



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

17 SW Frazer Ave – Suite 360
PO Box 1689
Pendleton, OR 97801

Phone (541) 276-6449

Minutes

Board of Directors Meeting

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

ATTENDANCE BOARD:

Miriam Gilmer
Hilary Stoupa, President

Michelle Munro, Vice 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 5:17 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Roll was called by Erin McCusker with 3 Board Members -- Miriam Gilmer, Michelle Munro, and Hilary Stoupa -- present thus there was a quorum. (John Thomas arrived shortly thereafter.)

APPROVAL OF THE AGENDA:

There were no changes or additions to be made to the posted agenda.

PUBLIC COMMENT:

None.

MINUTES - Miriam Gilmer moved to approve the December 14, 2017 minutes as presented. Michelle Munro seconded the motion. The motion passed unanimously.

CALENDAR UPDATE:

Postponed until Budgeting Overview later in the meeting.

CORRESPONDENCE:

Erin passed around an article from the East Oregonian titled "*Foundation for learning: Kindergarten entry test results show basic skills*" that mentions the Ready2Learn program, specifically in reference to Hermiston PL.

REPORTS

FINANCIAL STATEMENTS NOVEMBER 2017 & JANUARY 2018:

Erin McCusker mentioned a change that is going to be made in reference to a grant that we will be receiving through ECPT (Early Childhood Partnership Teams) as they had some extra money and came back to us with some additional money (we had gotten a grant 2 years ago -- they are on a 2-year cycle).

John Thomas moved to accept the November 2017 financial statement, subject to audit. Miriam Gilmer seconded the motion. The motion passed unanimously.

Michelle Munro moved to accept the January 2018 financial statement, subject to audit. Miriam Gilmer seconded the motion. The motion passed unanimously.

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

DIRECTOR REPORT:

Erin McCusker reviewed her Director's report that she handed out to the Board Members. She highlighted some of the meetings: with Jennifer Costley & Erin Wells working on an LSTA grant to create a Friends group in the County; Paul Chalmers meeting with library directors; giving a presentation to the Pendleton Library Board on the District; the Board's retreat; with Michael Corey regarding renewing District's insurance through SDIS (we also received a longevity check). She also highlighted some of her activities and accomplishments: working with libraries regarding the historical materials grant; Food for Fines press release; looking at several office spaces; worked with Don at PERS to get our 2nd payroll for January reported; worked with Milton-Freewater PL, IMESD, & Sage to increase the number of crates at Milton-Freewater PL (means a contract change & additional charge); spoke with Sage System Administrator regarding a courier issue of boxes of materials coming into our courier hub with mixed locations and thus going out to libraries unpackaged and loose; attended Budget & Taxation training in La Grande on Tuesday; setting up one-on-one trainings for Project Outcome training; mentoring a district library director who is new in Coos Bay - as part of the Oregon Library Association Mentoring Program - which will be a give and take on both sides; still working on Results Oriented Job Descriptions (ROJD); working on In-Service planning which is coming up in April in Pendleton.

The report for this month was very specific to daily activities. The consensus of the Board is that this is more specific than the Board needed from Erin. For the monthly Director's Report, the board would like the highlights.

Hilary also asked how the Director's performance evaluation was handled in the past? Michelle Munro noted that only one was done while she's been on the Board and it wasn't very formal. An agenda item will be added to the next meeting for Director Performance Appraisal process. There was some discussion of how maybe some email discussion on the process could take place with decision on materials being done in the meeting. The actual evaluation/appraisal would be done in executive session. Miriam Gilmer asked about the job description as she was not finding it in her folder. Erin responded the district job descriptions are being updated and moving to align with the strategic plan. She will send it to the Board as well as the performance appraisal process that the board approved for the staff.

STAFF MONTHLY REPORTS:

The staff monthly reports were sent out via email. There were no specific questions or comments regarding them.

BOARD TRAINING:

Moved to Budgeting Overview.

OLD BUSINESS:

NONE.

