



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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**Minutes
Board of Directors Meeting**
April 26, 2018 at 5:15 pm
Pendleton Center for the Arts, Board Room
Pendleton, Oregon

ATTENDANCE BOARD:

Kara Davis
Michelle Munro, Vice President

Miriam Gilmer
John Thomas

ATTENDANCE STAFF:

Erin McCusker, District Director
Dea Nowell, Technical Services Manager

ATTENDANCE – VISITORS:

None.

CALL TO ORDER:

Board Vice President Michelle Munro called the Board Meeting to order at 5:19 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Roll was called by Erin McCusker with 3 Board Members - Miriam Gilmer, Michelle Munro, and John Thomas - present [at the time], thus there was a quorum. Kara Davis arrived shortly thereafter.

APPROVAL OF THE AGENDA:

There were no changes to the agenda. Miriam Gilmer moved to approve the agenda as presented. John Thomas seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:

None.

MINUTES – Kara Davis moved to approve the March 15, 2018 minutes as presented. John Thomas seconded the motion. The motion passed unanimously. John Thomas moved to approve the April 16, 2018 Budget Committee minutes as presented. Kara Davis seconded the motion. The motion passed unanimously.

CALENDAR UPDATE:

None

CORRESPONDENCE:

The only things that have come in are notices of lapsed Chamber memberships.

REPORTS

FINANCIAL STATEMENTS MARCH 2018:

Erin McCusker noted that some changes have been made under tax revenues, straightening out current and back taxes. She also noted that something weird had occurred at the bank - carbon deposit slips were ordered twice by the bank, when we only ordered once. The bank was asked not charge us for the second set since we didn't order them and wouldn't be able to utilize them (as one set of 200 will last us about 10 years). She also noted that direct deposit is working well. John Thomas moved to accept the March 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 handed out her report at the meeting and reviewed it.

Erin noted that it has been pretty busy this last month. She reviewed her list of meetings and site visits. She noted that Oregon Trail Library District and Lone Public Library want to be part of the IMESD courier contract negotiations for next fiscal year. Erin also noted she is talking with Beth Ross (Sage Library Systems Administrator) in regards to the Orbis-Cascade courier during Spring Break and Christmas Break as things are backing up at BMCC; they are looking for a solution to this.

Erin reported that the spring in-service went well. It was intended for information and discussion for front line staff, as well as directors.

The new format for ALSP was sent out to the libraries -- working more toward a strategic plan as opposed to listing of goals. Have received some back, need to follow up on the others.

May 1st SDAO is having a Board Training at Pendleton Red Lion. Erin, Hilary Stoupa, and maybe Miriam Gilmer will be attending.

STAFF MONTHLY REPORTS:

The staff monthly reports were distributed at the Board meeting. John Thomas asked Dea Nowell for clarification of what the adds and deletes were on her report.

BOARD TRAINING:

Library Bill of Rights. Erin McCusker handed out the American Library Association (ALA) Library Bill of Rights. This was reviewed at the meeting. Erin also shared that the Oregon Library Association (OLA) has an Intellectual Freedom Committee and that there are resources for library staff available at tinyurl.com/OLA-IF-Training

Section III (censorship) - John Thomas asked if all libraries have policies regarding challenges of materials. Erin responded she will ask this at the next library directors' meeting. Section VI (exhibit spaces and meeting rooms) - Erin noted that sometimes this is where more conflicts come from than with requests for reconsideration of materials and can be a challenge for public library staff.

The Board discussed the ALA Library Bill of Rights.

OLD BUSINESS:

STRATEGIC PLANNING PROCESS:

Erin McCusker stated she is working on goals regarding the four strategic issues that the Board came up with at the Board Retreat. She will bring them to the May meeting.

DIRECTOR PERFORMANCE APPRAISAL:

Erin McCusker stated that she is working on her ROJD. She sent out the appraisal form to the Board previously. She will send both out again, and next month the Board will talk about the process.

UCSLD PHONE SYSTEM:

The cell phones have been received and are all working with numbers fully ported from the landlines for 2 of them. Erin McCusker sent a letter to Eastern Oregon Telecom to cancel the 2 landlines.

OFFICE MOVE:

Erin McCusker gave an update. The move should occur next Wednesday (May 2) according to the landlord. Miriam Gilmer volunteered to sit with Monica's book boxes so they don't get moved. Kara Davis and John Thomas volunteered to help with decorating the office, etc. Erin noted that she has talked to the libraries about rotating window displays of each of the libraries.

NEW BUSINESS:

BUDGET UPDATE:

Erin McCusker said she talked with Jean at the Department of Revenue, Budget & Taxation. It was verified that we do need to show 3 years of what the line items were on the budget till the lines are zeroed across the budget, so she will be getting the FY18-19 budget updated to show the old line items, amounts, etc. She was also told what to do when we needed to show more lines than were available on the form.

HIGHLIGHTS FROM THE 4/6 UCSLD ALL-STAFF INSERVICE:

Erin McCusker noted that she has some extra handouts from the in-service that she will bring next month to share with the Board. For introductions we met in a large circle and everyone shared what

they were currently reading. Name tags were color coded to show tables for seating to mix it up with all staff that were attending. Beth Ross from Sage presented and lots of questions were raised by staff. Brian Vegter from Libraries of Eastern Oregon (LEO) led a discussion of what the libraries want from LEO -- everyone really wants programming, though it is not feasible with membership fees, however it got everyone talking about how to work together to make things happen. Project Outcome was introduced and is a good way of surveying. And we had a speed dating session that was like a world café with various topics, and golden nuggets from each discussion were shared at the end of the in-service.

HIGHLIGHTS FROM THE OLA CONFERENCE:

Erin McCusker noted that she would send something out following the next Directors' meeting, as it is one of the topics on the agenda -- sharing from the conference. Erin attended sessions on global vision (which was good), intellectual freedom, maximizing partnerships (had good information for our planning), turning outward (ask exercise: what kind of community do you want to live in? - community needs assessment), taking training home - staff development (got a number of ideas). She shared that she made connections with a number of people, including: Greg (CCRLS - similar to our structure, yet different as well), Coos Bay director (co-mentoring relationship), and Darci Hanning (OSL) who will be connecting with Erin once a month. She also attended the Leadership Institute orientation on Saturday for the session which will be held in Pendleton May 16-19.

GOOD OF THE ORDER:

None

NEXT DISTRICT BOARD MEETING:

The Budget Hearing will be May 24th at 5:15pm at the Pendleton Center for the Arts Board Room, followed by the Board Meeting.

ADJOURN:

Miriam Gilmer moved to adjourn the meeting. John Thomas seconded the motion. The motion passed unanimously. Meeting was adjourned at 6:34 pm by Board Vice President Michelle Munro.

Respectfully submitted by Dea Nowell