



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Minutes

Board of Directors Meeting

November 21, 2019 at 5:15 pm

Pendleton Center for the Arts, [*moved from Board Room to the*] Bamboo 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:

After the meeting was moved from the Board Room to the Bamboo Room, Board President John Thomas called the Board Meeting to order at 5:28 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker called the roll and noted three Board Members - Caty Clifton, Hilary Stoupa, and John Thomas - present at the time, thus there was a quorum. [Kara Davis arrived shortly thereafter.]

APPROVAL OF THE AGENDA:

Erin McCusker noted that we missed putting the UCSLD Review of FY2018-19 Strategic Plan and Staff Work Plans back on the agenda for this meeting. However, since we have so much scheduled for this meeting she decided to wait till next month's meeting, thus the agenda stands as posted.

PUBLIC COMMENT:

None.

MINUTES:

Board Meeting, October 24, 2019 - Without a quorum of those who were present at the time, the October 24, 2019 Board Meeting minutes were tabled till later in the meeting.

ALSP Review Board Work Session, October 28, 2019 - Hilary Stoupa moved to approve the October 28, 2019 work session minutes as presented. Kara Davis seconded the motion. The motion passed unanimously.

November 1, 2019 Fall All-Staff In-service Training - Erin McCusker noted that there was nothing to approve in terms of minutes for this training. She just felt it needed to be noted in the minutes, as we had posted an agenda since there were going to be

three Board Members present at various times throughout the training. It was further noted that no Board action was taken during the training.

CALENDAR UPDATE:

None at this time, though there will be some later in the meeting.

CORRESPONDENCE:

None.

REPORTS:

FINANCIAL STATEMENTS

October 2019:

Erin McCusker stated there were no issues, however there is one change to be made. There are 2 different account numbers being used for the State Ready-to-Read grant, one of them is an older one - Erin will get this corrected with Dickey & Tremper. Erin also stated that the taxes are beginning to come in. Bills will be going to Dickey & Tremper tomorrow and Erin will be contacting Board Members on Monday regarding signing (Kara Davis & John Thomas noted they would both be around the beginning of the week). Kara Davis moved to accept the October financial statement subject to audit. Caty Clifton seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:

Erin McCusker reviewed some of the staff members' recent happenings. Erin noted that Dea Nowell had updated Hilary Stoupa and John Thomas' board handbooks, as well as getting a new printer that duplexes set up while in the office. She is also researching getting a new projector. Our old projector will then be paired with an older laptop and made available for the libraries as needed. Erin stated that Monica Hoffman started adding pictures on a regular basis to her reports and the Board Members noted that they really liked that. Erin noted that this is a very busy time of year for Monica and that she is rarely in the office. Erin noted that she went to Portland for a weekend and met with Ruth Metz while she was there - it was a good meeting. She also stated that she met with an EBSCO vendor today. EBSCO provides the LearningExpress Library database that is part of the Statewide Database Licensing Program. Erin stated that she would like to organize a training for the libraries within the County for this. She noted that EBSCO also has a marketing element, as well, that we could use within our libraries that she is going to explore.

BOARD TRAINING:

A discussion was held regarding Board Retreat dates and any learning that the Board would desire. [Nick Nash arrived during this discussion.] The consensus of the Board was to learn more about the resources that we have available and what they do, so they can better inform their communities. The Board Members set March 7th as their Retreat date. They will also discuss the Tax Revenue Formula Review process.

Additionally, January 13th & February 10th, from 5:30-7:30 pm, were confirmed for the 1st and 2nd Distribution Review Meetings. Erin McCusker will be checking on a couple of possible meeting locations.

MINUTES:

With Nick Nash's arrival the Board returned to the Board Meeting Minutes for October 24, 2019 - Nick Nash moved to approve the October 24, 2019 minutes as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

NEW BUSINESS:

INFORMATION PACKET FOR TAX DISTRIBUTION REVIEW:

[Because Caty Clifton had to leave early, this topic was moved up in the agenda.] Erin McCusker passed out copies of a rough draft of the information packet to go out to the library directors. The Board reviewed the documents in the packet and made some suggestions for reordering the materials and making edits. Kara Davis noted that we don't need a Board decision on this, however Erin asked that the Board Members review these items and send any suggested edits to her by Tuesday November 26th so she can get these out to the library directors and posted on the website as quickly as possible. Erin also stated that she has been in contact with the Ford Family Foundation and has their paperwork for a grant. They require a 50% match and we will be making our first payment to Ruth Metz in January. Erin thanked Nick Nash for the directing her to Ford Family Foundation on this.

OLD BUSINESS:

IN-SERVICES UPDATE:

Staff In-Service: Erin McCusker shared about the follow-up documents that were posted on the SharePoint site - who attended, evaluation results, captured information from introductions., and questions that were posted around the room to help inform us with strategic planning. Also, Erin shared the notes from the Library Directors' meeting that followed.

Board In-Service: Erin noted that there were only 2 people who registered outside of the District Board; thus, the Board In-Service was cancelled. Erin noted that after cancelling it, she had a library say that they were just planning to show up. This caused Erin to rethink how we do this kind of training and the Board agreed - we probably need to go out to the library board and city council meetings to do training.

VISION:

Erin McCusker stated that she just wanted to make sure that Kara Davis and John Thomas saw the Vision Statement from the last meeting and agreed with it. Both noted yes, it looked good. Nick Nash and Caty Clifton were again thanked for their collaboration on this. The Vision Statement will be posted on the website and our other documents will be updated to include it as well.

VOLUNTEER POLICY:

Erin McCusker noted that our current policy is one page long and that she updated it to what the Board has in hand, which is much more current. The big question that Erin asked the Board to ponder last month was whether we need to have a background check. Being that the volunteers would be only working out of our office, the Board felt strongly that a background check was not necessary. Erin noted that she would remove those references. The Board also asked her to remove the dress code and the first sentence under Training. Erin noted that she would pare this down to the minimum and have it for the next Board Meeting. Thus, further discussion on this was tabled.

NEW BUSINESS (CONT.):

PREVENTION OF WORKPLACE HARASSMENT POLICY:

Erin McCusker stated we had passed the Discriminatory Workplace Harassment Policy in December 2017. The document before the Board is based on changes in State law and is from a template recommended by SDAO. The Board asked that the word “reach” be changed to “contact” in the sentence above Equal Employment Opportunity, as well as to add “Umatilla County Counsel” to the Legal Resources list at the end. Erin noted that she would be removing the “Note:” line above Legal Resources. Hilary Stoupa moved to remove the current Discriminatory Workplace Harassment Policy and replace it with this modified Prevention of Workplace Discrimination, Harassment and Retaliation policy. Kara Davis seconded the motion. The motion passed unanimously with the four Board Members present.

GOOD OF THE ORDER:

Erin McCusker commented that she will be traveling out of country the end of June 2020 for a family wedding. Congratulations were offered.

NEXT DISTRICT BOARD MEETING:

Next Board Meeting will be December 19, 2019 (3rd Thursday due to Christmas).

ADJOURN:

Hilary Stoupa moved to adjourn the meeting. Kara Davis seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:57 pm by Board President John Thomas.

Respectfully submitted by Dea Nowell