NEW BUSINESS:

VOLUNTEER RESOLUTION:

Erin McCusker noted that she asked Michael Corey if our insurance covers volunteers in terms of worker's compensation coverage. The Board Members are covered on administrative and clerical functions only. We need to have this volunteer resolution in our documentation in order to have coverage for volunteers. Hilary Stoupa read the resolution (Resolution #2017-1018-01) extending workers' compensation coverage to volunteers of Umatilla County Special Library District. Miriam Gilmer moved to accept resolution #2017-2018-01 as read. John Thomas seconded the motion. The motion passed unanimously. Hilary signed the resolution and Erin attested it.

POLICIES & PROCEDURES:

UCSLD FINANCIAL MANAGEMENT:

Erin McCusker noted that the Surplus Property policy was not listed on the agenda, though we currently have one in place. It will be on the agenda to update next month.

John Thomas moved to accept the UCSLD Financial Management policy as presented. Miriam Gilmer seconded the motion. The motion passed unanimously.

PUBLIC RECORDS LAW:

Erin McCusker noted that minor changes were made to this policy, updating our current policy with the time periods in the new law and recommended by SDAO. The procedure was updated as well. It was noted that she corrected the cost "\$25/\$50" to \$25. Michelle Munro moved to adopt the policy as updated. John Thomas seconded the motion. The motion passed unanimously.

TRAVEL POLICIES AND PROCEDURES:

Erin McCusker noted that she still has the procedures to finish and will then run it by the Board in terms of the per diem rates. This policy and procedure was tabled until next month.

BUDGETING OVERVIEW & SET CALENDAR FOR MEETINGS:

Erin McCusker reviewed the budget process with the Board. The Budget Committee is made up of the 5 Board Members and 5 lay people who are electors of the District. Erin noted that she is hoping to have the Budget Committee Meeting in April. We currently are in need of 2 people on the Budget Committee, as terms have expired. The remaining Budget Committee lay people are Deborah Johns (Athena), Mary Davis (Pendleton), and Kim Mills (Stanfield). Erin asked the Board to be thinking about possible Budget Committee members.

She learned at the budgeting workshop to think of the budget process in general in terms of 4 phases: putting together the budget, meeting (including postings) to approve the proposed budget, budget hearing (including advertising in the paper), and adopting the budget (including turning in to the clerk by July 13th this year). The form for the budget has to be prepared a week before the Budget Committee Meeting and available for the public to review. The Board's consensus is to have public comment at the Budget Committee Meeting. Erin stated she will present a draft to the library directors at their March meeting on Monday, March 12 and to the Board at their regular March Board meeting.

Erin noted that she is tentatively planning the Budget Committee Meeting on April 16th. Everyone present checked their calendars for this date and noted it. In terms of the Budget Calendar: between 5 and 30 days prior to the Budget Committee Meeting a notice has to be published twice. Budget Hearing will be May 24th prior to the Board Meeting (which was moved to May 24th). And the budget will be adopted at the May Regular Board Meeting on the 24th. Erin additionally noted that the trainers from the budget and taxation training workshop said they would look over our proposed budget if we sent it to them, which is really beneficial.

UCSLD PHONE SYSTEM:

Erin McCusker noted that she had called the Hermiston Verizon store and was referred to a person who worked with local government accounts. She was to receive a quote that morning; however she hadn't received it by the Board meeting. She noted that she would really like to get this quote as part of the decision, however, due to the move, we need to make a decision to move forward with cell or landlines for the office. The consensus of the Board was to definitely move forward with cell phones and no land lines. Next month Erin will have the proposed costs completed for review by the Board for a decision on which cellular service to go with.

RENTAL PROPERTIES:

Erin McCusker had emailed a table of the rental properties looked into to the Board. After some discussion by the Board, John Thomas made a motion to move the UCSLD office to the Brown Building staying with the current landlord. Michelle Munro seconded the motion. The motion passed unanimously.

GOOD OF THE ORDER:

None.

NEXT DISTRICT BOARD MEETING:

The next meeting will be March 15th at the Pendleton Center for the Arts Board Room.

ADJOURN:

Hilary Stoupa called for a motion to adjourn. John Thomas moved to adjourn the meeting. Miriam Gilmer seconded the motion. The motion passed unanimously. Meeting was adjourned at 6:52 pm by Board President Hilary Stoupa.

Respectfully submitted by Dea Nowell