



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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**Minutes  
Budget Hearing & Board of Directors Meeting  
May 24, 2018 at 5:15 pm  
Pendleton Center for the Arts, Board Room  
Pendleton, Oregon**

**ATTENDANCE BOARD:**

Kara Davis  
Hilary Stoupa, President

Michelle Munro, Vice President  
John Thomas

**ATTENDANCE STAFF:**

Erin McCusker, District Director  
Dea Nowell, Technical Services Manager

**ATTENDANCE – VISITORS:**

None.

**BUDGET HEARING**

**CALL TO ORDER:**

Board President Hilary Stoupa called the Budget Hearing to order at 5:16 pm per ORS 294.453 Noticed in East Oregonian per 294.438 May 15, 2018.

**CALL THE ROLL & ESTABLISH QUORUM:**

Roll was called by Erin McCusker with 4 Board Members - Kara Davis, Michelle Munro, Hilary Stoupa and John Thomas – present, thus there was a quorum.

**PRESENTATION OF THE PUBLISHED BUDGET APPROVED BY THE BUDGET COMMITTEE:**

Erin McCusker went through the budget as it was approved by the Budget Committee and published in the East Oregonian and on our website.

**COMMENTS:**

Michelle Munro asked a question regarding our Internet access. Erin stated that we found out that part of our rent includes fiber to our office and thus we don't need to have our own through Wtechlink. When Erin called Wtechlink to remove the pieces we no longer need she was told that they would like us to find another email provider. Erin noted that she and Dea Nowell are beginning to research some options, which will be part of this next year's budget.

**QUESTIONS AND PUBLIC COMMENTS:**

There was no public present.

**CLOSE BUDGET HEARING:**

Board President Hilary Stoupa closed the Budget Hearing at 5:31 pm.

**BOARD OF DIRECTORS MEETING**

**CALL TO ORDER:**

Board President Hilary Stoupa called the Board Meeting to order at 5:31 pm.

**CALL THE ROLL & ESTABLISH QUORUM:**

Roll was the same as at the Budget Hearing and so there was a quorum.

APPROVAL OF THE AGENDA:

Kara Davis moved to change the agenda by moving the budget approval up to the beginning of the meeting since John Thomas needs to leave early. John Thomas seconded the motion. The motion passed unanimously. There were no other changes to the agenda.

RESOLUTION TO APPROVE FY2018-2019 BUDGET - MAKING APPROPRIATIONS & IMPOSING THE TAX & CATEGORIZING THE TAX

Hilary Stoupa read through Resolution No. 2017-2018-02 highlighting each of the 4 sections. Kara Davis moved to adopt Resolution No. 2017-2018-02 adopting the FY2018-2019 budget (\$1,968,428.00), making appropriations, imposing the tax (\$0.3682/\$1,000), and categorizing the tax as presented. John Thomas seconded the motion. The motion passed unanimously and Hilary Stoupa signed the resolution.

PUBLIC COMMENT:

None.

MINUTES:

John Thomas moved to approve the April 26, 2018 minutes as presented. Michelle Munro seconded the motion. The motion passed with 3 Board members approving the motion. Hilary Stoupa abstained from the vote since she wasn't in attendance at the meeting.

CALENDAR UPDATE:

None, however, Erin McCusker noted that in talking to the Library Directors at their meeting they have agreed to have the ALSR meeting(s) in September. Erin will be getting that scheduled this summer.

CORRESPONDENCE:

Two items of correspondence arrived. A Stanfield 4th of July parade entry form was received. Erin McCusker invited any of the Board members who would like to drive the TakeOff car in the parade to do so, as she will not be available. A letter was received from Umatilla County Clerk's office regarding taxation paperwork. Apparently some documents need to be turned in by June 30th. Erin noted that she will be checking on this.

REPORTS

FINANCIAL STATEMENTS APRIL 2018:

Erin McCusker gave an update on the note that the accountants made on the financial statement about a check that hadn't been cashed yet. Dea Nowell received the check when she was in Oregon and deposited it the beginning of May shortly after she returned to Montana. Michelle Munro moved to accept the April 2018 financial statement, subject to audit. Kara Davis seconded the motion. The motion passed unanimously.

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

DIRECTOR REPORT:

Erin McCusker handed out her report at the meeting and reviewed it.

Erin reported that the Dolly Parton Imagination Library will be starting in Pendleton and Stanfield. It appears that there are several options for applying for funding and the result will be diversified funding. Erin has made contact with several possible grantors: Umatilla Electric Coop, Ford Foundation, and Pacific Power's granting arm. There also needs to be some local commitments and funding raised.

She also reported on the LIOLA (Leadership Institute of the Oregon Library Association) that was held last week in Pendleton. The meeting was well-planned and structured, with relevant and important information shared and a lot of networking.

She noted that she attended a training in Colfax, Washington on Communication and Marketing for Libraries put on by EveryLibrary. EveryLibrary generally works with libraries running a campaign, however there was a lot of good information gleaned that will be helpful, such as how to couch messages. Erin mentioned one of the things that was shared at the training from EveryLibrary in that it is more about the relationships with librarians (defined as anyone who works in a library) than it is about number of library cards or visitors that resonate with voters. More information on Every Library can be found at their website: [everylibrary.org](http://everylibrary.org).

