



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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**Minutes  
Board of Directors Meeting  
April 23, 2020 at 5:15 pm  
425 S Main St. and via Zoom  
Pendleton, Oregon**

**ATTENDANCE BOARD:**

Caty Clifton (via Zoom)  
Kara Davis, Vice President (via phone)  
Nick Nash (via Zoom)  
Hilary Stoupa (via Zoom)  
John Thomas, President (via Zoom)

**ATTENDANCE STAFF:**

Erin McCusker, District Director (at physical location & 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 all Board present, thus there was a quorum.

**PUBLIC COMMENT:**

None.

**APPROVAL OF THE AGENDA:**

Erin McCusker noted that she listed COVID-19 Update as information on the agenda, however there may be a decision needed. Caty moved to accept the agenda. Nick Nash seconded the motion. The motion passed unanimously.

**MINUTES:**

Board Meeting, March 26, 2020 - Kara Davis moved to approve the March 26, 2020 minutes as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

Board Retreat, March 9, 2020 - Caty Clifton moved to accept the March 9, 2020 Board Retreat minutes as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE:**

None.

**CORRESPONDENCE:**

Erin McCusker noted there was nothing new, other than the COVID information from the Governor regarding local budgeting process that Erin posted on the Board SharePoint site.

## REPORTS:

### FINANCIAL STATEMENTS

March 2020:

Erin McCusker noted there is nothing out of line, as we have not been spending much money. Caty Clifton made an observation that the majority of the distributions have been made and also asked about the outreach line in this budget. Erin noted that there was no interfund transfer needed this fiscal year, as the ending fund balance from last year was enough to cover costs in addition to the Ready2Read grant revenue. Nick Nash moved to accept the March 2020 financials pending audit. Hilary Stoupa seconded the motion. The motion passed unanimously.

### STAFF MONTHLY REPORTS:

Erin McCusker briefly reviewed what was happening with staff. Monica Hoffman is mostly working from home. She has picked up a few of the book boxes and is still serving a couple of private daycares with precautions. Monica noted that her numbers will look very different next month. It was asked if Monica is doing virtual storytimes - Erin responded that she is not, though she is doing a lot of sharing of the other libraries' virtual storytimes on the Take Off! Facebook site for all the sites, etc.

Erin noted that Dea Nowell is well set up for sheltering in place. She has been doing research and studying changing cataloging standards. Some of the libraries have been weeding a lot of materials, however most are not adding a lot of items right now. Erin stated that she and Dea, mostly, have been working with Streamline to move our website over to the Streamline platform. Dea noted that she would give a sneak peek of the website at next month's meeting as the migration of data, etc., is moving along.

Erin reviewed some of what she has been doing over the past month. She also noted that IMESD is running the courier, just not quite as much as normal. Fred, who is the department head, for the courier is working directly with the libraries regarding the adjusted schedule. The statewide courier is not currently running. Library2Go has really been hopping and she noted that Sage had put some additional monies toward Library2Go to assist with the extra demand. We held an in-service on Friday April 3<sup>rd</sup> and the 6 evaluations that were received have been posted on the Board SharePoint site. Erin has been trying to keep up with everyone and what they are doing during this time. Nick Nash asked which libraries were closed and Erin gave an update as to what each library was doing service-wise.

### BOARD TRAINING:

Erin McCusker noted there was nothing special or specific as this is all new and a learning time for everyone.

### OLD BUSINESS:

#### TAX DISTRIBUTION REVIEW PROCESS:

Erin McCusker stated that she has not done much with the tax distribution review process recently as she has been working on the budget, etc. She stated that we have enough money left from the Ford Family Foundation grant that we could bring Ruth Metz back to reconvene the public conversation, when we can all get back together again. Caty Clifton asked what would be a reasonable timeline for this process? Erin noted that wrapping up this process in the fall would be reasonable. It will give us some time to see where things will land following this pandemic time. She spoke with Paul Chalmers, the Umatilla County Tax Assessor, and he does not think we will see a big shift this coming year, but probably will in the following year.

The city libraries may see more of a shift that will impact our libraries, with the city budgets being stretched for their variety of services. She noted that we have a good concept of what we want to do or see, we just need to run some numbers, which she is planning to work on. Caty Clifton offered to help with the process.

#### BUDGET CALENDAR:

Erin McCusker stated that it looks like the Tuesday, May 19<sup>th</sup> date for the Budget Committee meeting is good for Board members and Budget Committee members. Erin will get the budget calendar with adjusted dates put onto the Board SharePoint site. Erin shared the letter she sent to the library boards and directors regarding expected tax distribution budgeting numbers, dated 4/15/20 - she will make sure this is posted to the Board's SharePoint site. Erin reviewed the Governor's Executive Order No. 20-16 (posted on the Board SharePoint site), regarding the budget process, which states that an electronic meeting with the collection of public testimony is now legal during this time. Erin will collect public testimony for the Board Hearing and adoption process via phone and email. Erin noted that she also shared the League of Oregon Cities FAQ on the Governor's Executive Order No. 20-16 on the Board SharePoint site.

#### COVID-19 - UPDATE ON WHAT IS HAPPENING IN THE LIBRARIES IN THE UCSLD.:

Erin McCusker noted that she had pretty much already given an update on what was happening in the libraries. She noted that at the weekly open Zoom meeting time for the library directors this morning that the libraries were brainstorming what reopening the libraries would look like. She noted that Kristen Williams (Athena PL) had a 6-phase plan, which Erin asked to post on the Google Drive for the libraries. Erin noted that things will not be going back to what they were; it will be more of a shifting to how can we do business in the new normal. She stated that she feels like District can help facilitate this conversation of what things will be, or could be, in the new normal. She is working to keep the directors in communication with each other and share what they are doing.

She asked the Board to consider repurposing the CE grant funds we had budgeted for the libraries to use for CE events to something they all need (such as a Chromebook, cameras, microphones, etc.). Erin noted she would like to do an inventory of what each library needs and expend and reimburse the funds by the end of May. The consensus of the Board following some discussion was to go ahead with the plan.

#### PERSONNEL POLICIES:

Erin McCusker shared with the Board an overview of what she is working on in terms of reorganizing and consolidating the personnel policies. She noted that she will put this document up on the Board's SharePoint site so the Board can begin looking at it. She asked that if any of them had any questions regarding any of it to email or text her about them.

#### NEW BUSINESS:

##### RESOLUTION TO CONTINUE THE CAPITAL RESERVE FUND:

Erin McCusker stated that it was time to renew the Capital Reserve fund and thus the resolution. President John Thomas read the resolution to continue the Capital Reserve fund. Kara Davis moved to adopt Resolution 2019-2020-03 as read. Caty Clifton seconded the motion. The motion passed unanimously. John will sign the resolution at a later date.

##### FY2020-2021 BUDGET:

Erin McCusker noted that this information was shared with the Board earlier in the meeting.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be May 28, 2020. The Budget Committee Meeting is scheduled for May 19, 2020 at 5:30 pm.

GOOD OF THE ORDER:

None.

ADJOURN:

Nick Nash moved to adjourn the meeting. Hilary Stoupa seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:00 pm by Board President John Thomas.

Respectfully submitted by Dea Nowell