



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Pendleton, OR 97801

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Minutes
Board of Directors Meeting
July 22, 2021 at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD:

Jubilee Barron
Caty Clifton
Sharone McCann
Nick Nash, President
John Thomas, Vice President

ATTENDANCE STAFF:

Erin McCusker, District Director
Dea Nowell, Technical Services Manager

ATTENDANCE - VISITORS:

None

CALL TO ORDER:

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

OATH OF OFFICE:

Erin McCusker handed each of the newly and/or re-elected Board Members their Oath of Office and they read them aloud and signed them.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker stated all Board Members were present and thus there was a quorum.

APPROVAL OF THE AGENDA:

With no changes, Caty Clifton moved to accept the agenda as presented. John Thomas seconded the motion. The motion passed unanimously.

ANNUAL MEETING:

REVIEW OF BOARD OF DIRECTORS LIST:

Erin McCusker passed around the Board of Directors list and asked everyone to verify their information.

BOARD ELECTIONS - PRESIDENT, VICE-PRESIDENT:

President Nick Nash opened the floor for nominations. Caty Clifton nominated the current officers to continue in their positions [Nick Nash as President and John Thomas as Vice-President]. Nick noted that typically we like to pass these around the Board, however he became the President about halfway through the last fiscal year when the then President had to resign her position. Sharone McCann seconded the motion. The motion passed unanimously.

SECRETARY APPOINTMENT:

John Thomas moved that Erin McCusker, as District Director, again be appointed to serve as the Board Secretary and that she may delegate Board Meeting note taking. [Caty Clifton seconded the motion.] The motion passed unanimously.

SET REGULAR MONTHLY MEETING DATE & TIME:

The consensus of the Board is to continue the regular monthly meeting date and time as it has been – the 4th Thursday of each month at 5:30 pm – except to meet in November and December on the 3rd Thursday of the month, due to the holidays.

Board Handbooks were given to the 2 new elected Board Members: Jubilee Barron and Sharon McCann.

PUBLIC COMMENT:

None.

MINUTES:

Board Meeting: June 24, 2021 – John Thomas moved to accept the Board meeting minutes as presented. Caty Clifton seconded the motion. The motion passed with three votes, with Jubilee Barron and Sharone McCann abstaining as they were not at the last meeting.

CALENDAR UPDATE:

Caty Clifton asked about the date of the October Board meeting as listed on the calendar. The date will be changed from the 21st to the 28th. Erin McCusker summarized what the ALSP Reviews are for the new Board members and three dates were set by the Board Members for these Reviews – Thursday September 21st, Thursday October 7th, and Tuesday October 26th.

Erin noted that she is putting together a checklist of due dates from the City-District Agreements for the library directors.

CORRESPONDENCE:

Erin McCusker noted that she had received an email from Jennifer Costly, Pendleton PL director with a picture of the “book mobile” they are purchasing with [ARPA (American Rescue Plan Act)] grant funds awarded through the State Library of Oregon.

REPORTS:

FINANCIAL STATEMENTS - June 2021 (fiscal year-end):

Erin McCusker reviewed where we are sitting at year-end. She also noted a bit of budget background, as well as with the tax distribution and supplementary budgeting, to have budgetary authority to distribute the tax monies, based upon anticipation of receipt of those monies. Erin additionally shared, for District Libraries that wanted them, we purchased, out of the Resource Sharing fund, materials to create story walks. And the new vehicle was purchased out of the Capital Reserve fund. Caty Clifton noted for the new Board Members that the 4th page of the packet of financials has a summary of funds, which is helpful. Additionally, Nick Nash noted that the year-end financial statement is nice because you can see how everything fits together in the budget. Caty moved to accept the June 2021 financial report subject to audit. John Thomas seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:

Erin McCusker reviewed the monthly staff reports in terms of staff’s roles and how each staff member reports happenings and events in their report. Monica Hoffman is beginning

deliveries and is in and out of the office again. She did a YouTube video this afternoon which will be posted on the Take Off YouTube station. Monica is currently working on registrations and typically goes to over 60 sites per month. Dea Nowell does many things, including cataloging for 8 libraries and cataloging support for the 4 others – and her statistics show all of that work. Dea also does a lot of technical support through her contacts with libraries and staff. Dea has been with the District the longest and is the historian and helps track District information. She has been helping Erin with the records management project the last few weeks. Erin reported that she herself has been in a lot of meetings, as noted in her report; and shows projects and progress in her report as well. Erin has adjusted her schedule a bit due to the heat and continues to be out of the office on Thursday mornings, through December, as she is taking a class. Additionally, she noted that she will begin gathering materials next week for the audit.

BOARD TRAINING – OSHA Heat Illness Prevention Emergency Ruling:

Erin McCusker stated that OSHA recently passed a new emergency temporary rule because of the heat. She noted that staff watched a training on heat illness and mentioned some of the things that employers need to provide under the ruling. John Thomas asked Erin if she was passing this information on to the libraries in terms of folks seeking shelter from the heat in the libraries. Erin noted that she would.

OLD BUSINESS:

CITY-DISTRICT AGREEMENTS – ATTORNEY UPDATE:

Erin McCusker stated that she had a couple of questions for Eileen Eakins, the attorney working with us in reviewing the new City-District Agreements. The first being the time period of twelve months notated in the first yellow highlight on page 2 under “Review and Renegotiation.” Eileen’s response was that the time period can be anything we want and shared why she put 12 months here – it had to do with a timeline issue based on the 6-month termination clause. This would mean that at the end of the 2nd year of the agreement we would have to let the cities/school district know of our intent to review/renege the agreements – in some ways it would be like giving a courtesy reminder for our intent to review the agreement. The plan [based on the tax distribution formula review] has been to update population numbers every 3 years with the review and a new agreement.

