



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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**Minutes  
Board of Directors Meeting  
June 18, 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)  
Dea Nowell, Technical Services Manager (via Zoom)

**ATTENDANCE - VISITORS:**

None

**CALL TO ORDER:**

Board President John Thomas called the Board Meeting to order at 5:15 pm.

**CALL THE ROLL & ESTABLISH QUORUM:**

Erin McCusker called the roll and noted three Board Members – Caty Clifton, Hilary Stoupa, and John Thomas – present at the time, thus there was a quorum. Kara Davis arrived shortly after the roll was called and Nick Nash arrived about 20 minutes into the meeting.

**PUBLIC COMMENT:**

None.

**APPROVAL OF THE AGENDA:**

Erin McCusker noted that she had forgotten to add discussion of the strategic plan to the agenda that was tabled last month. It was the consensus of the Board to hold off on it until July's meeting. Caty Clifton moved to approve the agenda as written. Hilary Stoupa seconded the motion. The motion passed unanimously (with the four Board Members present).

**MINUTES:**

May 28, 2020 – Kara Davis moved to accept the May 28, 2020 minutes as presented. Hilary Stoupa seconded the motion. The motion passed with three Board Members approving the motion. Caty Clifton abstained from the vote as she was not in attendance at the May 28th meeting.

**CALENDAR UPDATE:**

Erin McCusker stated there were no calendar updates. She verified with the Board Members present that the 4th Thursday in July was still good for the next meeting.

**CORRESPONDENCE:**

Erin McCusker noted that we had received an update on Workers' Comp. from SDAO through Wheatland Insurance, as well as our Workers' Comp. bill.

## REPORTS:

### FINANCIAL STATEMENTS

May 2020:

Caty Clifton asked about initializing the financial statements and Erin McCusker noted that when Board Members were in Pendleton, if they would stop by the office and initial them that would be great – they are on the front table. Erin noted that she will need check signers on June 29th and asked if anyone was available. John Thomas noted that he would be (and later in the meeting Nick Nash noted that he would be as well). Caty stated her thanks for the note in last meeting's minutes regarding the number she asked about in the financial statement, as it helped her in understanding it. John noted that the discussion was helpful for the math impaired to understand it as well. Hilary Stoupa moved to accept the May 2020 financials pending audit. Caty Clifton seconded the motion. The motion passed unanimously with the four Board Members who were present.

### STAFF MONTHLY REPORTS:

Erin McCusker gave a brief overview of some of the staff reports. She noted that Monica Hoffman's time is very different right now. She is trying some different things with the clients (private daycares) that she is still seeing. Monica also attended an early childhood institute that was held online this week. Erin noted that Dea Nowell is currently traveling with her husband to move her father-in-law to their home due to a medical situation. Erin noted that Dea has remained very busy. The libraries weren't doing as much collection work when first were closed, but as they have worked out their new service activities, the collection work has picked up. Erin also noted that Dea is the main website person, though Dea and Erin have talked through all the changes with the new site.

Erin noted that she has been working through the process for hiring a Libraries of Eastern Oregon executive director with several meetings. She noted that she had heard from Umatilla PL that they had been exposed to COVID-19 and were closed till June 10th; they are again open, limiting the number of people in at a time. None of the staff became ill. Erin noted that the historical grant has been completed for the year. The budget documents have been submitted to the County and she will soon begin getting documents ready for the audit. She stated that she has been on the phone with the local budget revenue folks to make sure we are good with the Special Payments line as we usually get notice of the June tax receipts the last week of June and thus we would not have time to pull a meeting together to adjust the budget if necessary. Erin noted that she will also be working on the list of SDAO's best practices and that will probably be on next month's agenda. She shared that she will be on vacation starting June 19th and back in the office on June 29th. Erin also shared that the library directors' meeting will be on July 8 and Erin will be asking them, among other things, about what areas they are seeing that not being served and what help they need.

Caty Clifton commented on the amazing work done on the technology side of things that Dea has done and on Erin's accomplishing the budget in this time we are in.

### BOARD TRAINING - FINAL GUIDANCE FOR RE-OPENING LIBRARIES:

Caty Clifton asked what the date was on this document as she did not find it on the document itself. [Follow-up note: It was emailed from the State Library of Oregon on June 4th and that date was added to the document posted on the State Library's website COVID-19 library guide page.] Erin noted that the final document did not come from OHSU, but the State Library, since the Governor didn't close libraries as part of the original Stay Home, Save Lives executive order. Erin reviewed a couple of

the areas in the document. Caty asked about the Governor's requirement of wearing masks. Kara Davis responded that yes, that has been put into place for some areas of the state, mostly in big outbreak areas, but not in Umatilla County. Caty also noted two concerns that had been directed to her from a couple of the libraries: lack of consistency between locations in the County and wishing that more people would mask up. John Thomas noted he is worried about our librarians and noted that we understand their frustrations. He asked how we could support them. Erin responded that their individual cities have their own policies about this issue. She noted that one of the things we can do is remind people what libraries are all about, such as she will be doing in the next EO column where she will be including public statements about libraries and how libraries have always been open and welcoming to all. Some discussion followed.

#### OLD BUSINESS:

##### PERSONNEL POLICIES:

Erin McCusker stated that the Personnel Policies, as drafted, were posted that afternoon on the Board's SharePoint site, so everyone may not have had time to look over them. Erin noted that she still needs to go through and make sure that everything is in line with our current policies. Erin asked everyone to go through them and let her know of any discrepancies or if things do not add up as this is a pretty big task to undertake.

Erin noted that one change she wants to make is the vacation schedule. She noted that everything was divisible by three, except for the number of vacation days after five years of employment which creates havoc with the accountant's tracking. Nick Nash asked if there was anything governing the amount of days given for vacation and Erin responded no. Nick noted he was wondering about bumping it up more, not less. Erin also noted that in the current set of personnel policies there is nothing stated regarding retirement benefits, so she added a noted about the fact that retirement benefits are through PERS. Erin also noted that we need a pay equity and pay structure policy. We do not have three similar jobs, they are all different with different job descriptions, however, we do not have a set pay structure or ranges for positions, etc. Erin noted that she needs to do more research on this area. Kara Davis commented that it is an equal pay for equal work law and does not apply to us, so she stated that we shouldn't worry too much about it and doesn't want to hamper us either. Erin stated that she is pleased with where this policy is at this point and that we are getting closer to a final draft. She asked that if anyone needs a printed copy to let her know. (Caty Clifton stated that she would like a printed copy.)

#### NEW BUSINESS:

##### UPDATE ON STATUS OF DISTRICT:

Erin McCusker stated that she thought it would be a good idea to give an update on the status of the District and where we are at the end of the fiscal year. She noted that things are good, and we are sitting in a good situation due to flexibility and positivity. She stated that the staff we have is excellent. She commented on the move and that the current space is much better suited to our purposes. She noted that we have made good contact with the libraries and many have said thank you for the Chromebooks and other equipment to keep them connected, and that some are also planning to use them for programming. Erin commented that IMESD is currently running a modified courier route and she will be checking in with them if it continues as such to see if we need to modify the contract. She noted that the move of the Board meeting to the fourth Thursday of the month has been really helpful to her, and also thinks it helps Dickey & Tremper. She commented that Dickey & Tremper

has had a lot of turnover this year; she is beginning to work with the new person on scheduling monthly activities. She noted that after a wonderful start to the tax distribution review that it has slowed down due to the coronavirus and she will focus on this after vacation and be contacting Ruth about a follow-up in the fall. There was discussion about this, which included what to do if we hit a wall again due to the COVID-19 situation and needing a contingency plan ahead of time so as not to cause more angst in the process. Erin stated we have a lot to be grateful for here in the District. She then gave an update of the libraries as she was aware of their status.

RESOLUTION 2019-2020-05 – TRANSFER OF FUNDS FROM GENERAL FUND CONTINGENCY TO SPECIAL PAYMENTS TAX DISTRIBUTION TO CITIES – ORS 294.463:

Erin McCusker noted we need this resolution because we are down to \$756 left in the Tax Distribution to Cities line for the fiscal year and that will not be enough to disperse the anticipated June tax distribution. Thus, she is suggesting we move \$30,000 out of Contingency to Special Payments Tax Distribution to Cities line and anything that is left after the June distribution will go into the cash forward for FY2020-21. Erin noted that she will take this resolution to Dickey & Tremper to make sure that the final June statement includes this update.

President John Thomas read the resolution authorizing the transfer of funds from General Fund Contingency to General Fund Special Payments Tax Distribution to Cities line for FY2019-2020, per ORS 294.463. Nick Nash moved to adopt Resolution 2019-2020-05 as read with the corrected Board President's name. Kara Davis seconded the motion. John Thomas lost his connection to the meeting and so Vice President Kara Davis called for the vote. The motion passed unanimously with the four Board Members who were present at the time. John was able to reestablish his connection to the meeting and noted he would sign the resolution at the office.

EXECUTIVE SESSION:

President John Thomas called the Board into Executive Session according to ORS 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).*

The Board went into a closed Executive Session at 6:35 pm to conduct the District Director's annual performance appraisal. The Executive Session was adjourned at 6:58 pm and the Board meeting was reconvened. The Board chose to finish the District Director's annual performance appraisal at the July meeting.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting, which also be the annual meeting, will be on July 23, 2020.

ADJOURN:

Hilary Stoupa moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:59 pm by Board President John Thomas.

Respectfully submitted by Dea Nowell