



**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
March 24, 2022, at 5:30 pm
via Zoom
[Pendleton, Oregon]**

ATTENDANCE BOARD

Jubilee Barron (via Zoom)

Sharone McCann (via Zoom)

John Thomas, Vice President (via Zoom)

Caty Clifton (via Zoom)

Nick Nash, President (via Zoom)

ATTENDANCE STAFF

Erin McCusker, District Director (via Zoom)

Dea Nowell, Technical Services Manager (via Zoom)

ATTENDANCE - VISITORS

Eileen Eakins, [attorney for UCSLD, Tigard, OR] (via Zoom)

Susie Sotello, Umatilla Public Library Director (via Zoom)

Dave Stockdale, Umatilla City Manager (via Zoom)

CALL TO ORDER

Board President Nick Nash called the Board Meeting to order at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM

Erin McCusker called the roll, all Board Members were present, thus, there was a quorum.

APPROVAL OF THE AGENDA

No changes.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: February 24, 2022 - John Thomas moved to accept the February 24, 2022, minutes as presented. Caty Clifton seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

None.

CORRESPONDENCE

Erin McCusker stated that the only other item of correspondence than the letter from Umatilla City Manager, Dave Stockdale, that was shared previously with the Board was an annexation notice was received from the City of Hermiston.

REPORTS

FINANCIAL STATEMENTS - February 2022

Erin McCusker stated it was a regular spending month, mostly just the basics. Caty Clifton asked about reimbursement from Hermiston for courier and Sage being a bit over budget. Erin noted that the same was also true with Sage reimbursement for courier being up a bit. Erin stated that these budgeted reimbursements are a guess at budget time. They are

calculated based on the current population figures and the amount of the invoices. Caty Clifton moved to approve the February 2022 financial statement, pending audit. John Thomas seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Erin McCusker shared that Monica Hoffman is visiting over 70 sites per month since things began opening back up. She reached over 568 children through story times last month. Erin shared that Dea Nowell, despite a rough month, has kept up with the cataloging for the libraries, for which Erin is appreciative. Erin has been working on the in-service which is next Friday (April 1st). She submitted 2 articles to the East Oregonian: 1 regular monthly article and 1 PSA for National Library Week which begins April 3rd. She is also planning for the Budget Committee meeting and working on the Community Needs Assessment.

Caty Clifton said thanks so much for the reports and the time it takes to do them. Nick Nash concurred with this.

BOARD TRAINING - ALA CODE OF ETHICS

Erin McCusker shared that she recently had received a survey regarding accessibility for all which made her think about this document. Erin read through the 9 statements as the Board's training and shared that it is a code of ethics for the public library profession and in how we offer public library services.

OLD BUSINESS

COMMUNITY NEEDS ASSESSMENT

Erin McCusker stated that the surveys are continuing to come in. It was noted that this survey, by intention, looks different from a library services assessment. The survey is open through April 1st. Erin also noted that she will be asking some questions of library staff at the In-Service. Erin will be compiling the information received from the survey and census information through PolicyMap, to get to Darci Hanning who will be going through it with the Board at their Board Retreat on April 9th. Nick Nash thanked Erin for all the work she is doing on this and keeping it within the timelines.

AGREEMENTS FOR LIBRARY SERVICES

Erin stated that we have received 7 signed agreements back - Milton-Freewater, Weston, Athena, Adams, Pendleton, Pilot Rock, Ukiah. Eileen Eakins, attorney for UCSLD, stated that Erin had asked her some preliminary questions regarding the City of Umatilla's agreement questions. Ms. Eakins stated that the District had received a letter from the City of Umatilla's City Manager Dave Stockdale. The questions were reviewed and commented on by the Board, Mr. Stockdale, and Ms. Eakins. After discussion, Caty Clifton moved to empower Erin to work with Eileen Eakins to create an addendum to the current Agreement to soften language regarding working in good faith with partners before withholding funding and not to change language regarding criteria. John Thomas seconded the motion. The motion was approved unanimously.

President Nick Nash thanked Ms. Eakins and welcomed her to leave the meeting if she desired. At which time she left the meeting.

ACCEPTANCE OF AUDITS

Erin McCusker stated that city audits had been received from Milton-Freewater and Stanfield, both of whom had been given extensions by the State. Sharone McCann made a motion of formal acceptance of the 2 additional audits received. Jubilee Barron seconded the motion. The motion passed unanimously.

NEW BUSINESS

ALSP FOR 2022-2023 DUE TO UCSLD BY MAY 1, 2022

Erin McCusker shared the draft of the letter and template that will be sent to the library directors regarding the Annual Library Service Plans for FY2022-2023. She noted that she checked in with library directors regarding the list of priorities and based on the feedback changed #4 to Professional Development instead of Continuing Education and added "& Marketing" to #9 to make it Community Relations & Marketing. John Thomas moved to have Erin send the drafted letter out to the library directors with a due date of May 1, 2022. Sharone McCann seconded the motion. The motion passed unanimously.

GOOD OF THE ORDER

John Thomas shared that he had joined the Pendleton Friends of the Library. There will be a Pendleton Friends of the Library book sale Easter weekend. Jubilee Barron thanked everyone for all they do, and added to Nick Nash, you are doing a great job. Caty Clifton told Erin McCusker she hopes she has a good meeting (at PLA) and thanked her for spending the evening with them. Susie Sotello thanked the Board for their hard work and passion for libraries.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be April 28, 2022, at 5:30 pm. The Board Retreat will be on April 9, 2022. The Budget Committee Meeting will be April 14, 2022.

ADJOURN

John Thomas moved to adjourn the meeting at 7:58 pm. Jubilee Barron seconded the motion. The motion passed unanimously. The meeting was adjourned by Board President Nick Nash.

Respectfully submitted by Dea Nowell