



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

PO Box 1689  
425 S Main Street  
Pendleton, OR 97801

Phone (541) 276-6449

Minutes  
Board of Directors Meeting  
June 23, 2022, at 5:30 pm  
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

**ATTENDANCE BOARD**

Jubilee Barron

John Thomas, Vice President

Caty Clifton (via Zoom)

**ATTENDANCE STAFF**

Erin McCusker, District Director

Dea Nowell, Technical Services Manager (via Zoom)

**ATTENDANCE - VISITORS**

Brianna G. (via Zoom) [arrived shortly before the Board was about to go into Executive Session]

**CALL TO ORDER**

Board Vice President John Thomas called the Board Meeting to order at 5:35 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Erin McCusker stated who was present and noted that with the 3 Board Members present there was a quorum. She stated that both Sharone McCann and Nick Nash had notified her that they would be unable to attend the meeting.

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting: May 26, 2022 - Caty Clifton moved to accept the Board minutes for the last Board meeting as presented. Jubilee Barron seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE**

No calendar changes.

**CORRESPONDENCE**

Erin McCusker shared correspondence received: a notice of changing the greater Enterprise Zone District in the City of Umatilla, and an email from Hermiston City Manager re. suggestions for agreement changes. Erin noted that she had sent the suggestions for changes to our attorney and hadn't heard anything back yet, we will need to address this at a later point.

**REPORTS**

**FINANCIAL STATEMENTS - May 2022**

Erin McCusker commented that we will be ending the year with just under \$400,000 - with COVID, there has not been as much traveling, etc. Jubilee Barron moved to approve the May 2022 financial statement, subject to audit. Caty Clifton seconded the motion. The motion passed unanimously.

## STAFF MONTHLY REPORTS

John Thomas commented that Monica has been rocking it a lot of late. Erin McCusker shared that Monica Hoffman has been wrapping up the year with sites and delivering free books. Erin commented that Dea Nowell has been doing her normal, which is so much. Erin spoke of her site visits with the libraries in May. Erin shared a comment made in peer review regarding site visits. Caty Clifton commented that is very good for support, for both long term directors and newer directors.

Erin stated that she had been gone a good portion of June, though still had much to get done. She noted that the budget documents were submitted to the County, she has started working with accounting staff on bill pay, been working on staff performance appraisals, and just submitted another article to the EO for the Go! Magazine regarding the summer reading program. She shared that one library had a parent ask about visiting other library storytimes, so Erin queried the libraries regarding their scheduled storytimes and put together information to go out to libraries for any interested patrons.

Erin also mentioned a memorandum that was sent out to Oregon Special Library District Board Members and Library Directors by Christy Davis and MaryKay Dahlgreen and their Board Chairs (Silver Falls Library District and Lincoln County Library District, respectively) regarding codification of attendance standards for Oregon Special Library District Board members. They would like to have SDAO support putting this into state statues, as it is in some districts' code, however it is not a blanket code. There were some overarching concerns raised about this type of thing by some Board Members. Erin commented that evidently it is in some types of districts codes and works well. They are needing, by July 8<sup>th</sup>, a letter that our Board supports or does not support this. There will be a special meeting of the Board on Thursday, June 30, 2022, at 5:30 pm.

## BOARD TRAINING -EDI & A CONCEPTS & BEST PRACTICES CHECKLIST

Erin McCusker recommended if the Board Members had not been on the SafePersonnel site yet, to please do look at it. She would like to wrap up that portion of the Best Practices checklist by the end of October. The Board then went through a thought exercise on equity. The definition of equity, directed in a library setting, being "an approach that ensures that everyone has access to the same opportunities" as defined in OLA's EDI&A Toolkit. The first thought question: In what ways have you noticed equity/inequity in District services? The second thought question: Think about a process (or processes) within the District and identify each step within that process where individual decision-making takes place. Can you identify instances that should require District staff to be intentional and conscious of the importance of equity? There was some discussion on both thought questions. At the end of the discussion John Thomas commented that making those calls in diversity and equity is not for those folks who are the majority, but those who are in the minority to make. And he also stated, how do we meet the needs of the least of these if we don't know them - we're doing a lot of guess work. Erin asked the Board Members to think about equity as we go through the process of reviewing policies, etc.

## OLD BUSINESS

### AGREEMENTS FOR LIBRARY SERVICES

Erin McCusker stated that all the received agreements (11) and amendments (10 - Athena had not sent a signed amendment back) have been scanned and posted on the Board's SharePoint site. It was noted that because Hermiston had edited the agreement and signed it, it was a different agreement and would be dealt with later, as legal counsel was needed. Caty Clifton moved to accept the fully executed agreements and amendments received from Adams, Athena, Echo, Helix, Milton-Freewater, Pendleton, Pilot Rock,

Stanfield, Ukiah, Umatilla, and Weston. Jubilee Barron seconded the motion. The motion passed unanimously.

#### ACCEPTANCE OF AUDITS

Erin McCusker stated that all audits, except from the City of Helix, have been received – explaining why and that they had been granted an extension by the State. Jubilee Barron moved to accept all the audits received. Caty Clifton seconded the motion. The motion passed unanimously.

#### NEW BUSINESS

##### RESOLUTION NO. 2021-2022\_03: TRANSFER OF FUNDS

Erin McCusker noted that we are so close on our tax distribution received without going over and if we receive another check we might go over. So, to be on the safe side and give ourselves a buffer we have this resolution. John Thomas read Resolution No. 2021-2022\_03 authorizing the transfer of funds from General Fund Contingency to General Fund Special Payments lines for FY2021-2022, Per ORS 294.463. John Thomas moved to accept Resolution 2021-2022\_03 transferring funds. Jubilee Barron seconded the motion. The motion passed unanimously.

##### PERFORMANCE APPRAISALS FOR UCSLD STAFF

Erin McCusker stated that she has two great people to work with who keep the District mission and vision in mind in all they do. A peer review was done of Dea Nowell's peers and Monica Hoffman does a year-end survey with her clientele. Erin noted that it is lovely to see how well they are recognized by their peers. Staff ROJDs have been updated, as have work plans for next year aligning with the strategic plans. Erin stated it is a joy to work with them and to do their performance appraisals this year.

John Thomas welcomed Brianna G. to the meeting. He stated that the time of public comment had passed and asked if there was anything particular that had brought her to our meeting. There was not, she stated she had just never been to a meeting like this and was curious. He further noted that the meeting was close to being wrapped up and that the Board and District Director would be going into an executive session for a performance appraisal.

##### EXECUTIVE SESSION:

Board Vice President John Thomas read the ORS from the agenda regarding the Executive Session. "192.660(2)(i) and 192.660(8) for the purpose: (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." John Thomas moved to go into Executive Session for the purpose of the District Director's performance appraisal. Caty Clifton seconded the motion. The motion passed unanimously. Dea Nowell and Brianna G. left the meeting, and the Executive Session was called to order at 6:42 pm. Following the District Director's performance appraisal, John Thomas moved to close the Executive Session. Caty Clifton seconded the motion. The motion passed unanimously. The Executive Session was closed at 7:16 pm by Board Vice President John Thomas.

##### GOOD OF THE ORDER

None.

##### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be July 28, 2022, at 5:30 pm.

ADJOURN

Caty Clifton moved to adjourn the meeting at 7:18 pm. Jubilee Barron seconded the motion. The motion passed unanimously. The meeting was adjourned by Board Vice President John Thomas.

Respectfully submitted by Dea Nowell

DRAFT