



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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Minutes  
Board of Directors Meeting  
August 26, 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 (via Zoom)

**ATTENDANCE STAFF:**

Erin McCusker, District Director  
Dea Nowell, Technical Services Manager (via Zoom)

**ATTENDANCE - VISITORS:**

James Simpson (via Zoom) *[present for a portion in the middle of the meeting]*

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

**APPROVAL OF THE AGENDA:**

No changes; by consensus the agenda was accepted.

**PUBLIC COMMENT:**

None.

**MINUTES:**

Board Meeting: July 22, 2021 - Caty Clifton moved to accept the Board meeting minutes as presented. Jubilee Barron seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE:**

Erin McCusker noted she shared the checklist of due dates she sent out to the library directors. The items in red are things due to UCSLD via the City-District Agreements. Erin stated that from what she has heard from library directors that the checklist has been well received.

**CORRESPONDENCE:**

Erin McCusker stated there was no correspondence other than an email from SDAO (our liability insurer) received this afternoon regarding the Board of Director and Staff Management training being moved from in person to online - Aug. 31 (8:30-noon) & Sept. 2 (8:30-noon). The webinar will be recorded and rebroadcast Sept. 7 & 9, and the recording will also be posted and available afterwards.

## REPORTS:

FINANCIAL STATEMENTS - June 2021 (fiscal year-end) revised/updated and July 2021: Erin McCusker stated the revised/updated June 2021 financial statement included a tax distribution check that had been incorrectly written, voided, re-written and not recorded in the financial statement. Erin reviewed the July 2021 financial statement, noting there were no big expenditures other than some office supplies, the website platform cost for the year, and the libraries' Library2Go subscriptions and the UCSLD LEO membership. Erin also noted that we will be transferring money to the Capital Reserve Fund (which Erin is looking into moving to Banner Bank), and that Monica is beginning to spend the Ready to Read grant monies. Erin also made a note about the PERS payment which was higher than usual. One reason is that the new fiscal year started and the new rates went into effect. The other reason includes the pension balance and the side account that is paid into through the year till we hit a ceiling, then the payments will go down. She stated that she will be having a meeting with PERS to better understand this. Caty Clifton moved to accept the financial statements for June 2021 updated and July 2021, subject to audit. John Thomas seconded the motion. The motion passed unanimously.

## STAFF MONTHLY REPORTS:

Erin McCusker asked if there were any questions regarding the monthly staff reports. There were not, though Caty Clifton stated they were very thorough and appreciated. Erin added that she had been in touch with Charles Rynerson (PSU) and would get back to him next week. We will be charged for figuring out the numbers within the county zip codes, though we don't yet know how much. There will be more on this next month, along with the appendices, as long as we can get the new numbers. Erin stated that she was able to get some of the numbers (like total county) from the 2020 census. Erin also noted that we have the new re-masking mandate signage, effective Aug. 13<sup>th</sup>, up and are following it.

## BOARD TRAINING – Cybersecurity Best Practices:

Erin McCusker stated that she and Dea Nowell had attended some of the cybersecurity trainings for the Best Practices discount on our insurance premiums. This year the focus is on cybersecurity issues. Additionally, all staff have taken the SafePersonnel trainings on cybersecurity. Next month the Board will see a cybersecurity policy, which will be one of the last pieces for our 10% discount. Erin noted that she and Dea had taken one training specifically on the policy and what should be in it. Erin also reviewed some of our practices around cybersecurity. Erin noted that SafePersonnel has some cybersecurity training, and she will send out the website link again. She noted that we, as staff, use SafePersonnel trainings each month for our safety meeting component.

## OLD BUSINESS:

### BANK SIGNATORY DOCUMENTS:

The Banner Bank signatory documents were signed by all Board Members who were present in person. John Thomas will come by the office on Friday to sign them. The Columbia Bank signatory documents will be gotten out as soon as possible.

### ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS - DATES:

Erin McCusker noted that she had heard from everyone except Jennifer Costley (Pendleton PL) and Mark Rose (Hermiston PL), and the 10 library directors have been scheduled. It was noted that the ALSPs (a requirement by Agreement) for last year are posted on the website. Nick Nash and Caty Clifton both commented that these are a highlight of the year to hear what all the libraries are doing. Nick noted he will unfortunately have to miss Sept. 21<sup>st</sup>. Caty noted that she may, though is uncertain at this time, also miss Sept. 21<sup>st</sup>.

## NEW BUSINESS:

### POLICIES:

UCSLD Powers & Duties of the Boards - & - Board Member Job Description - The question was asked if we need both a job description and a powers and duties of the Board policy, as they seem duplicative and not necessarily aligned. Dea Nowell was asked what the history was on these and she explained as she could. Following a brief discussion of this, Erin McCusker noted she would put pertinent things from the job description into the Powers & Duties of the Board policy. There was some conversation and discussion regarding term limits. Following some further discussion for clarity and or word-smithing, Erin stated that she will do some combining and present the revised drafted policy next month.

By-Laws - There was discussion of the word "shall" in filling vacancies (Article III. Section 3. Vacancy Provision). Erin noted that the County Commission can, if the Board does not, fill a position - this is out of the ORS language. So, the question is what does "shall" mean here - the remaining "can" and if not, need to have a justifiable reason why not. There was a clarification of vacancy provision. Nick Nash came back to checking in on term limits. The consensus was historically we did not have term limits in the early years and there is no intention to have term limits as it is hard enough time getting people to run for the Board. It was clarified that for elected officials to be removed from the Board, they would have to go through a recall election process. Erin stated that she added the intent of the District into the By-Laws in Article II from the formation documents. Erin also noted we need to remove the word "Library" under Article IV, Section 3. Secretary. from between "District" and "Director". Sharone McCann moved to accept the revisions as presented with the one amendment Erin noted of the word "Library" removed. Caty Clifton seconded the motion. The motion passed unanimously.

Policy Review Schedule - Erin noted for next month she will be working on the privacy policy and the Powers & Duties policy. The Board's consensus was to go with the schedule for review as presented, and Erin was thanked for her diligence in keeping the policies reviewed and up to date.

### DICKEY & TREMPER CONTRACT:

Erin McCusker noted that the new contract with Dickey & Tremper is mostly the same except for the cost, which is updated via the CIP in June. Erin noted we are okay budget-wise with the amount. She added informationally, that having a CPA/bookkeeper is part of our local control, as no one person in the organization does anything financially all the way through the process. John Thomas moved to approve the contract with Dickey & Tremper and direct Erin to sign the document. Jubilee Barron seconded the motion. The motion passed unanimously.

### GOOD OF THE ORDER:

None.

### NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be on September 23, 2021, at 5:30 pm in person at the District Office and via Zoom connection. And the first ALSP Review meeting is September 21<sup>st</sup> - there will be an agenda because a quorum will be present. [Note, all of the ALSP Reviews will be through Zoom.]

### ADJOURN:

Caty Clifton moved to adjourn the meeting. John Thomas seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:35 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell