



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

PO Box 1689  
425 S Main Street  
Pendleton, OR 97801

Phone (541) 276-6449

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

**ATTENDANCE BOARD**

Jubilee Barron (via Zoom)  
Sharone McCann (via Zoom)  
John Thomas, Vice President (via Zoom)

Caty Clifton  
Nick Nash, President (via Zoom)

**ATTENDANCE STAFF**

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

**ATTENDANCE - VISITORS**

none

**CALL TO ORDER**

Board President Nick Nash called the Board Meeting to order at 5:32 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Erin McCusker called the roll and stated Jubilee Barron, Caty Clifton, Nick Nash, and John Thomas were present, thus, there was a quorum. [Sharone McCann arrived a bit later in the meeting.]

**APPROVAL OF THE AGENDA**

No changes.

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting: March 24, 2022; Board Work Session: April 9, 2022; and Budget Committee Meeting: April 14, 2022 - John Thomas moved to accept the Board minutes from March 24, 2022, April 9, 2022, and April 14, 2022, as presented. Jubilee Barron seconded the motion. The motion passed unanimously with the four Board Members present.

**CALENDAR UPDATE**

No updates. Erin McCusker noted that Budget Hearing notices would be going out soon.

**CORRESPONDENCE**

Erin McCusker noted 2 pieces of correspondence received: notice of being a PERS 2021 reporting star and a Hermiston annexation notice.

**REPORTS**

**FINANCIAL STATEMENTS - March 2022**

Erin McCusker addressed the question about the other income of \$7,304 stating that it was from the sale of the 2008 Honda Fit. Erin noted that budgeted transfer of \$10,000 to

the Capital Reserve Fund was made which included the \$7,100 from the sale of the courier car. Caty Clifton moved to approve the March 2022 financial statement, pending audit. John Thomas seconded the motion. The motion passed unanimously with the four Board Members present.

#### STAFF MONTHLY REPORTS

Erin McCusker shared that Monica Hoffman is at a Parent Night tonight and has been busy getting free books distributed. This includes a group of books that will go to the Children's Museum. It was requested that we start tracking these kinds of donations, so they are recorded. Erin noted that Dea Nowell has been busy setting up virtual site visits with the libraries for next month and preparing for those. Erin stated that Dea also pulled the ILS patron information, anonymized it, and uploaded it to PolicyMap so we have that information available to us. Erin stated that she herself has been working on in-service, the Board's work session, budget preparation, and pulling off as much data as we can from PolicyMap. She noted that she is not going to renew PolicyMap as \$4,000 is not a workable dollar amount for the kind of data that is available for the rural areas. She will be contacting them next week to let them know and the reason why, so they are aware. Erin noted that it was a good experience working with this and will be sharing her experience regarding it with folks at the State Library. Erin also noted that the staff performance appraisal process is starting.

Nick noted how thankful he is for how thorough each staff member is in recording their work. As a Board Member he finds it very helpful.

#### BOARD TRAINING - BEST PRACTICES CHECKLIST

Erin McCusker stated that SDAO's best practices checklist is focused on board training this year. She spoke about the SafePersonnel training site and available training there. She will be sending out instructions again to the Board regarding access and finding the available trainings. The trainings need to complete by November. Several Board members asked to have this kept on their agenda, so it gets done in a timely manner.

#### OLD BUSINESS

##### COMMUNITY NEEDS ASSESSMENT

Erin McCusker shared that she is putting together everything from the surveys and other reports to give a broader picture of the community needs. She will be writing up the community needs assessment portion of the Strategic Plan next week. Erin noted that she will have a whole packet of information to send to the libraries along with a write up. It was noted that this is a good baseline for us, and we can only grow from here, as we will be identifying gaps for future planning. Erin stated she will also be creating a narrated PowerPoint that will be made available for sharing with community groups, which will be used for advocacy as well.

##### AGREEMENTS FOR LIBRARY SERVICES

Erin McCusker stated that we have 7 signed agreements and have also received several signed amendments. We are still missing agreements from Echo, Helix, Hermiston, Stanfield, and Umatilla. Erin asked the Board to move the agreement due date from May 15 to June 23, Board meeting night. Without signed agreements we have no vehicle with which to distribute funds next fiscal year. Erin noted that she would send notice to those whom we haven't received agreements or amendments back from regarding the change of due date. Sharone McCann moved to extend the due date for Agreement for Library Services to June 23, 2022. John Thomas seconded the motion. The motion passed unanimously.

## ACCEPTANCE OF AUDITS

Erin McCusker stated that no new audits have been received. Helix and Pendleton received extensions and are their audits are still outstanding.

## NEW BUSINESS

### UCSLD STRATEGIC PLAN 2022 - 2025

Erin McCusker presented a draft of the strategic directions and goals. After some discussion and a few edits, John Thomas moved to accept the UCSLD Strategic Plan 2022-2025 as edited, with the understanding that it is a working document. Caty Clifton seconded the motion. The motion passed unanimously.

### PERFORMANCE APPRAISALS

Erin McCusker noted that the Employee Performance Appraisal document and a draft of the peer review information were in the Board packets. She gave a brief description of the process for the new Board Members. Following discussion, it was decided that Erin will create the peer review form, Nick Nash will communicate with the library directors regarding the request for peer review for Erin, and Caty Clifton will provide prompting to Nick for reminders to library directors. Erin will put up the performance appraisal with her self-assessment on the Board's SharePoint site. It was the consensus of the Board to utilize the drafted questions for Erin's peer review.

### GOOD OF THE ORDER

Nick Nash was asked about the BMCC situation and shared some information. John Thomas made note of the article in today's EO highlighting Sharone McCann's grandson and recent volunteer/service projects.

### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be May 26, 2022, following the Budget Hearing at 5:30 pm.

### ADJOURN

John Thomas moved to adjourn the meeting at 7:02 pm. Jubilee Barron seconded the motion. The motion passed unanimously. The meeting was adjourned by Board President Nick Nash.

Respectfully submitted by Dea Nowell