The second question is in the Hermiston agreement, which is a separate agreement since the city of Hermiston chose not to be a part of the District and no taxes for UCSLD are collected from within the city proper of Hermiston. The question being on pages 5 and 8 regarding the unincorporated/rural area and the proportionate amount for Sage membership and courier costs – we need to make sure we are very clear about this. Eileen suggested modifying the appendix to show what we are doing and how they are to reimburse us. The point is to make everything about this issue explicit.

Erin stated that she and Dea Nowell will be working on updates to the appendices for the next Board Meeting.

There was no discussion regarding any of this. John Thomas moved to accept the City-District Agreement (except Hermiston). Caty Clifton seconded the motion. Caty moved to accept the Hermiston City-District Agreement. John seconded the motion. Each of the two motions was voted on separately and both motions were approved unanimously.

Caty asked about the roll out timeline. Erin stated that we would give notice six months prior (in December) and then send out the new agreement. Erin asked the Board to think about whether they would rather just give notice along with a list of changes, including

the new funding formula, and then shortly thereafter send the agreement for signing. John reminded the Board Members the importance of needing to be of one voice and to not allow for triangulation or division amongst the Board over the agreements.

REPORT ON STAFF PERFORMANCE APPRAISALS:

Erin McCusker reported that the staff work plans came out of the staff performance appraisal documents. Erin commented that she has the best staff to supervise because they know their jobs and do them, all while providing excellent service.

UCSLD - END OF YEAR REPORT:

Erin McCusker noted that this is new this year to show some of the highlights and statistics of the District's work. Caty Clifton noted it was great and had one suggestion - to include the year, as it was missing. John Thomas also noted it was great. Erin commented that we're trying to have advocacy pieces. Caty suggested if we share this with the library directors, our ALSP review is done.

NEW BUSINESS:

ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS - DATES:

With the dates set earlier in the evening this is now done. Erin will send out the dates to the library directors soon.

BANK SIGNATORY DOCUMENTS:

Erin McCusker noted that since neither Jubilee Barron nor Sharone McCann bank at Columbia Bank she has gotten permission for them to go into the Hermiston bank to have their identification documented, as bank staff need to physically see it. Erin noted that none of the other Board Members needs to go into Columbia Bank unless their ID has expired or changed since it was last put on file with Columbia Bank. Erin is hoping this can be done before August 10th so that the documents will be available for signing at the next Board meeting. For the Banner Bank account, Jubilee needs to fill out paperwork and Erin can copy her ID and take it in; Sharone has an account at Banner Bank, so her paperwork is already on file there. A motion for new signers and who is to come off the account as signers, at each bank, is needed.

Caty Clifton moved to add the five (5) Board Members: Jubilee Barron, Caty Clifton, Sharone McCann, Nick Nash, and John Thomas; as well as Erin McCusker as signers, and to remove Kara Davis and Hilary Stoupa as signers, from our account at Columbia Bank. John Thomas seconded the motion. The motion was approved unanimously.

John Thomas moved to add the five (5) Board Members: Jubilee Barron, Caty Clifton, Sharone McCann, Nick Nash, and John Thomas; as well as Erin McCusker as signers on our account at Banner Bank; and remove Kara Davis and Hilary Stoupa as signers from the Banner Bank account. The motion was approved unanimously.

MOVING TO BILL PAY:

Erin McCusker explained why we would like to move billing to bill pay, though she hasn't yet spoken much about it with Dickey & Tremper. Many of our vendors are currently able to do bill pay and Erin reviewed how to do this with our local controls in place. Banner Bank currently has \$10,000 limit on bill pay, though stated that the Board could change this amount. Erin noted that we will have to go through all the current accounts to determine who can and who cannot accept online bill payments. It would be a slow open/approval to proceed. Nick Nash noted that the approval process could include more Board Members in the process since our current method is more reliant upon location of residence, or being able to be in the Pendleton area, for physically signing checks. Erin

discovered that our checking account at Banner Bank has no limits on the number of transactions per month via bill pay.

Discussion included whether there were any concerns from Dickey & Tremper or the Secretary of State's office in moving forward; what the cities say about their ability to receive funds through bill pay; suggestion to check with other similar entities like Coos Cooperative Library Service or Lincoln County Library District; and what Banner Bank says when we talk about amount and limits. Caty Clifton moved to proceed with studies and report back to the Board. Jubilee Barron seconded the motion. The motion passed unanimously.

REPORT ON RECORDS MANAGEMENT PROJECT:

Erin McCusker stated that as a legal entity we have requirements of retention and destruction of documents, in terms of types of things. She noted that she and Dea Nowell have been working on the paper files in the last 2 weeks. Electronic records are the next step. We have a policy in place based on retention schedule from the Secretary of State's Office and our procedures are being very clearly recorded with respect to public records requests, etc. It was noted that there are others who are interested in what we are doing and with our retention schedule policy and procedures (such as Lincoln County Library District).

GOOD OF THE ORDER:

None.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be on August 26, 2021, at 5:30 pm in person at the District Office and via Zoom connection.

ADJOURN:

John Thomas moved to adjourn the meeting. Sharone McCann seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:28 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell