



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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**Minutes
Board of Directors Meeting
March 25, 2021 at 5:30 pm
via Zoom
[Pendleton, Oregon]**

ATTENDANCE BOARD:

Caty Clifton (via Zoom)
Nick Nash, President (via Zoom)
Hilary Stoupa (via Zoom)
John Thomas, Vice President (via Zoom)

ATTENDANCE STAFF:

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

ATTENDANCE - VISITORS:

None

CALL TO ORDER:

Board President Nick Nash called the Board Meeting to order at 5:31 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker noted that all 4 Board Members were present, thus there was a quorum.

APPROVAL OF THE AGENDA:

No changes.

PUBLIC COMMENT:

None.

MINUTES:

Board Meeting: February 25, 2021 - Hilary Stoupa moved to accept the minutes from the February 25, 2021 meeting as presented. John Thomas seconded the motion. The motion passed unanimously. Board Retreat: March 18, 2021 - Caty Clifton moved to accept the minutes from the March 18, 2021 Board Retreat as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

CALENDAR UPDATE:

No updates. Erin McCusker shared the Save the Date for In-Service notice that was sent out. The theme will be "Challenging Roads Lead to Beautiful Destinations" and there will be two guest speakers - date is next Friday April 2, 2021. Please register if you would like to attend any or all of it.

CORRESPONDENCE:

Erin McCusker shared that two public records requests had been received from Oregon @ OpenTheBooks.com: 1) names, positions & salaries of staff for 2020, 2) electronic copy of all vendors, their addresses and purchases in a specific format. Erin sent back a response regarding the second one that we do not have information in this format and there would be a fee to put it in that format, however, we could send our general ledger if that was acceptable, and it was. So, these requests have

been completed. We also received a letter from Libraries of Eastern Oregon (LEO) with our membership fee, Library2Go fee (which included all the District libraries since we pay for it on their behalf), and what benefits comes with being a part of LEO. This letter was also sent to all the libraries. We also received our certificate of membership from SDAO for 2021, along with the SDAO and SDIS annual reports. We received an email from SDAO on best practices which will be addressed during Board training.

REPORTS:

FINANCIAL STATEMENTS - February 2021:

After a couple of observations and clarifications on the financial statement, Caty Clifton moved to approve the February 2021 financial statement subject to audit. John Thomas seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:

Erin McCusker gave a brief overview of the staff activities and interactions. Nick Nash commented that he really appreciates the vision Erin has for the District and the work she is doing. He feels it is necessary for the District moving forward in the future. He additionally thanked Erin for her vision. Erin noted it is great how Monica, Dea and she work in different areas but bring information together for the team. Caty Clifton raised her appreciation for the reports, as it helps her know what kind of things are going on within the District. She also stated that she knows it is a lot of extra work to compile them – they are much appreciated.

BOARD TRAINING - SDAO Best Practices:

Cybersecurity is the focus of this year's best practices. Erin McCusker shared with the Board the email received this week from SDIS (the Insurance Services arm of SDAO) regarding Cybersecurity Trainings and Resources. She will forward this email to the Board as there are some free cybersecurity webinars coming up, including one in August on implementing policies for cybersecurity and acceptable use that she is planning to attend.

OLD BUSINESS:

DISTRICT-CITY AGREEMENTS UPDATE:

Erin McCusker shared that she had just received a draft from Eileen Eakins, and Erin has not had a chance to read it yet. She stated it is a general template and she will get it up on the SharePoint site for discussion in April. Definitions and ORSs were added in the draft, and there is an expanded definitions section. Erin also asked Eileen to update anything out of date in the legalese area. Erin also noted that Eileen does not have a problem with having the formula as an appendix (this had been brought up as an issue with a previous city manager during the last agreement review). Eileen reiterated to Erin that the Board can make whatever requirements they want as a part of their authority and purview as the elected Board. Nick Nash asked about whether there was anything about requiring notifications of big substantive changes at the libraries and Erin responded that she had had a conversation with Eileen regarding this. Caty Clifton asked if the current agreements were in the SharePoint documents? Erin stated that they were, as well as also being on the website. Caty also asked if Eileen was working on the Hermiston agreement, to which Erin noted it will be coming up.

BOARD ELECTIONS - DIRECTOR POSITIONS:

Erin McCusker shared the candidate filing documents with the Board on the SharePoint site. Erin additionally shared that she had received a call from Antonio Sierra, EO reporter, regarding the Board election being a competitive race and there

was mention of the race in an article in the newspaper this week. Nick asked for clarification of who had signed up for the 2-year term. Erin stated that according to the County elections staff those who filed for the 2-year position are: Fatima Machado, Gaby Gonzalez, and Jubilee Barron. Erin stated that John E. Thomas, Sharone Pettus McCann, and Caleb Barron have filed for the two 4-year positions.

BOARD RETREAT PART 2:

Erin McCusker shared she would like to do something with values and updating the Strategic Plan during the next Board retreat. A new strategic plan will be coming next year in part based on the data that we will have access to through the project with the State Library. The retreat should be two hours or less. The Board consensus after checking calendars is to hold the retreat on Thursday April 8th from 5:30-7 or 7:30pm.

NEW BUSINESS:

BUDGET CALENDAR:

Erin McCusker shared a draft of the FY2021-2022 budget calendar with the Board. She noted that the dates for the various Budget Committee Meeting notices have not been filled in yet, due to the Budget Committee Meeting date having not yet been set. They will be filled in by counting back based on how far out the notices have to be based upon the date selected for the Committee to meet. The Budget adoption will be at the May 27th Board meeting. Erin polled the Board for dates they would not be available from April 29 through May 11, 2021. Erin will contact the lay Budget Committee members to set a date based on the Board Members' input. John Thomas approved the Budget Calendar pending filling official dates based on the Budget Committee meeting date yet to be set. Hilary Stoupa seconded the motion. The motion passed unanimously.

BUDGET COMMITTEE:

Erin McCusker shared the slate of FY2021-2022 Budget Committee members with the Board in the SharePoint documents. She noted that Darcy Sexson, Michelle Munro, and Mary Finney have agreed to continue with their terms. Mark Petersen's term was up and when Erin contacted him regarding possibly renewing, he suggested his wife instead. So, Erin contacted Sue Petersen who has agreed to a term on the Budget Committee. And when Sharone McCann was considering filing for a Board position she noted that she would like to know more about the budget, so Erin asked her if she would be willing to serve on the Budget Committee and she said yes. Erin noted that the Board Members fill out the rest of the Budget Committee. Caty Clifton moved to approve the FY2021-2022 Budget Committee Members and make Erin McCusker the Budget Officer. John Thomas seconded the motion. The motion passed unanimously.

ANNUAL LIBRARY SERVICE PLAN PROCESS:

Erin McCusker reviewed the letter that she will be sending to the library directors regarding the Annual Library Service Plan process. She noted that once the library directors get their decision-making process finalized, she will ask them if the priorities are still valid, as they have been the same for quite a while. Erin noted that the template is pretty bare bones, as she wants to make it easy for them to use. Erin asked the Board if there were any changes they would like to see? The consensus of the Board was that it looked good. Erin further commented that we have received most of the city audits. Erin looks at where the money is spent and if they are keeping moneys from the UCSLD separately, so any unspent library money is carried forward. The ALSP, city budget, review of statistics from year previous, and the city

audit build in accountability on the tax dollars sent out to each community. Erin also looks to make sure that no District money is being spent on building costs and other restricted costs from the agreement.

GOOD OF THE ORDER:

A question was asked about an update on the Ukiah Public/School Library director position, since last they had heard there was one applicant for the position. Erin McCusker noted that they had hired the applicant and that Dea Nowell had met with her today for some training. The new director, Kari Keen, had previously done some training with Beth Ross, Sage Systems Administrator, on the Sage catalog and will be meeting with Erin on Monday.

Erin noted that her article this month is on National Library Week which is April 4-10, 2021, and that Natalie Portman is the celebrity chair this year. Erin noted that this has been posted on the website and a flyer is in the District office window.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be on April 22, 2021 at 5:30 pm via Zoom.

ADJOURN:

Hilary Stoupa moved to adjourn the meeting. Caty Clifton seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:50 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell