



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

211 SW 1st Street
PO Box 1689
Pendleton, OR 97801

Phone (541) 276-6449

**Minutes
Board of Directors Meeting
June 27, 2019 at 5:15 pm
Pendleton Center for the Arts, Board Room
Pendleton, Oregon**

ATTENDANCE BOARD:

Kara Davis
Miriam Gilmer (via Zoom)
Hilary Stoupa, President
John Thomas

ATTENDANCE STAFF:

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

ATTENDANCE - VISITORS:

Rob Mills, SDAO consultant
Nick Nash

CALL TO ORDER:

Board President Hilary Stoupa called the Board Meeting to order at 5:15 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker noted there was a quorum with 3 Board Members - Miriam Gilmer (via Zoom), Hilary Stoupa and John Thomas - present at the time. Kara Davis arrived shortly thereafter.

APPROVAL OF THE AGENDA:

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

PUBLIC COMMENT:

None.

MINUTES:

Board Meeting, May 16, 2019 - John Thomas moved to approve the May 16, 2019 Board Meeting minutes as presented. Miriam Gilmer seconded the motion. The motion passed unanimously [with 3 Board Members present].

CALENDAR UPDATE:

Erin McCusker noted there were no updates at this time.

CORRESPONDENCE:

Erin McCusker stated that there were a couple of pieces of correspondence. There was an article in the East Oregonian today about Athena PL going fine free, she included a pdf of the article on SharePoint. Erin was asked about fines by the journalist who wrote the article, so she was quoted in the article as well. Erin also noted that she submitted her first EO column: Libraries Provide - Countywide! Also received was a notice of annexation from the City of Hermiston. Erin noted that

there are upcoming SDAO Board of Directors & Management Staff trainings coming up, with the closest one to us being held August 13th in Redmond.

REPORTS:

FINANCIAL STATEMENTS May 2019:

Erin McCusker stated there was nothing out of line in the financial statement. It was noted that she did ask the accountants to make the final transfers to the Resource Sharing and Outreach funds from the General Fund that were budgeted. She also noted that there was a bit of money left over from the LSTA grant, as the printing of the manual came in less than Erin anticipated. John Thomas moved to approve the May 2019 financial statement subject to audit. Miriam Gilmer seconded the motion. The motion passed unanimously [with all 4 Board Members present].

DIRECTOR REPORT:

Erin McCusker noted an addition to her report; she has been meeting with the library directors regarding their ALSPs and also bringing them up to date on things since she wasn't able to make it to the last Directors Meeting. She also noted that performance appraisals have been completed for Monica and Dea.

STAFF MONTHLY REPORTS:

There were no questions regarding the staff monthly reports.

BOARD TRAINING - BOARD PRACTICES ASSESSMENT:

[Under new business.]

OLD BUSINESS:

CITY-DISTRICT AGREEMENTS:

Erin McCusker stated that all 12 agreements have been signed and returned to the District office.

NEW BUSINESS:

ACCEPTANCE OF THE MAY 21, 2019 ELECTION:

Erin read the drafted letter accepting the election results and stating that the candidates were all qualified to hold office. John Thomas moved to accept the results of the Special District Election of May 21, 2019, as presented by the Umatilla County Elections Summary Results Report, electing Kara K. Davis, Catherine Clifton and Nick Nash as District Directors, all of whom are qualified to hold office. Miriam Gilmer seconded the motion. The motion passed with 3 Board Members approving the motion. Kara Davis abstained from the vote as she was one of the elected officials. Hilary Stoupa signed the letter.

SDAO BEST PRACTICES - BOARD PRACTICES ASSESSMENT:

SDAO Consultant Rob Mills, handed out a form to the Board Members that included 6 key performance areas. He noted that this is a self-assessment designed specifically for District Boards and stated it is designed as an opportunity to step back and see how you are doing as a board. He further noted that he will take notes and send a summary to Erin McCusker along with a one-page document of impressions and recommendations for the Board's use. The District will receive a 4% Board credit on their liability insurance premium for completing this exercise. It is requested by SDAO that this will be reviewed at the next Board meeting.

The 6 key performance areas are listed as follows, along with the rating the Board, and/or Mr. Mills, felt appropriate during discussion of the topics. The ratings are classed as good – green, caution – yellow, and danger – red.

1. Board Duties and Responsibilities – rating: strong green
 - Adherence to standards of good stewardship
 - Demonstration of good governance practices
2. Operational Compliance – rating: overall green
 - Overall regulatory compliance
 - Timeliness of compliance reporting
 - Potential compliance challenges
3. Budget and Finance – rating: “rock star” green
 - Consistency in budgeting to meet needs
 - Soundness of financial practices
4. Customer Relations – rating: green
 - Management of service problems
 - Improvements to customer service
5. Personnel Administration – rating: green
 - Staff morale and work climate
 - Management of employee performance
 - Alignment of positions with work assignments
6. Policies and Procedures – rating: green
 - Soundness of administrative policies
 - Consistency between work practices and policies
 - Efficiency of staff and work systems

Mr. Mills concluded, at the end of the assessment, [you are] “painting a very green picture here” and it was a “straight forward conversation.” Hilary Stoupa noted it is not as if we are trying to paint a rosy picture, we have all come through a rocky time or two and feel strongly about this. We are rightly proud of what we’ve done and where we’ve come to. John Thomas noted that this is something we are passionate about and it is the wonderful thing about special districts and why people run for the boards – it is with integrity and accountability. Erin McCusker noted that this is a very solution-oriented board and the board and their staff are an excellent team.

EXECUTIVE SESSION:

President Hilary Stoupa read the following:

“The Board of Directors will now meet in executive session for the purpose to review and evaluate the performance of an officer, employee or staff member.

“The executive session is held pursuant to ORS 192.660(2)(i) To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects.

Representatives of the news media and designated staff and other persons shall be allowed to attend the executive session. All other members of the audience are asked to leave the room.

Representative of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced.

No decision will be made in this executive session.

At the end of the executive session, we will return to open session and welcome the audience back into the room.”

The Board went into a closed Executive Session at 6:42 pm to conduct the District Director’s annual performance appraisal.

The Executive Session was adjourned at 7:04 pm and the Board meeting was reconvened.

GOOD OF THE ORDER:

Kara Davis noted that she may not be able to attend next month’s meeting.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be July 18, 2019 and is the annual meeting of the Board of Directors with new Board members taking the Oath of Office.

ADJOURN:

Kara Davis moved to adjourn the meeting. John Thomas seconded the motion. The motion passed unanimously. Meeting was adjourned at 7:06 pm by Board President Hilary Stoupa.

Respectfully submitted by Dea Nowell