



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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**Minutes**  
**Board of Directors Meeting**  
July 18, 2019 at 5:15 pm  
Pendleton Center for the Arts, Board Room  
Pendleton, Oregon

**ATTENDANCE BOARD:**

Nick Nash  
Hilary Stoupa, President  
John Thomas

**ATTENDANCE STAFF:**

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

**ATTENDANCE - VISITORS:**

None

**CALL TO ORDER:**

Board President Hilary Stoupa called the Board Meeting to order at 5:17 pm.

**OATH OF OFFICE FOR:** Caty Clifton, Kara Davis, Nick Nash

Nick Nash read the oath of office and signed it. Erin McCusker then presented him with a certificate. (Neither Caty Clifton nor Kara Davis were able to make it to the meeting. And, thus their oath of office will be administered at a later date.) Nick was officially welcomed to the Board.

**CALL THE ROLL & ESTABLISH QUORUM:**

Erin McCusker noted there was a quorum with 3 Board Members present, thus there was a quorum.

**INTRODUCTIONS:**

None.

**APPROVAL OF THE AGENDA:**

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

**ANNUAL MEETING**

**BOARD ELECTIONS - PRESIDENT, VICE-PRESIDENT:**

Board elections were tabled until the August meeting due to low attendance.

**SECRETARY:**

Erin McCusker noted our by-laws state the Secretary position shall be held by the District Director, however delegating a portion of duties is possible. Nick Nash moved to appoint Erin McCusker as Board Secretary. John Thomas seconded the motion. The motion passed unanimously.

**REGULAR MONTHLY MEETING DATE:**

It was stated that there has been some recent conversation about changing the

meeting date to the 4<sup>th</sup> Thursday of the month. John Thomas moved to change the meeting date to the 4<sup>th</sup> Thursday of the month, pending confirmation from Caty Clifton and Kara Davis. Nick Nash seconded the motion. The motion passed unanimously.

#### BANKING:

Erin McCusker gave paperwork to Nick Nash to fill out and will get paperwork to Caty Clifton. John Thomas moved to remove Michelle Munro & Miriam Gilmer from the Columbia Bank and Banner Bank accounts; and add Caty Clifton & Nick Nash as signers on both bank accounts. Nick Nash seconded the motion. The motion passed unanimously.

#### PUBLIC COMMENT:

None.

#### MINUTES:

Board Meeting, June 27, 2019 – The minutes were tabled as there was no quorum of those who attended the meeting present.

#### CALENDAR UPDATE:

It was noted that the calendar update would be addressed under New Business.

#### CORRESPONDENCE:

Erin McCusker noted there was no correspondence except about the elections. Later in the meeting she noted she forgot to mention that we had received a thank you from PERS stating that we are a 2018 reporting star for submitting 100% of our 2018 reports on or before their due dates.

#### REPORTS:

##### FINANCIAL STATEMENTS June 2019:

Erin McCusker passed around copies of the June 2019 financial statement and reviewed some of it with the Board since it had just been received today. She noted that she would get the financial documents posted to the SharePoint site. Nick Nash moved to accept the June 2019 financial statement, subject to audit. John Thomas seconded the motion. The motion passed unanimously.

##### STAFF MONTHLY REPORTS:

Erin McCusker explained a bit about the way the reports were laid out and reviewed a couple of things from Monica Hoffman's and Dea Nowell's reports. Erin noted that she has started training Monica on billing, filing, etc., in order to build some redundancy in these areas.

##### DIRECTOR REPORT:

Erin McCusker reviewed some of her report, sharing a bit about the recent Library Director's meeting, and giving a quick update on the status of the outgoing statewide courier hub situation for the summer. She also noted that she had done an orientation with Adams PL's new director, Stephanie Partida, and will meet with David Slaght, Echo's new city administrator/library director in August for an orientation.

##### BOARD TRAINING – BINDER & NEW BOARD INFORMATION:

Erin McCusker stated that she has received the Board binder from Miriam Gilmer and Michelle Munro's is with Hermiston PL's library director, Mark Rose. The innards will be updated for everyone, so she asked that the continuing Board Members bring

theirs in for updates. Erin reviewed what all would be in the binders and noted that we are aiming for consistency through everything.

