



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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**Minutes  
Board of Directors Annual & Regular Meeting  
August 27, 2020 at 5:30 pm  
via Zoom  
[Pendleton, Oregon]**

**ATTENDANCE BOARD:**

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

**ATTENDANCE STAFF:**

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

**ATTENDANCE - VISITORS:**

Melissa Ince, Umatilla (via Zoom)  
Dave Stockdale, Umatilla (via Zoom)

**CALL TO ORDER:**

Board President Kara Davis called the Board Meeting to order at 5:30 pm.

**CALL THE ROLL & ESTABLISH QUORUM:**

Erin McCusker called the roll and noted that all five Board members were present at the time, thus there was a quorum.

**APPROVAL OF THE AGENDA:**

There were no changes to the agenda.

**PUBLIC COMMENT:**

Kara Davis noted that if anyone wants to make a public comment to please make note of such in the chat window. There was no note made in chat.

**MINUTES:**

July 23, 2020 - Caty Clifton moved to accept the July 23, 2020 minutes as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE:**

Erin McCusker stated that the calendar update will be addressed under New Business.

**CORRESPONDENCE:**

Erin McCusker noted that we had received the following:

- Public Depositor Annual Verification from the Oregon State Treasury
- Birch Creek Floodplain Restoration Project Draft Environmental Assessment from the Department of Energy
- SDAO notice about the Oregon Board Leadership Academy - [several Board Members expressed interest and requested a copy of the notice]

## REPORTS:

### FINANCIAL STATEMENTS

July 2020:

Erin McCusker noted that the budget amounts are translated into the financial statement and that there is nothing unusual for the beginning of the new fiscal year. She also stated that she signed the confirmation with Dickey & Tremper to continue providing our accounting services as there were no changes from last year's document. She also noted that the financial documents are at the office for initialing if any of the Board comes to town. Caty Clifton asked a couple of questions: whether the Library2Go amount was an annual bill (Erin said yes) and what "turnover" referred to (Erin commented that it was part of the heading for tax distribution documentation). Nick Nash moved to accept the July 2020 financials pending audit. Caty Clifton seconded the motion. The motion passed unanimously.

### STAFF MONTHLY REPORTS:

Erin McCusker noted that Dea Nowell provided June & July reports and is catching up from being out of the office. Erin noted that Monica Hoffman has been researching the best way to reach and support her clientele. Monica has set up a YouTube account for the Take Off! program and is beginning delivery of books. Erin has been meeting with the library directors regarding their 2020-21 plans, which were filed in May, asking for any needed changes or adjustments. She has also been working on the District audit and will move to the tax distribution review when done with the audit. Erin noted that she has also been working with State Library staff and spreading the word of how to help teach about finding excellent, valid and informative resources online to the schools - the OSLIS site is one example.

Nick Nash stated he thinks Monica's work is the best he has seen online. Erin stated that she would get a link to the Take Off! YouTube channel out to the Board Members. Caty Clifton commented "hats off to Monica for stepping up" on all of this.

### BOARD TRAINING - SDIS INSURANCE SITE ACCESS & SAFEPERSONNEL ACCESS:

Erin McCusker showed the Board the SafePersonnel training site and noted that they all have access to the training available there using their ucslid.org email address. Erin will send the link to the site out to the Board members. Erin also showed the OSLIS site, which is available to anyone. Dea Nowell noted that is also on all the Gale Pages created by the District for the libraries (oslis.org).

## OLD BUSINESS:

### PERSONNEL POLICIES:

Erin McCusker noted that the finalized Personnel Policies had been posted on the Board's SharePoint site today. She noted two areas needing addressed on page 9: (1) Driving Record - removing "Oregon", and (2) Pre-Employment Screening in green highlight. Kara Davis suggested some change of wording under the driving record section rather than simply removing the word "Oregon" such as valid driver license and valid driving privileges in the State of Oregon. Erin noted that she wasn't sure we've ever done a pre-employment screening to the extent listed here. She suggested one possible change of the wording would be to reference SDAO offering background checks as part of our membership benefits. The Board consensus was to table this for the moment so the Board has time to peruse the full document.

### UCSLD - UPDATED STRATEGIC PLAN - ANNUAL LIBRARY SERVICE PLAN:

Erin McCusker stated that she had added succession planning as an activity under Strategic Issue 1, Goal C. Caty Clifton suggested also including something about emergency planning. Erin noted that she is currently working on this item though it

is not listed in the strategic plan document. Caty Clifton moved to approve the updated strategic plan. John Thomas seconded the motion. The motion passed unanimously.

**SDAO BEST PRACTICES:**

Erin McCusker stated that she is working through the list and checking things off – she expects we will get the full discount.

**ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS – PROCESS:**

Erin McCusker commented that she added, for this year, a point about the pandemic and has been talking to the library directors about their annual library service plans. She suggested that they also be sharing this information with their respective boards, city commissions, etc. The dates that have been chosen for the reviews, based on the Board Members responses to the Doodle Poll, are Monday September 21<sup>st</sup>, Tuesday September 29<sup>th</sup>, and Tuesday October 20<sup>th</sup>. [Erin noted that she is also looking at 9/22 as an alternate should a library(s) not be able to do any of the other three.] Erin will be sending the dates out to the library directors and will get the FY2019-20 annual library service plans out to the Board for their review prior to the meetings.

**NEW BUSINESS:**

**DISSOLVE PETTY CASH ACCOUNT:**

Erin McCusker shared that there is a petty cash account of \$75 in the office that was created in 1987 that we have not been utilizing since we all now have credit cards. She would like to see this dissolved. Hilary Stoupa moved to dissolve the petty cash account. Nick Nash seconded the motion. The motion passed unanimously. Erin stated that she would take the cash to Dickey & Tremper to deposit to Banner Bank.

**CHANGE IN DUE DATE OF CITY LIBRARIES' OSL STATISTICAL REPORT TO UCSLD:**

Erin McCusker explained that the State Library of Oregon has changed the due date this year of the state statistical report from October 1 to October 31. She is asking that the Board change the due date that the city libraries need to turn in their reports to the District office. Kara Davis suggested November 10 to maintain consistency to what we currently have (just pushed back a month like the State Library did). John Thomas moved to adjust the due date for the statistical report being turned in to the District to November 10<sup>th</sup>. Nick Nash seconded the motion. The motion passed unanimously. Erin noted that she would send this information out to the libraries.

**UCSLD RESPONSE TO CHANGES IN CITY LIBRARY SERVICES:**

Erin McCusker updated the Board of current library situations in response to the pandemic situation. The County is out of baseline and back to phase 1 and the libraries are adjusting as they, and their cities, see fit – some are open and some are not yet. She again noted having met with library directors over the last couple of weeks regarding their annual library service plans and noted how the libraries have been rising to the occasion in continuing to provide excellent service to their communities, particularly during a very stressful and always changing time. Erin noted that she has been providing a weekly Zoom meeting (every other week on Tuesdays and opposite weeks on Thursdays) to share information with each other. She has also been asking them how the District can best support the libraries.

Erin noted that the courier service is back to operating based on the contract and communication between the courier supervisor and the libraries is ongoing. Erin stated that Pendleton PL is going to open to the public on September 7<sup>th</sup> following having been completely closed with the exception of browsing and computer

appointments. Because the Ukiah School District can't do distance learning due to area internet service issues is shortening the time their shared school & public library will be open directly to the public for a time period; and the Umatilla PL is making some changes to staffing which was outlined in the email from Umatilla City Manager Dave Stockdale that Erin forwarded to the Board. Erin noted that this initially caused concern as she had just done the audit figures and saw that 75% of the funding from the District was used for staffing in their budget and asked what their plan was moving forward with UCSLD funding.

There then followed a period of conversation between the Board, Erin, Dave Stockdale (Umatilla City Manager), and Melissa Ince (Umatilla Finance & Administrative Service Director) where the Board asked questions about some of their concerns. Dave Stockdale noted that there is no short fall in Umatilla and that they are in fact adding positions in the City. He noted that it comes down to matching personnel to the level of service currently going on and that this plan is temporary in nature and things will be re-evaluated in December (it is fully intended for Melissa Ince as library director to be temporary). It was suggested by a couple of the Board Members that all of this be addressed at the upcoming Annual Library Service Review meeting with Umatilla PL. The Board Members thanked Dave Stockdale and Melissa Ince for coming to the Board meeting and giving clarification. Erin thanked them for their plan being well thought out.

#### EXECUTIVE SESSION:

Kara Davis had to leave, so Vice President Nick Nash took over the meeting. Nick called the Board into Executive Session at 6:59pm reading the ORS information from the agenda. [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 Executive Session was closed at 7:14pm.

#### GOOD OF THE ORDER:

Caty Clifton shared that the Weston Friends of the Library would be holding a fundraiser on September 12 in Weston.

#### NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be on September 24, 2020 at 5:30 PM.

#### ADJOURN:

John Thomas moved to adjourn the meeting. Hilary Stoupa seconded the motion. The motion passed unanimously by the 4 Board Members present. The meeting was adjourned at 7:15 pm by Board Vice President Nick Nash.

Respectfully submitted by Dea Nowell