



**Minutes**

**Board of Directors Meeting**

December 14, 2017 at 5:15pm  
Pendleton Center for the Arts, Board Room  
Pendleton, Oregon

**ATTENDANCE BOARD:**

Kara Davis  
Hilary Stoupa, President

Miriam Gilmer  
John Thomas

**BOARD ABSENT:**

Michelle Munro, Vice President

**ATTENDANCE STAFF:**

Erin McCusker, District Director  
Dea Nowell, Technical Services Manager

**ATTENDANCE - VISITORS:**

None.

**CALL TO ORDER:**

Board President Hilary Stoupa 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 present [at the time] thus there was a quorum.

**APPROVAL OF THE AGENDA:**

There were no changes or additions to be made to the agenda, only noted that under New Business “Policies & Procedures - UCSLD Financial Management” would be discussion rather than a decision.

**PUBLIC COMMENT:**

None.

**MINUTES - Board Meeting November 16, 2017 & Special Meetings November 20, 29, 30, 2017:**  
November 16, 2017: Hilary Stoupa suggested clarifying the intent on page 3 of the ACH Direct Deposit -- the words “for payroll” be added to heading and to end of last sentence. Also a typo was noted on page 4 under Transfer of \$ to Resource Sharing -- should read “transferred” in second sentence. Miriam Gilmer moved to adopt the minutes as amended. John Thomas seconded the motion. The motion passed unanimously.

November 20, 2017: Hilary Stoupa moved to adopt the minutes as presented. Miriam Gilmer seconded the motion. The motion passed with approval by Hilary and Miriam, with Kara Davis and John Thomas abstaining since they had not been in attendance.

November 29, 2017: Miriam Gilmer moved to adopt the minutes as presented. John Thomas seconded the motion. The motion passed with approval by Hilary Stoupa, Miriam and John, with Kara Davis abstaining since she had not been in attendance.

November 30, 2017: John Thomas moved to adopt the minutes as presented. Miriam Gilmer seconded the motion. The motion passed with approval by Hilary Stoupa, Miriam and John, with Kara Davis abstaining since she had not been in attendance.

#### CALENDAR UPDATE:

There were no updates to the calendar.

#### CORRESPONDENCE:

The three letters from the County that are on the agenda later in the meeting were received.

#### REPORTS

##### FINANCIAL STATEMENTS NOVEMBER 2017:

The financial statements are not yet ready for November 2017, as we moved our meeting up a week earlier in the month. Erin McCusker noted that she will send them to the Board when they are ready. Discussion on the November financial statement was tabled until next month's meeting.

##### DIRECTOR REPORT:

Erin McCusker reported she has been working on strategic planning, documents, policies, etc. She stated that she had attended Carrie Bremer's retirement party the previous evening. She also received training from SafePersonnel (a service we receive through SDAO) to set up specific trainings for staff, finished up the ALSP Review meetings with the Board and enjoyed the whole process, and listened in on the OLA Executive Committee meeting the beginning of December online. She noted further that she has joined the OLA Leadership Committee and they met the end of November. Erin had a staff meeting with Monica & Dea and at our next meeting will be beginning on results-oriented job descriptions. Erin noted she has had phone conversations with directors of two other library organizations similar to UCSLD regarding how they market themselves, etc. -- Greg Williams, Library Information Network of Clackamas County (federated district) and Eva Calcagno, Washington County Cooperative Library Services (cooperative).

On the 11th, Erin met with Casey at Dickey & Tremper to work on direct deposit. They found out the bank hadn't set us up for bill paying yet, they are now working on it. Dickey & Tremper have been set up as an account user for bill paying, specifically payroll checks.

Erin wrote reference letters for two colleagues. She also met with Erin Wells & Jennifer Costley working on a LSTA grant for the County regarding Friends groups. The grant would focus on not only models of setting up Friends groups, but also on reinvigorating existing groups. Currently they are in the pre-planning part of the grant, which is due in January. Erin reported that the Dolly Parton Imagination Library continues to move along. The Pendleton Public Library Friends' treasurer is willing to run money through their books (501c3), however would need the full Friends Board's approval. Those who were at the Friend's meeting this morning were in favor of it. Erin also reported that Cecili Longhorn, Stanfield PL Director, has met with Altrusa folks regarding funding for this project.

Erin reported that she has met, via GoToMeeting, with 4 others in this area that also had attended the Project Outcome Training in September. One of the requirements of this training was to provide a training in other areas and so the group began planning those 5 trainings. Erin noted that she was planning to try to visit all the libraries in December, however it looks like that will now be done during the Christmas break courier run (Dec. 27-29). Erin met with Linda Hall, Milton-Freewater City Manager, and Byron Smith, Hermiston City Manager, to get some feedback regarding their communities' needs and values. She is planning to get out to more of the city managers and get that feedback into the strategic planning. Erin also noted that she is looking for some grant funders to create messaging and re-branding of the District and for updating the District's website.

Upcoming: SDAO, CIS & OLA conferences -- not sure about all of them, as not sure there is enough budgeted to cover all of them, though it was recommended to attend all 3. Erin stated she will take the 22nd off. On December 27-29, Erin will be doing the courier runs (Monica will be joining Erin on the 27th). Erin stated that she told Fred that she can't take a

week away from her desk during Spring Break to do the courier and that she is thinking of hiring a temp. Fred said that he has a couple of guys who might be able to do it, so they will be talking about this. Erin noted that she will soon be starting on budget work and that she received some paperwork from PERS this week relating to next year's budget. She also noted that she wants to start attending some library board meetings. And Erin asked the Board to start looking at dates in mid-January through early February for a Saturday to meet regarding strategic planning.

John Thomas asked if anything more has come up regarding the move. Erin reported that she has not seen or heard anything more regarding it than has already been reported.

**STRATEGIC PLANNING PROCESS:**

Hilary Stoupa noted that Erin McCusker had covered this in her report. Erin noted that she is still collecting information, including city planning reports that they have already done.

**BOARD TRAINING:**

A discussion was held based upon a portion from the Board training packet that George Dunkel, SDAO, provided titled Fort Osage District Reading and the heading "Read before each Board meeting..." It was noted that this was a good first pick and provided some good discussion for the Board. Erin McCusker will continue to pick out pieces from this packet so the Board can discuss the point of the item, etc.

**OLD BUSINESS:**

**ALSP REVIEWS:**

Erin McCusker asked for feedback on the ALSP Reviews. Overall everyone felt it was valuable. John Thomas noted it was valuable to see the passion and commitment of the library directors to what they do. Hilary Stoupa noted she valued Erin's attempt to organize the feedback with the questions, etc. There seemed to be some confusion as to which year the report was for and so some discussion and suggestions were given to possibly help alleviate this for next year. There was also discussion about the process and plan overall, including the 9 priorities. The discussion came around to how to make this process meaningful for the libraries as well as for the District.

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Valuable process	What could we do to make sure that all directors receive the questions and process invitation
Loved seeing the passion of the directors and hearing their visions for their libraries	Follow-up calls to remind directors of the evaluation outline
Having a less formal format was good	
Liked being able to meet in various parts of the District and see various libraries	

**ACH DIRECT DEPOSIT FOR PAYROLL:**

Hilary Stoupa noted that Erin McCusker had covered this in her report.

**NEW BUSINESS:**

**POLICIES & PROCEDURES:**

UCSLD Financial Management policy is not ready for approval, Erin McCusker stated, as she doesn't feel that the travel and credit card pieces are meshing yet. Part of it has to do with policy versus procedural. She further noted that this is a big policy and it merits more review. She asked the Board to please review it again and give her feedback on it. She noted that

she had looked through policies from some other entities, including Hood River and a library district in Kentucky. She noted that in putting the policy together she tried to look at what we do and how we do it, thus making it a guiding policy.

Discriminatory Workplace Harassment policy: Erin noted that she added the terms to the lists that were discussed at the previous Board meeting. Miriam Gilmer moved to adopt this policy as presented. John Thomas seconded the motion. The motion passed unanimously.

#### AUDIT DOCUMENTS:

Erin McCusker stated that she had looked through the draft report and other documents from the auditor and didn't see anything out of order. Some discussion ensued. Kara Davis asked why they don't come in and present the report to the Board? Erin said she'd ask if they were willing. Dea Nowell noted that she doesn't think that they have ever come to present the report. Erin noted that on page 2 of the report that her title has been corrected and Dan Feil's name removed for the final copy, as well as on the letters to be signed. Erin noted that she liked the fact that they liked our controls and that it was good to know that they felt that the documents we keep and collect are appropriate for what the auditor needed to do the audit (our record keeping). Erin also noted that she had spoken to the auditor about what they wanted in terms of the management report and Erin should be able to do that for next year's audit. She will be asking about the investment piece and what they are wanting there. Erin & Hilary Stoupa signed the draft audit paperwork. Erin noted that she will scan it and get it sent to the auditors.

#### STATE OF OREGON STRATEGIC INVESTMENT PROGRAM - COMMUNITY SERVICE FEE AGREEMENTS:

Three agreements from Umatilla County Counsel, Douglas R. Olsen, were included in the Board packet: Re: Wheatridge Wind Energy, Re: Vadata Data Centers - McNary/Bonney Sites, and Re: Vadata Data Centers - Westland Site. Erin McCusker shared what she found out about this process. As a part of the State's Strategic Investment Program businesses take a lesser fee than if they paid full property tax valuation for a specific timeframe. A company will pay up to a certain amount and that money will be distributed on a percentage basis to those that the property tax disbursement would affect. The percentage is based on the tax rate of all taxing entities that this would apply to per project. This is a different method than in the past where it was more of a grant-based requesting to receive the funds. Discussion ensued; including asking what would happen if we didn't agree with the process. Erin noted that if we should receive any of the funds this fiscal year there is no method to disperse them this fiscal year. She will ask when these monies are expected to come in. And she noted she also would like to ask Dickey & Tremper about a method for dispersing in the future. Hilary Stoupa called for a motion on these three agreements sent to us. John Thomas moved that we accept all three agreements as written. Kara Davis seconded the motion. The motion was passed unanimously. Erin noted that she would work with Doug Olsen on the date, since the effective date on page 1 of each agreement is blank. The three agreements were signed by Erin McCusker, Hilary Stoupa, and Miriam Gilmer.

#### GOOD OF THE ORDER:

None.

#### NEXT DISTRICT BOARD MEETING:

The next meeting will be January 18th 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. Kara Davis seconded the motion. The motion passed unanimously. Meeting was adjourned at 7:03 pm by Board President Hilary Stoupa.

Respectfully submitted by Dea Nowell