#### OLD BUSINESS:

##### MARKETING:

Erin McCusker commented that she presented the idea of the newspaper column (Libraries Provide – Countywide!) at a Director’s meeting and it was well received. The first article ran in the East Oregonian June 29<sup>th</sup> and gave an overview of the District and listed upcoming events at some of the libraries. She received a call from another reporter asking about whether there are libraries doing some activities around the 50<sup>th</sup> anniversary of the lunar landing. The Board was excited to hear this. Erin noted that this month’s article will highlight Stanfield PL, the next month’s article will talk about where a person can check out a book, placing holds, etc., then the following month will highlight Helix PL. Erin shared some of her thoughts on upcoming articles are serving the homeless population, Library2Go, in January: food for fines, 2 months highlighting a library, summer reading in May, and then again highlighting a library. Nick Nash asked about posting this information somewhere, so we don’t lose it all to just one day. It was noted that it had been posted on the front page of our website and that we don’t currently have a Facebook page. Nick shared his understanding of how Facebook works with businesses.

Erin stated that even though we don’t have a “marketing plan” yet, it is part of the strategic plan and we have a plan for the newspaper articles. Erin also commented that she would like to do a passport book or an activity for summer reading next year with District information as a part of that.

##### VISION:

Erin McCusker reviewed how we got to this point with the vision draft and shared her view of what a mission statement is (short and easy to share, based in law as to the purpose of the district) and what a vision statement is (broader, future oriented). After a bit of discussion, the vision statement was tabled until the next meeting to give a chance for everyone’s input.

#### NEW BUSINESS:

##### PERSONAL SERVICES CONSULTING CONTRACTS:

Erin McCusker walked the Board through the drafted policy which she found from the Josephine Community Library District. One important piece is that it references State codes. The local contract review board would be the Board unless one is otherwise appointed. Personal services contracts are defined and it addresses sole source procurement, meaning we could go out and work with just one source that we are aware of that meets our needs. It also addresses electronic advertising.

John Thomas moved to approve the personal services contracting rules with edits of making the headers of each numbered area distinct and changing library director to district director in the last sentence under number three. Nick Nash seconded the motion. The motion passed unanimously.

##### REVIEW OF FY2019-20 CALENDAR:

Erin McCusker stated that the Arts Center is available any Thursday for our meeting so the 4<sup>th</sup> Thursday would work for meeting location. She noted that this calendar will also go out to the library directors as it also includes due dates for State Library of Oregon and UCSLD agreement items. The items on the calendar were reviewed. John Thomas noted the Board retreat was not listed, usually held in January or

February. Erin also noted that the Board/City Council training/in-service date would possibly be in November. Erin also noted another thing not listed on here is her hope to have a packet out in November for the distribution formula review process. Nick Nash moved to approve the FY2019-20 calendar with modifications and pending Board Meeting dates. John Thomas seconded the motion. The motion passed unanimously.

#### SDAO REPORT - BEST PRACTICES REVIEW:

Hilary Stoupa stated she thought Mr. Mills' report was good in terms of what we spoke to. Erin McCusker noted that she appreciated his impressions and the discussion. Nick Nash noted that it nice to sit back in the corner and get a crash course on what has gone on over the last couple of years. Overall the Board felt the review was great and found it to be a valuable exercise. They suggested maybe doing this every couple of years, possibly even as just a Board exercise without a facilitator.

Erin also noted that she needs to do a Public Records Law training on SDAO's SafePersonnel. She needs to check to see how to add all the Board Members to this site, so they also have access to these trainings through SDAO.

#### ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS - DATES:

Following some discussion possible dates were suggested as Sept. 23, 24, 25, October 21, 22, 23, 28, 29, 30. Erin McCusker noted she would put some proposed dates together and email out to everyone (she's thinking maybe one in September and two in October, possibly one each week).

#### GOOD OF THE ORDER:

Nick Nash noted he may be a few minutes late to each meeting due to his teaching schedule.

#### NEXT DISTRICT BOARD MEETING:

The next Board Meeting will tentatively be August 22, 2019, unless Caty Clifton or Kara Davis have a distinct issue with the change to the 4th Thursday.

#### ADJOURN:

John Thomas moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously. Meeting was adjourned at 7:04 pm by Board President Hilary Stoupa.

Respectfully submitted by Dea Nowell