



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Minutes
Board of Directors Meeting
September 23, 2021, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD:

Jubilee Barron (via Zoom)
Caty Clifton
Sharone McCann (via Zoom)
Nick Nash, President

ATTENDANCE STAFF:

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

ATTENDANCE - VISITORS:

None.

CALL TO ORDER:

Caty Clifton called the Board Meeting to order at 5:30pm in the absence of Board President Nick Nash, who was on his way in.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker called the roll and stated Caty Clifton, Jubilee Barron, & Sharone McCann were present and thus there was a quorum. (Nick Nash arrived about 5 minutes later.)

APPROVAL OF THE AGENDA:

No changes. Sharone McCann moved to accept the agenda as presented. Jubilee Barron seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:

None.

MINUTES:

Board Meeting: August 26, 2021 - Sharone McCann moved to accept the Board meeting minutes as presented. Jubilee Barron seconded the motion. The motion passed unanimously.

CALENDAR UPDATE:

Erin McCusker noted she will be asking the Board later in the meeting to make a change to the date due of the libraries state statistical report submission to the District and why.

CORRESPONDENCE:

None.

REPORTS:

FINANCIAL STATEMENTS - August 2021:

Erin McCusker commented that we are not spending much at this point, though we did purchase a new laptop for the Take Off! program, as this is the year for rotation of a new computer for that position. She noted that Dea Nowell watches for good sales on these items. Sharone McCann asked what is done with the old laptops and Erin stated that the old one is used as a backup/commuting laptop since Erin & Monica are mostly dividing time in the office right now. Then any others (older ones) are cleared off and offered to libraries or others if libraries don't want or need them. Caty Clifton moved to accept the financial statements for August 2021 pending audit. Sharone McCann seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:

Erin McCusker noted that things are picking up again for Monica Hoffman and that the sites continue to want her back in person. Erin noted that Dea Nowell's numbers never change much as she is always busy. Erin reviewed a few things from her report, including the Meeting of the Directors which was mostly a checkin and summer reading round robin. She noted that Echo PL has taken the District up on the continuing education grant on a Partnering with Schools training and that the Directors' Continuing Education Committee (Kristin Williams, Kathleen Schmidtgall, Cecili Longhorn) is back together to plan the fall in-service. She also updated the Board on Susie Sotelo being selected as the new Umatilla PL director and on the courier status of libraries being trained to barcode the packages going outside the IMESD courier area.

BOARD TRAINING - Cybersecurity/Information Security and Patron Privacy Information & Background:

Erin McCusker noted that the SDAO draft policy is very in depth. She stated that she and Dea Nowell went through it and feel fairly confident with what we can do and are doing. Regarding Patron Privacy, Erin noted that we don't hold patron information, etc. She noted that some pieces/checklists of the policy and acceptable use will be incorporated into the monthly staff/safety meetings. Nick Nash said thank you for taking something so enormous and making it manageable. Caty Clifton stated with the financial information we have, etc., it would be a good idea to have an outside person review what we do and/or have laid out in the policy and acceptable use guidelines. Erin will check with SDAO to see if they have someone who can review it.

OLD BUSINESS:

POLICY - UCSLD POWERS & DUTIES OF THE BOARD OF DIRECTORS

Erin McCusker stated that per the Board's direction, she had combined the powers & duties and Board job description into one document as presented. Jubilee Barron moved to approve the Powers & Duties of the Board of Directors Policy as presented. Sharone McCann seconded the motion. The motion passed unanimously.

ANNUAL LIBRARY SERVICE PLAN REVIEW:

Erin McCusker stated that Cecili Longhorn was not able to be there Tuesday to do her review and Erin said she would ask about whether the Board was amenable to having her give her review at the next Board Meeting. The Board Members were amenable, and their preference is to have it at the beginning of the meeting. The next ALSP Review is scheduled for Thursday October 7th.

NEW BUSINESS:

POLICIES:

~~Cybersecurity~~ Information Security Policy - Erin McCusker noted she renamed this policy Information Security Policy, as it seemed clearer. The Appendix is more procedural.

Because the Board use UCSLD webmail and SharePoint, they will sign this as well due to the MS Office 365 network accounts. Caty Clifton moved to accept the Information Security Policy, as well as the Appendix as presented. Jubilee Barron seconded the motion. The motion passed unanimously.

Privacy and Confidentiality (or Confidentiality and Privacy) – Erin McCusker noted that Monica Hoffman does do checkouts, but to schools ad facilities, rather than a person. The State Library asks about this policy in the State Statistical Report and where it is located on our website. We did not have this policy per se, so Erin tried to make one more aligned for us than for a public library. Jubilee Barron moved to accept the Confidentiality and Privacy policy as presented. Caty Clifton seconded the motion. The motion passed unanimously.

