



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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Pendleton, OR 97801

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Minutes
Board of Directors Meeting
July 28, 2022, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

Jubilee Barron
Caty Clifton, incoming Vice President (via Zoom)
Sharone McCann
Nick Nash, outgoing President (via Zoom)
John Thomas, outgoing Vice President/incoming President

ATTENDANCE STAFF

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

ATTENDANCE - VISITORS

Rich Tovey, Hermiston City Attorney
Eileen Eakins, [attorney for UCSLD, Tigard, OR] (via Zoom)

CALL TO ORDER

Board President Nick Nash called the Board Meeting to order at 5:31 pm and welcomed the visitors to the meeting.

CALL THE ROLL & ESTABLISH QUORUM

Erin McCusker called the roll, stating Caty Clifton & Nick Nash were present via Zoom, and Sharone McCann & John Thomas were present at the office, with Jubilee Barron planning to come to the office [she arrived shortly thereafter]. Erin noted that with 4 Board Members present there was a quorum.

APPROVAL OF THE AGENDA

Erin McCusker noted there were no changes to the agenda and by consensus the Board approved the agenda.

OLD BUSINESS

AGREEMENTS FOR LIBRARY SERVICES

Erin McCusker reviewed that last month, the day before the Board meeting, we received the Agreement for Library Services from Hermiston with four edits and we did not have time to review them with Eileen Eakins, our attorney, prior to the meeting.

Eileen Eakins reviewed the 4 changes as noted in Byron Smith's letter: "A completely new Section 4(A)(7) is proposed" - both (a) & (b); "Strike the last sentence of Section 4(A)(11)"; and "Paragraph 11(A) related to negotiation seemed to jump directly to mediation and that didn't seem to be the intent of the overall section, so a change is shown." Ms. Eakins stated these were essentially process changes.

The Board asked clarifying questions of our attorney and Mr. Rich Tovey. When Mr. Tovey was asked questions, many times he deferred, saying that he was not the appropriate person to answer them. The Board's biggest concern was over Hermiston wanting to keep

their library open during In-Service, which breaks some of the intended cross-fertilization of ideas and the foundation of collaborative efforts across the libraries in the District.

There were also concerns with the tone of the Hermiston's City Manager's June 22nd letter to the District. Ms. Eakins also commented that the tone sounded combative.

Ms. Eakins suggested that these proposed changes would not cause a substantive change to the Agreements, or relationships, with the other cities. John Thomas, to that note, moved that Erin McCusker and Nick Nash sign the agreement. Caty Clifton seconded the motion. The motion passed with 4 Board members in favor, and Nick Nash opposing the motion. Nick additionally stated that he would do what was voted for him to do.

John asked that the City of Hermiston consider joining the District by 2025. Rich Tovey and Eileen Eakins were thanked for coming to the meeting. [Both left the meeting about 6:25 pm.]

ANNUAL MEETING

REVIEW OF BOARD OF DIRECTOR LIST

The Board Members reviewed the list of Board of Directors information and noted that everything was okay as listed.

BOARD ELECTIONS - PRESIDENT, VICE-PRESIDENT

Nick Nash asked John Thomas and Caty Clifton if either would accept nomination as Board President or Vice President. John Thomas stated he'd accept a nomination of President and Caty Clifton stated she would accept a nomination of Vice President. John Thomas moved to elect Caty Clifton as Vice President of the UCSLD Board for fiscal year 2022-2023. Jubilee Barron seconded motion. The motion passed unanimously. Caty moved to elect John Thomas as Board President for fiscal year 2022-2023. Sharone McCann seconded the motion. The motion passed unanimously.

Caty thanked Nick for his service as President. John also thanked Nick for his service, through a lot, the last two years.

SECRETARY APPOINTMENT

Caty Clifton moved that our amazing Director, Erin [McCusker], continue as Secretary of the Board with the power to delegate note taking. John Thomas seconded the motion. The motion passed unanimously.

SET REGULAR MONTHLY MEETING DATE & TIME

Assuming the leadership, President John Thomas moved to continue meeting on the fourth Thursday of each month, except for holidays, etc. Jubilee Barron seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Board Meetings: June 23, 2022 & June 30, 2022 - Nick Nash moved to approve the June 23, 2022 Board meeting minutes as presented. Sharone McCann seconded the motion. The motion pass unanimously. Caty Clifton moved to accept the June 30, 2022 special Board meeting minutes as written. Nick Nash seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

Erin McCusker noted that we need to look at dates for the Annual Library Service Plan Review in September and October, as they need to be done by the end of October. Erin

asked the Board Members to this week send to her dates that don't work, so we can get the dates firmed up. Erin also stated that there are three Board positions up for election in May 2023. Jubilee Barron moved to accept the calendar as presented. Sharone McCann seconded the motion. The motion passed unanimously.

CORRESPONDENCE

Erin McCusker stated there was nothing new in the way of correspondence.

REPORTS

FINANCIAL STATEMENTS - June 2022

Erin McCusker noted that the financial statement was received the day before, as a correction was needed since the June resolution adjusting the special payments to the libraries had not been put in. Erin also noted that this financial statement closes out the fiscal year. Erin stated that she sent over the FY2022-23 amounts to Dickey & Tremper, and that she had to adjust the amounts for the auditors and the accountants based on their contracts for the year, it doesn't change the budget, just within the General Fund's Materials and Services category. One of the big costs of the accountants is the format of the financial statement, as it is not QuickBooks report; so, we may be looking at what we could do differently there that would still give the necessary information to the Board. Erin also questioned the accountants regarding all the new staffing, training, etc.

Erin asked the Board to think about for next month raising the limit on staff credit cards from \$1,000 to \$1,500, as we always run into issues when it comes time to purchase new computers, etc. Nick Nash asked why not just raise the limit to \$2,000, as the Board reviews things each month and staff shouldn't have to be nickel and diming when we have sufficient funds available. This item will be placed on next month's agenda for a decision. Nick Nash moved to approve the June 2022 financial statement, pending audit. Sharone McCann seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Erin McCusker commented that she been to all the libraries in the last month except Ukiah, which she will be going to with Dea Nowell on August 4. Erin noted that Monica Hoffman had made a fun QR code with a dinosaur for her staff report linking to the TakeOff! YouTube channel. John Thomas encouraged everyone to check out the TakeOff! YouTube channel to see Monica's on the go story times. Sharone McCann noted that she had made it to all the libraries and that this year's summer reading program has been a really fun program for everyone from what she saw at the libraries.

BOARD TRAINING - EDI CHECKLIST & POLICY REVIEW SCHEDULE

Erin McCusker stated she has put together a list for policy review with EDI concepts applied and will get it out to the Board. This is not meant to be onerous, but to build our awareness. Erin also noted that there is still some time for the Board to complete their SafePersonnel training. Caty Clifton noted that she had completed one training and will send Erin her certification of completion. Jubilee Barron queried if there was any specific thing they should be focusing on, and Erin responded anything related to Board training.

OLD BUSINESS

BILL PAY

Erin McCusker noted that she is beginning to move things to bill pay. She talked with Cindy at Dickey & Tremper, and Cindy will see what can be set up. Erin stated we still need to have at least two Board Members sign off on each item in the spreadsheet on the Board's SharePoint site. Erin then walked the Board Members through the process.

UCSLD - END OF YEAR REPORT

Erin McCusker shared that she has not gotten this done yet.

NEW BUSINESS

ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS - DATES & OUTLINE

Erin McCusker noted that the outline is in the Board packet included in the drafted memo to the library directors. There are no real changes from last year's review process. Erin additionally noted that when she was making site visits, she was reviewing this year and additionally asked how the District can support the library in their plan. Jubilee Barron moved to approve the letter and outline. Sharone McCann seconded the motion. The motion passed unanimously. Erin asked the Board if it was okay to set up all the ALSP reviews by Zoom, and the Board's response was yes.

AUDITOR CONTRACT

Erin McCusker stated that every three years we have a contract renewal with our auditors, with an adjustment of cost every year, according to the yearly CPI. The cost for fiscal year 2022-2023 is \$5,900. Caty Clifton moved to accept the engagement letter for three years beginning FY2022-23. Nick Nash seconded the motion. The motion passed unanimously.

FINANCIAL SERVICES CONTRACT

Erin McCusker noted that the financial services contract was received today. Erin read through the contract and didn't see any substantive changes, except for the cost (\$1,150 per month). Nick Nash moved to accept the financial services contract as received. Caty Clifton seconded the motion. The motion passed unanimously.

RESPONSE TO PEER REVIEW COMMENTS TO THE BOARD

Erin McCusker shared what she had begun as a very rough draft of a memo of her responses to the peer review comments received that were directed to the Board during Erin's performance appraisal process in June. After discussion and deliberation, the Board consensus was to not acknowledge or comment on one anonymous person's comments addressed to the Board in this fashion. Erin noted she would finish up her draft for the Board's reference.

GOOD OF THE ORDER

Caty Clifton noted it is unlikely that she will make it to the August Board meeting, though may be able to call in as she is traveling. John Thomas noted he will not be able to be at the October meeting, as he will be at a conference. Caty Clifton noted it was a hard meeting today; she can see the pain and discomfort, though she is proud of us for moving on.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be August 25, 2022, at 5:30 pm.

ADJOURN

Nick Nash moved to adjourn the meeting at 7:45 pm. Jubilee Barron seconded the motion. The motion passed unanimously. The meeting was adjourned by Board President John Thomas at 7:45 pm.

Respectfully submitted by Dea Nowell