

Umatilla Special Library District Board
Special Meeting - Board Retreat - Information Sharing, No Decisions

Saturday, January 15, 2022 ~ 9:00 AM - 12:00 PM

Zoom Link: <https://us02web.zoom.us/j/81563242060>

Meeting ID: 815 6324 2060

Audio Only: +1 971 247 1195 US (Portland)

Meeting Purpose:

- 📎 Share information to support the UCSLD Board of Directors in executing their duties

Desired Outcomes:

- 📎 Overview of the Community Needs Assessment & Strategic Planning Process
- 📎 List of information to gather
- 📎 Overview of the timeline and tasks

Topic
<p>President Nick Nash called the meeting to order at 9:03.</p> <ul style="list-style-type: none"> • Introductions <p>Jubilee Barron, Nick Nash, John Thomas, Caty Clifton, Sharone McCann, Darci Hanning (State Library of Oregon), Erin McCusker</p> <ul style="list-style-type: none"> • Overview of the meeting <p>Erin McCusker provided an overview of the meeting and of the definition of community needs assessment.</p>
<p>Community Needs Assessment</p> <ul style="list-style-type: none"> • Presentation by Darci Hanning of the State Library of Oregon <p>Darci Hanning provided an overview of collecting information for a community needs assessment, compiling and analyzing.</p> <ul style="list-style-type: none"> • What information do we need to know about our District residents? What are the goals/outcomes/results of the community needs assessment? <ul style="list-style-type: none"> ○ Learn more about our communities ○ What do our communities need? ○ Understand the District - quantitative and qualitative aspects ○ What is the world that exists for them now? • List of information that the Board wants compiled <ul style="list-style-type: none"> ○ Look at other needs assessments and reports - compile in a way that shows the information that came out of all assessments ○ History of the UCSLD and historical assessments that have relevancy

Topic

- Zip Code area overview
- An administrative summary that includes strategies
- Ensure information about rural residents that are in the far-reaching areas of the District.

Timeline and Task List

What	Who	When
Bring to Board meeting - structure, start of information, script with questions for interviews	Erin	By Board Meeting
Collecting quantitative data	Everyone	
Data compilation - Caty happy to help with		March 1
Send an overview of census information	Nick	February
Needs Assessment Inventory	Everyone	February - March

Review - + / Δ

+	Δ
All of the work that Erin put into getting the information ready for the meeting	
Darci Hanning's presentation	

Adjourn

The meeting ended at Noon.