do our own advertising/announcing about openings, such as on our website and also mentioning at in-service.

TRAVEL POLICY:

Erin McCusker noted that the Board had seen the policy before and had talked about it; it has not been approved yet, as she wanted to wait till the procedure was ready. The procedure links to the domestic GSA. Lodging would be paid for on the credit card and meals on a straight per diem with definite amounts that are adapted from the State matrix John Thomas provided and this will be updated annually. The request form is on the last page of the procedure. There was discussion about what defines travel and/or being away from an employee’s desk. There was also discussion about meals in terms of conferences or trainings and indicating when provided as part of a conference. Also discussion ensued about travel in terms of when doing an employee’s regular job as opposed to above an employee’s normal job description. Erin noted that we have no definition of duty stations in the job descriptions. The Board felt that site visits are part of the nature of our work. This

was then further defined as site visits within our County or to our sites. Erin will go back through the procedure and policy removing Umatilla County site language. Erin noted it is important to get this policy right as it involves money.

STRATEGIC PLAN FOR PUBLICATION:

Members of the Board noted that they really liked this document: colors, organization, etc. Erin McCusker stated that the top piece represents 3 years of the Strategic Plan and the bottom section 1 year. There was conversation that this may be confusing and so the dates at the top will be removed. Erin explained that the mission and vision were honed from the previous discussion. She further noted that the mission is the legal responsibility for the UCSLD. It was determined that "member libraries" would be easier to understand if we use the term "our libraries." In the vision the first line is what used to be the vision. She noted that this is something that will be changed this year as it is part of the Strategic Plan. The values are what we had in the Plan. Under the strategic issues, goals and activities for this year, Erin added training for library board of trustees as there has been more demand or request for this and also under the outreach goals the wording of the activities were shortened up. For changes/corrections, Erin will take the date off the top, change member libraries to our libraries, put a hard return on education, and add the word "library" between childhood and literacy on the second goal under the second strategic issue. She will also be consistent with ending punctuation or not throughout. Kara Davis moved to publish the document, subject to edits. John Thomas seconded the motion. The motion was approved unanimously. The Board's consensus was that this was well done and looks good.

NEW BUSINESS:

IN-SERVICE:

Erin McCusker noted that the in-service is Friday, November 2nd at Hermiston Public Library meeting room in the basement and all the Board Members are invited to attend. It will begin about 8 am and wrap up about 3pm. She went through the basic framework of the agenda.

GOOD OF THE ORDER:

Kara Davis asked if anyone had told Dea Nowell that everyone said something positive about her at the ALSR meetings? Hilary Stoupa noted Dea is a true asset to the District.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be November 15, 2018 at 5:15 pm at the Pendleton Center for the Arts Board Room.

ADJOURN:

John Thomas moved to adjourn the meeting. Kara Davis seconded the motion. The motion passed unanimously. Meeting was adjourned at 6:45 pm by Board President Hilary Stoupa.

Respectfully submitted by Dea Nowell