



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Minutes
Board of Directors Meeting
June 24, 2021 at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD:

Caty Clifton
Nick Nash, President
Hilary Stoupa
John Thomas, Vice President

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 5:36 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker called the roll and noted three Board Members -Nick Nash, Caty Clifton, and Hilary Stoupa - present at the time, thus there was a quorum. [John Thomas arrived shortly thereafter.]

APPROVAL OF THE AGENDA:

Caty Clifton moved to accept the agenda as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:

None.

MINUTES:

Board Meeting: May 27, 2021 - Hilary Stoupa moved to accept the budget hearing and board meeting minutes as presented. Caty Clifton seconded the motion. The motion passed unanimously.

CALENDAR UPDATE:

No updates.

CORRESPONDENCE:

Erin McCusker shared that an engagement letter with Barnett & Moro was received. Nick Nash asked if the contract was up this year. Erin replied that it will be and then when a new contract is received it will come to the Board. The consensus of the Board was for Erin to read and sign the engagement letter. Also received was a flier from Emporia State University announcing that they are moving their MLS program fully online (following the pandemic) - Erin suspects all the libraries received one of these fliers. Received a letter from Banner Bank - periodically Erin receives a text regarding potential fraud alert on any

of our staff credit cards, such as when Monica Hoffman recently ordered plastic boxes through Walmart. Additionally, a flyer of upcoming trainings for long term care was received from the ombudsman at the State of Oregon.

REPORTS:

FINANCIAL STATEMENTS - May 2021:

Erin McCusker noted that she would like to streamline our bill paying processes and move to virtual approval of billing online beginning next fiscal year. She noted that no lines or areas went over with anything needing a supplemental budget. She stated that we should get one more tax check which will be distributed in early July, which will close out this fiscal year. Erin also noted that we are expecting 2 checks: one from the State Library of Oregon for PolicyMap reimbursement and one for historical grant reimbursements). Hilary Stoupa moved to accept the May 2021 financial report subject to audit. John Thomas seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:

In highlighting a few of the staff's activities for last month, Erin McCusker noted that Monica Hoffman is adding more pictures in her reports as things begin to open back up. Monica has fliers up and out for this year's summer reading program (Color My World). Monica had a table at Pendleton Farmers' Market on May 21st - she had so many people stop by and pick things up that she had to return to the office to restock her supply. Erin noted that Dea Nowell has been working hard to get ready for a trip to Pendleton and doing a lot of cataloging, including for Ukiah which found a number of items in storage. Erin noted that she is looking to get out to meet with library directors, in person if they are vaccinated, otherwise via Zoom. She has information from Gary Parker (our math person) regarding the shift occurring within our formula levels. She will get that info. out to the Board next week. Erin also noted that the final budget documents were submitted to the County.

BOARD TRAINING - Orientation: feedback from Board on orientation for new Board Directors:

Feedback from Board Members regarding items they thought would helpful/important for new Board Director's orientation include the following items:

- when going through the formula review, Ruth Metz reminded us that we need to stay in control of the budget and direction of the UCSLD - important that we don't give away our power
- transparency very important, but not passive (transparency - watch word)
- important to understand the massive amount of money and magnitude of power involved
- be prepared for possible contention
- size of our budget (in comparison to other organizations)
- view of library service across the County & that it may not always be brought through a library (for instance: Take Off!)
- aware of how much other libraries are doing (comparison to own local library)
- seriousness of the role
- diversity of the District and communities
- time commitment, expectations and understanding of the Board Members: 1-2 hours of prep time, about 2 hour meetings, plus self-study and/or work sessions
- not just a show up to meetings Board
- probably an average of 2 meetings per month (throughout the year)
- in-service attendance was helpful for showing transparency and presence of the Board

- follow up with the glory of the service we provide and the joy it brings
- reading the language of the formation of the District; it was eye opening – we are responsible for library service in the County
- we are not a pass through (for money)
- special district law training & governance training
- important that the Board speaks with one voice... and consistently

OLD BUSINESS:

DISTRICT-CITY AGREEMENTS – ATTORNEY UPDATE:

After reviewing and discussing the drafts of the new District-City Agreements, the consensus of the Board was to make the changes that were recommended by attorney Eileen Eakins and the Board will review the drafts next month.

VEHICLE PURCHASE:

Erin McCusker stated that Monica Hoffman has begun to drive the new vehicle and is beginning to get used to it, though she has not tried to parallel park it yet.

LIBRARIES’ ANNUAL LIBRARY SERVICE PLANS:

Following discussion regarding this year’s libraries’ ALSPs and how the plans were at varying levels of complexity, John Thomas moved to accept the 2021-22 ALSPs from all the libraries. Caty Clifton seconded the motion. The motion passed unanimously.

NEW BUSINESS:

ACCEPT THE SPECIAL DISTRICT ELECTION OF MAY 18, 2021, AS PRESENTED BY THE UMATILLA COUNTY ELECTIONS OFFICAL RESULTS: JUBILEE BARON AS AN AT LARGE BOARD DIRECTOR FOR A 2-YEAR TERM; JOHN THOMAS AND SHARONE PETTUS MCCANN AS AT LARGE BOARD DIRECTORS FOR 4-YEAR TERMS:

Caty Clifton moved to accept the results of the May 18, 2021, election. John Thomas seconded the motion. The motion passed unanimously.

REPORT ON CLOSING FISCAL YEAR:

Erin McCusker stated that next month we will have a staff summation of the fiscal year.

REPORT ON UCSLD STAFF PERFORMANCE APPRAISALS:

Erin McCusker reported that staff performance appraisals have been moved to next week.

EXECUTIVE SESSION:

Board President Nick Nash read the ORS from the agenda regarding the Executive Session. [192.660(2)(i) To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. ORS 192.660(2)(i) and 192.660(8).] Hilary Stoupa moved to go into executive session for the purpose of the District Director’s performance appraisal. John Thomas seconded the motion. The motion passed unanimously. The Executive Session was called to order at 7:02pm. Following the District Director’s performance appraisal, John Thomas moved to close the Executive Session. Caty Clifton seconded the motion. The motion passed unanimously. The Executive Session was closed at 7:31 pm by Board President Nick Nash.

GOOD OF THE ORDER:

Celebration, thank you, and good-bye to Board Member Hilary Stoupa as her term expires.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be on July 22, 2021, at 5:30 pm in person at the District Office and via Zoom connection.

ADJOURN:

Hilary Stoupa moved to adjourn the meeting. John Thomas seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:41 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell