



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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**Minutes  
Board of Directors Meeting  
September 24, 2020 at 5:30 pm  
via Zoom  
[Pendleton, Oregon]**

**ATTENDANCE BOARD:**

Caty Clifton (via Zoom)  
Kara Davis, President (via Zoom)  
Nick Nash, Vice President, Vice President (via Zoom)  
Hilary Stoupa (via Zoom)  
John Thomas (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 Kara Davis called the Board Meeting to order at 5:32 pm.

**CALL THE ROLL & ESTABLISH QUORUM:**

Erin McCusker called the roll and noted that all five Board members were present at the time, thus there was a quorum.

**APPROVAL OF THE AGENDA:**

Erin McCusker noted that she found that the Harassment Policy is currently up to date, so there is nothing that needs to be done with it under New Business. Otherwise, there were no changes to the agenda.

**PUBLIC COMMENT:**

None.

**MINUTES:**

August 27, 2020 - Caty Clifton moved to accept the August 27, 2020 minutes as presented. John Thomas seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE:**

There were no changes to the calendar.

**CORRESPONDENCE:**

Shared the distribution of the State Library of Oregon's new strategic plan.

**REPORTS:**

**FINANCIAL STATEMENTS**

August 2020:

She also noted that everything is pretty basic at this point in terms of purchases. Paul Chalmers is retiring from the County Assessor position and Rachael Reynolds will be assuming those duties and has been being trained by Paul this year. Nick

Nash moved to accept the August 2020 financials pending audit. John Thomas seconded the motion. The motion passed unanimously.

#### STAFF MONTHLY REPORTS:

Erin McCusker noted that Monica Hoffman is starting to get out and make deliveries and that is showing on the stats. Dea Nowell has been busy as she returned to work. Erin noted that Dea Nowell is bringing back cataloging items that her husband picked up in July on this trip. Our staff members are finding ways to work the current situation and implement our mission as best as we can.

Erin stated that the updated policies have been posted on the Board SharePoint site and Dea will be updating them on the website after she gets back. She noted that SDAO has had human resource one-hour webinars online that she has been taking. Erin mentioned that Dea's appraisal has been completed. Erin stated that we hosted the Helix PL Board meeting last week via our Zoom account and will be doing the same for Adams PL in October, as well as doing some Board training with them. She noted that things are moving along. She also announced that she has a change in her out of office schedule in October, she will be out of the office October 6-17.

Nick Nash said thank you to Erin for outreach in helping the local library boards find a way to be able to meet, assuming they have not been able to meet previously.

#### BOARD TRAINING - SAFEPERSONNEL SITE:

Erin McCusker asked the Board Members if they had all had a chance to visit the site. Katy Clifton asked if the libraries also have access to SDAO resources. Erin noted that she was not sure. She did note that the State Library of Oregon has Niche Academy which is available to them all and has a lot of available training. Erin walked through how to get on the site and suggested that the Board Members go in and peruse the site before the next meeting to see if anything interests them. The Board will decide which training they would like to take.

#### OLD BUSINESS:

##### PERSONNEL POLICIES:

Erin McCusker and the Board Members walked through several sections of the drafted Personnel Policies mentioning a couple of things they thought were good, such as wording under license and the trial period. Katy Clifton moved to approve the Personnel Policy as drafted. Hilary Stoupa seconded the motion. The motion passed unanimously.

##### ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS - UPDATE ON SCHEDULE:

Erin McCusker noted that Jennifer Costley asked, for personal reasons if she could do her review in October, however the October scheduled review meeting was full. Erin suggested that maybe she could do it at the October Board Meeting. Also, Dave Slaght could not connect at Monday's meeting and maybe could also do it at the October Board Meeting. Erin noted that she would keep the agenda short. Nick Nash suggested giving them a scheduled time and Hilary Stoupa suggested they come first in the meeting, otherwise the Board was agreeable to this.

#### NEW BUSINESS:

##### UPDATE HARASSMENT POLICY:

[Currently up to date.]

##### TAX DISTRIBUTION REVIEW:

Erin McCusker commented that she had put the Tax Distribution Review document on the SharePoint site that evening, as she wanted to give some comments on it to the Board up front. She would like Board direction on this before sending anything out to the libraries. She put everything together in a spreadsheet which includes things like some pieces of history and the current percentages. Erin then walked through each of the workbooks in the spreadsheet with the Board to give some perspective to what each was about. She then asked the Board Members to look through them and think about it all before next month in terms of what makes sense regarding population, sustainability, and how to illustrate Hermiston's different status since that question had come up. Erin commented that if there were any questions to give either herself or Caty Clifton a call regarding them. Additionally, Erin thanked Caty for her clarity and work on it. The Board Members also thanked Erin and Caty for their continued work on it.

**NEXT DISTRICT BOARD MEETING:**

The next Board Meeting will be on October 22, 2020 at 5:30 PM.

**ADJOURN:**

Hilary Stoupa moved to adjourn the meeting. John Thomas seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:07 pm by Board President Kara Davis.

Respectfully submitted by Dea Nowell