



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Minutes
Board of Directors Meeting
September 26, 2019 at 5:15 pm
Pendleton Center for the Arts, Board Room
Pendleton, Oregon

ATTENDANCE BOARD:

Caty Clifton
Kara Davis, Vice President
Nick Nash
Hilary Stoupa
John Thomas, President

ATTENDANCE STAFF:

Erin McCusker, District Director
Dea Nowell, Technical Services Manager

ATTENDANCE - VISITORS:

None

CALL TO ORDER:

Board President John Thomas called the Board Meeting to order at 5:15 pm.

OATH OF OFFICE FOR: Caty Clifton

Caty Clifton read her oath of office and signed it. Erin McCusker presented her with a certificate from the County.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker called the roll and noted four Board Members present, thus there was a quorum. [Nick Nash arrived during staff reports.]

APPROVAL OF THE AGENDA:

Erin McCusker noted that the next Board Meeting date should be listed as October 24, 2019. Hilary Stoupa asked that a discussion of the selected statistics on the website be added to the agenda. Hilary moved to accept the agenda as amended. Caty seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:

None.

MINUTES:

Board Meeting, August 22, 2019 - Hilary Stoupa moved to approve the August 22nd minutes as presented. Kara Davis seconded the motion. The motion passed unanimously.

CALENDAR UPDATE:

None.

CORRESPONDENCE:

None.

REPORTS:

FINANCIAL STATEMENTS

August 2019:

Erin McCusker stated that everything is fine. Workers' Comp and Library2Go were a bit over budget, however these are both full year's cost. Hilary Stoupa moved to accept the August 2019 financial statement subject to audit. Kara Davis seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:

Erin McCusker reviewed Monica Hoffman's and Dea Nowell's monthly reports.

DIRECTOR REPORT:

Erin McCusker made note of a few items from her busy month's report.

BOARD TRAINING - "ARE YOU READY FOR CHANGE":

Erin McCusker passed out to the Board a form entitled "Are You Ready for Change?" from the Center for Nonprofit Stewardship and asked them to do the exercise. The Board then held a discussion regarding their responses. Caty Clifton noted that in her time of transition on and off the Board she sees a balance of change and moving forward. Erin asked if the Board felt we were moving forward and striking a balance in that. Nick Nash stated as an outside viewpoint having the strategic plan in place shows a strength. Hilary Stoupa responded yes, as a body that meets twelve times a year, we are generally not at a risk of moving too fast. John Thomas stated that we have 7 different ways of looking at things and coming with a way to communicate amongst ourselves; Erin's ways of communication and trust level building are working. Erin asked the Board to keep all this in mind and whether we are moving at an appropriate rate or not. Kara Davis noted there is always a danger of moving along too quickly, however we can always table and think about things. Erin asked the Board Members to share their areas of concern. John Thomas stated his top areas of Board concern to be 1) consistent communication of Board goals and initiatives to libraries; 2) universal ability to communicate library schedule of events and pass that on to the public. Caty Clifton noted her top 3 areas of Board concern were: 1) balancing independence and cohesion of "federated" system, 2) process for evaluation of tax distribution, 3) change vs. stability. Hilary Stoupa noted her top 3 areas of Board concern to be: 1) What don't we know (i.e. breaking rules because they are unknown to us), 2) formula review with redefinition process, 3) upcoming financial challenges. Kara Davis shared her top areas of Board concern to be: 1) people affected by the change have the information they need (as we don't always know who is affected), 2) potential for knee jerk changes (such as whether to take the tax distribution formula out of the agreement). And Nick Nash noted his top 3 areas of Board concern were 1) trying to stay ahead of the battle of distribution - reaching out to those who may be affected (managing relationships), 2) work to encourage our member libraries to utilize their resources, 3) succession planning.

OLD BUSINESS:

IN-SERVICES REGISTRATION:

Erin McCusker commented that she had received 40 registrations so far for the all staff in-service on November 1st. She stated that the food would be ordered before she leaves on vacation. She also noted that Nick Nash will be presenting on equity, diversity, inclusivity. Sarah Bushore will be presenting on the census, Darci Hanning

will be sharing on state planning, and there will also be presentations regarding the recent Association of Rural and Small Libraries conference. Registration for the City/Board in-service, scheduled for November 16th, will go out next week.

VISION:

Nick Nash shared about what he and Erin had worked on regarding the drafts the Board had in front of them and that they had settled on the 3rd version listed. The Board overall felt pretty good regarding it, however decided it needed to be put into present tense. Some wordsmithing took place as well. The vision is still in draft form and Nick stated he would do some additional work on it and that draft would be available on the SharePoint site for the Board.

NEW BUSINESS:

PUBLIC RECORDS REQUEST - REVIEW OF POLICY, PROCEDURE AND FORMS:

Erin McCusker commented that the State had renumbered some of the Oregon Revised Statutes and so this update follows that numbering. Erin noted that she added the section titled "Personally Identifying Information..." on page 4. Hilary Stoupa moved to approve the policy changes as amended (with a couple of typo corrections). Nick Nash seconded the motion. The motion passed unanimously.

CONTINUING EDUCATION GRANTS:

Erin McCusker presented the guidelines, application, evaluation, and budget form (which contains two tabs: estimate & actual expenditures). She stated that she has a library director who has agreed to test the process once it is approved. She asked that the Board please review this.

LIST OF REQUIREMENTS FOR FORMULA REVIEW FACILITATOR:

Following some discussion regarding the Facilitator Requirements document, Kara Davis moved to accept the document as amended by the Board Members. Hilary Stoupa seconded the motion. The motion passed unanimously. Erin McCusker stated she would send this out next week.

SELECTED STATISTICS ON WEBSITE:

The consensus of the Board was to table this topic till next month. [Following the meeting Hilary Stoupa got her questions regarding the selected statistics table clarified and so she said we didn't need to keep it on the agenda for the October meeting.]

GOOD OF THE ORDER:

None.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be October 24, 2019.

ADJOURN:

Kara Davis moved to adjourn the meeting. Caty Clifton seconded the motion. The motion passed unanimously. Meeting was adjourned at 6:59 pm by Board President John Thomas.

Respectfully submitted by Dea Nowell