Erin summarized her progress on projects and some upcoming events/activities.

#### STAFF MONTHLY REPORTS:

Erin McCusker passed around a couple of pictures from the TakeOff program. She noted that Monica Hoffman is continuing to provide services amidst the move. Erin reviewed Dea Nowell's report highlighting some of what she had done while in Oregon in April.

#### BOARD TRAINING:

Hilary Stoupa mentioned something that was brought up at the recent SDAO Board training in Pendleton that concerned her. It was stated that notes taken at Board Meetings may be discoverable if they exist. Kara Davis recommends Board Members not take notes, thus it won't be an issue. There was some discussion regarding this and the Board's consensus was that generally there isn't a need to take notes as our minutes are very good.

Dea Nowell asked about posting draft minutes on the website, another item that was mentioned at the training. The trainer, George Dunkel, recommended not putting draft minutes on websites. Kara stated that we can't send draft minutes to a selected public without publishing and that is why we post the draft minutes on the website. Hilary noted that we rarely make a material change to the draft minutes. The consensus of the Board was to continue to follow the practice as we've been doing.

#### OLD BUSINESS:

##### STRATEGIC PLANNING:

Erin McCusker handed out a draft and asked the Board to review the Mission and Vision statements, as well as things that are in red. She also asked the Board to note if there was anything missing. She noted that she put a couple of values in and asked the Board to note if they would like to keep them or add any. Erin asked the Board to spend some time with this. John Thomas stated that the Mission could simply be stated as: "Umatilla County Special Library District's mission is to support our libraries' ability to provide services, programs and continuing education opportunities for all"; and that other pieces of the current Mission statement could be put into the Vision statement.

Erin asked that the Board also think about the core values and we can brainstorm next month. She noted that under the strategic issues she put some things into questions with goals as to how the UCSLD responds or answers the questions. The priorities are from the ALSP, as currently numbered. There was some discussion regarding the priorities and there were also some comments about the OLA standards. Dea Nowell mentioned that when the priorities were established with the libraries they were reviewed annually, which occurred for a long time and then being that there were no changes year to year, the annual review seemed to go by the wayside. She noted it would probably be a good idea to review these again. Following some discussion about the Strategic Plan by the Board, Erin stated that she will continue in this direction and will work with staff on goals.

#### DIRECTOR PERFORMANCE APPRAISAL:

Erin McCusker emailed her ROJD draft to the Board Wednesday afternoon. Michelle Munro asked a question about the percentages under results and Erin noted that ideally this would be about the amount of time devoted to each result. Kara Davis noted that this is really comprehensive and well laid out as to what needs to be done. She stated Erin had done a great job and it will be a great tool for assessment. Erin noted that results lend themselves

more toward outcomes, and that it is more about relationships and where we (the UCSLD) are heading. The performance appraisal process was discussed a bit in terms of reviewing the ROJD, doing a self-appraisal, laying out expectations from the Board, getting peer input through questions of library directors, etc. Michelle Munro volunteered to send requests to the libraries for peer input and gather the information to share in confidence with the Board and Erin as part of the District Director's performance appraisal. Timeline was discussed: sending out requests in June to the libraries, Erin sending her self-assessment to the Board in July, and the Board conducting the appraisal in an executive session during July's Board meeting.

**OFFICE MOVE:**

Erin McCusker shared that the office move began on May 17th and is about 75% complete. She stated that the landlord is checking in daily on things. HVAC venting is currently being installed as well as a new furnace. White paper has been put up in the windows, as there are no blinds yet. IT wiring (fiber) is being done and all fiber equipment will be moved to the basement on a shelf with our name on it, with the exception of our WiFi router.

**NEW BUSINESS:**

**RESOLUTION TO APPROVE FY2018-2019 BUDGET...**

[Adoption of the FY2018-2019 budget was moved to the beginning of the meeting by a vote of the Board.]

**ANNUAL MEETING OF THE BOARD - JULY MEETING:**

Erin McCusker asked if the Board held an annual meeting each year to elect officers, set meeting dates, etc. Hilary Stoupa noted that according to the ByLaws officers were elected in July. Hilary then spoke to the benefits of being an officer and encouraged others to consider taking on the role. It was noted that meeting dates could be set at that meeting as well. Erin noted one other thing that should probably be addressed at that meeting is the Budget Committee terms, as somewhere along the way the staggered term dates of the members lost their stagger. Erin suggested that the Board could re-stagger them at the annual meeting.

**GOOD OF THE ORDER:**

None

**NEXT DISTRICT BOARD MEETING:**

The Board Meeting will be June 21st at 5:15 pm at the Pendleton Center for the Arts Board Room.

**ADJOURN:**

Kara Davis moved to adjourn the meeting. Michelle Munro seconded the motion. The motion passed unanimously. Meeting was adjourned at 6:52 pm by Board President Hilary Stoupa.

Respectfully submitted by Dea Nowell