MOVE THE DUE DATE FOR LIBRARY ANNUAL STATISTICAL REPORTS:

Erin McCusker noted that in our current City-District Agreements, the due date for submission of the State Library of Oregon Annual Statistical Report is October 10th. The State Library has changed their due date of the report to October 31st. Over the last couple of years, we have moved our due date to November 10th with Board approval. Caty Clifton moved to change the submission due date for the State Statistical Report to the District office to November 10th this year. Sharone McCann seconded the motion. The motion passed unanimously.

APPENDICES FOR THE CITY-DISTRICT AGREEMENTS:

Erin McCusker stated that there was a bit more work to be done on the governance structure outline and she also stated that she is still deciding upon how to word/print the state law/rules. Nick Nash asked could those state laws/rules change mid-agreement time frame? Erin responded that was a good point and we may just want to state in the Agreement that the library must comply with state law and not list them – we need to look at the exact language regarding the agreement language. Erin shared the Appendix A: Distribution of Funds draft with the Board and noted it is her first draft. She had heard from Charles Rynerson (PSU) so we have the population numbers and Gary Parker (from BMCC) helped with the formulas. We don't yet have the numbers from the County regarding next year's anticipated distribution amount. Erin noted that the multipliers in the Appendix A will be in place for the 3 years of the Agreements. She noted that there were some significant population differences for 3 communities – Adams, Milton-Freewater, Weston – between the city & zip code population compared to the previous calculated service population. In the spreadsheet for the formula for determining the distribution to each library under the Base Threshold Criteria Elements "\$" the amount can be adjusted by the Board. Erin changed it from \$20 to \$23 for this draft. Additionally, the "Collection" and "O&M" amounts can also be adjusted by the Board. Caty Clifton stated she would caution everyone from making too many tweaks as it can throw everything out of whack. Additionally, Caty commented well done. Erin spoke to paragraph 3 on page one in what the District does with the 20%, she included "Library2Go (Libraries of Eastern Oregon pricing)" as we can afford to pay under that pricing structure, but not under ODLC (Oregon Digital Library Consortium) pricing. There was discussion regarding the timeframe for approving the whole agreement. Erin will have an update next month.

AUDIT REPORT:

Erin McCusker noted that she will have something for the Board on this next month. She has been pulling everything together for the auditor, and Monica Hoffman will be delivering it to the auditor tomorrow (Friday).

QUESTIONS FOR COMMUNITY NEEDS ASSESSMENT:

Erin McCusker commented that Ruth Metz shared an ALA report regarding COVID in libraries in 2020 and Erin noted that she will put it up on SharePoint for the Board. She is gathering information along this line for the Board. Erin raised “who are our patrons” and put together some possible questions/info. to begin with at the end of the Board packet. Caty Clifton noted that will probably take more time than we have right now to have a good discussion regarding this, however suggested everyone begin pondering and then organize thoughts. Some thoughts and questions she came up with are: what do people use the library for, how do people use the library, statistics, services used, carefully crafted surveys of library patrons, library staff, city staff, etc. – we’ve got to run the model – how does it feed... Erin commented that a super important thing to consider is the “so what” question for all the collected information. She noted that data is wonderful and is a good tool, but the “so what” is very important. When we know the information and can answer “so what can public libraries do about this” – we can provide value-added information for the libraries. Nick Nash contributed, how do the library patrons match up with community and how do we retrain our libraries to meet the needs of the communities they now have.

Some of the things that came up in discussion:

- what are the strategic questions that libraries need to be asking in their communities?
- strategic planning and succession planning
- long term District planning – some hard discussion regarding, SWOT (Strengths, Weaknesses, Opportunities, Threats) against the hard data gathered
- we are beginning to hit compression, costs going up, etc.
- future financial help question – County & taxpayers (scaled to...)
- the how to distribute surveys, etc. – trying to get to the residents (especially those who don’t use the library) – surveys & focus groups, random surveys (hoping to do a bilingual survey)
- outreach to many places – valuable information for lots of people
- Erin noted that the guidance of Board in setting of objectives, etc., will be very helpful.

GOOD OF THE ORDER:

Erin McCusker reminded the Board that next month she will be traveling some and working remotely part of the time, and that Monica Hoffman will be contacting the Board regarding check signatures.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be on October 28, 2021, at 5:30 pm in person at the District Office and via Zoom connection. And the last two ALSP Review meetings will be on October 7th and 26th.

ADJOURN:

Jubilee Barron moved to adjourn the meeting. Caty Clifton seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:15 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell