



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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**Minutes  
Board of Directors Annual & Regular Meeting  
July 23, 2020 at 5:15 pm  
via Zoom  
[Pendleton, Oregon]**

**ATTENDANCE BOARD:**

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

**ATTENDANCE STAFF:**

Erin McCusker, District Director (via Zoom)

**ATTENDANCE - VISITORS:**

None

**CALL TO ORDER:**

Board President John Thomas called the Board Meeting to order at 5:17 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:**

There were no changes to the agenda. Nick Nash moved to approve the agenda as written. Hilary Stoupa seconded the motion. The motion passed unanimously.

**ANNUAL MEETING:**

Board Elections -

- Hilary Stoupa moved to appoint Kara Davis for Board President. Caty Clifton seconded. The motion passed unanimously.
- Hilary Stoupa moved to appoint Nick Nash for Board Vice-President. Kara Davis seconded. The motion passed unanimously.

Secretary -

- Nick Nash moved to appoint Erin McCusker as Secretary to the Board. Caty Clifton seconded. The motion passed unanimously.

Regular Monthly Meeting Date -

- The Board chose to keep the 4<sup>th</sup> Thursday of each month as their regular meeting date. The starting time is 5:30 PM. The place will be on Zoom until we can meet in person again and then it will be at the UCSLD office space at 425 South Main Street.

**PUBLIC COMMENT:**

None.

## MINUTES:

June 18, 2020 – Kara Davis moved to accept the June 18, 2020 minutes as presented. Nick Nash seconded the motion. The motion passed unanimously.

## CALENDAR UPDATE:

Erin McCusker stated that now that the meeting date is established, she will update the FY2020-2021 calendar and distribute it.

## CORRESPONDENCE:

Erin McCusker noted that we had received the following:

- Contract from Barnett & Moro P.C, Certified Public Accountants for auditing services for the FY2019-2020. This was signed and returned.
- Audit documents and requirements from Barnett & Moro P.C. to begin the audit.
- News release from Office of the Governor Kate Brown concerning the requirements for face coverings.
- SDAO update request – confirming UCSLD Board and staff members and our FY20-21 budget.

## REPORTS:

### FINANCIAL STATEMENTS

June 2020:

Caty Clifton moved to accept the June 2020 financials pending audit. Kara Davis seconded the motion. The motion passed unanimously.

### STAFF MONTHLY REPORTS:

Erin McCusker gave a brief overview of the staff reports. She noted that Monica Hoffman is working to find the best way to serve our Take Off! clientele. She is staying abreast of the Oregon Department of Education news releases, the various school district's and preschool's changes and has done a survey of her clientele. All of this information not only helps define her services going forward, but it also is information guiding the Ready to Read statewide grant application. The Board asked that Erin McCusker let Monica know that they appreciate her efforts and that they understand how the pandemic has completely changed how she will be able to operate going forward.

Erin noted that a new Libraries of Eastern Oregon executive director hiring was approved by the LEO board and she is working on hiring documents. She shared that the library directors' meeting on July 8 was very good with almost all of the library directors there and on camera! There was a lot of vigorous brainstorming and sharing of information as they all navigate re-opening and the Summer Reading Programs.

### BOARD TRAINING – WHAT LEARNING DO YOU WANT THIS YEAR?

The Board asked that Erin share options for learning on the following topics:

- List of webinars from SDAO and other information providers
- A couple topics on public library service in general
- Technology in the time of COVID – various IT options
- Resilience in communities – how does a library support resilience in its community?

The Board is very interested in knowing what they can do to better support member libraries in this current reality. What should the Board anticipate in order to help the libraries?

OLD BUSINESS:

PERSONNEL POLICIES:

The Board and Erin McCusker worked through various questions and changes to the draft personnel policies. It was decided to wait for a final approval until the questions could be answered. Tabled until next month.

UCSLD - UPDATED STRATEGIC PLAN - ANNUAL LIBRARY SERVICE PLAN

Before approving the plan, the Board would like to see succession planning added to the *C. Goal - The UCSLD operates efficiently, effectively and within the laws of the State of Oregon and the approved policies of the UCSLD Board of Directors.* Erin McCusker will work on a statement and bring this to next month's meeting.

NEW BUSINESS:

ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS - DATES

Erin McCusker will send out a Doodle poll to all of the Board members to come up with three evenings that ALSP review meetings can take place in September and October.

UPDATE ON STATUS OF DISTRICT:

Erin McCusker stated that most everything is proceeding as it has been except for a few changes. The Umatilla Public Library is closed to the public. All of the libraries are adjusting and flowing with the changes as they occur. Erin McCusker's next *Libraries Provide - Countywide* column is in regard to helping the library staff keep libraries accessible by supporting health-promoting activities like mask wearing, etc. .

EXECUTIVE SESSION:

The Board chose to table the Executive Session in deference to the time and Erin McCusker had not read the compiled performance appraisal. She will read it and then the Board will meet in Executive Session next month. Hilary Stoupa moved to table the executive session until the August meeting. Caty Clifton seconded. The motion passed unanimously.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be on August 27, 2020 at 5:30 PM.

ADJOURN:

Hilary Stoupa moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:06 pm by Board President John Thomas.

Respectfully submitted by Erin McCusker