



**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**

December 15, 2022, at 5:30 pm

District Office (425 S. Main St., Pendleton Oregon) & via Zoom

**ATTENDANCE BOARD**

Caty Clifton, Vice President  
Nick Nash

Sharone McCann (via Zoom)  
John Thomas, President

**ATTENDANCE STAFF**

Erin McCusker, District Director (outgoing)  
Heather Estrada, District Director (incoming)  
Dea Nowell, Technical Services Manager (via Zoom)

**ATTENDANCE - VISITORS**

none

**CALL TO ORDER**

Board President John Thomas called the Board Meeting to order at 5:28 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Erin McCusker called the roll, stating that Caty Clifton, Nick Nash, and John Thomas were present in the office, and Sharone McCann was present via Zoom. Erin then stated we have a quorum.

**APPROVAL OF THE AGENDA**

Erin McCusker noted there were no changes to the agenda.

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting November 17, 2022: Nick Nash moved to approve the November 17, 2022, minutes as presented. Caty Clifton seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE**

Erin McCusker stated There are currently no changes to the calendar. She noted that we did receive a note from the County Elections Department regarding the upcoming election, for which we already had the dates. Next month we will be talking about the budget calendar.

**CORRESPONDENCE**

Erin McCusker shared that we received a Pendleton Public Library update in the mail – they shared about their new library on wheels, changes at the library, and included a donation opportunity to Pendleton Friends of the Library (PFOL). Erin also shared about a news release from State Librarian Wendy Cornelisen announcing the new digital collection, Athena Heritage, which was recently digitized and is hosted online through the State Library's Northwest Digital Heritage program. Also received was an annexation notice from the City of Hermiston for tax lots 1100-1103.

## REPORTS

### FINANCIAL STATEMENTS - October 2022

Erin McCusker noted that word was received today from the accountant that the November financial statement is ready. It will be in next month's packet along with the December financial statement. Erin noted that all is in order and on the right trajectory. She noted that there is a resolution on the agenda tonight to increase the capital outlay a bit. Erin also noted that she made a transfer to the Resource Sharing Fund this week, the first one this fiscal year. She shared that the Sage and Library2Go bills have been paid for the libraries, noting that the Sage bill for Hermiston was handled a bit differently this year than in the past. Caty Clifton moved to accept the October 2022 financial statement pending audit. Nick Nash seconded the motion. The motion passed unanimously.

### STAFF MONTHLY REPORTS

Erin McCusker stated that the staff have all been very busy. Erin shared that she has been getting things finished up. It was noted that the date for the last item in the upcoming events section of Erin's report should be listed as January 11<sup>th</sup>.

### BOARD TRAINING - ONBOARDING OF NEW DISTRICT DIRECTOR

Erin shared a bit about the onboarding process in terms of what all has been covered and what is yet to be covered.

Erin McCusker commented that wanted to follow up on last month's Board training regarding Boardroom Dancing. She has a summary from the training, as well as an outline on board governance roles by Pat Wagner of Pattern Research.

## OLD BUSINESS

None.

## NEW BUSINESS

### CHANGE IN SIGNATORY LIST

After a brief exchange regarding what needed to occur, Nick Nash made a motion to remove Erin McCusker from the signatory list and add/retain the following individuals: Catherine Clifton, Nicholas B. Nash, John E. Thomas, Sharone B. McCann, Jubilee Barron, and Heather Estrada, for District accounts with Banner Bank and Columbia Bank, and designating Heather Estrada, District Director, as key contact/administrator for LGIP. Caty Clifton seconded the motion. The motion passed unanimously.

### NEW DISTRICT DIRECTOR CREDIT CARD

Caty Clifton moved to terminate Erin McCusker's District credit card and designate Heather Estrada, as the new District Director, with a new District credit card with a \$1,500 limit. Nick Nash seconded the motion. The motion passed unanimously.

### RESOLUTION 2022-2023-04: MOVE CONTINGENCY FUNDS TO CAPITAL OUTLAY

Erin McCusker stated that due to the items we've needed to purchase we have gone over the budgeted amount by a bit. Since it is within the allowable 15% we need to make a transfer from contingency. John Thomas read Resolution 2022-2023-04, Authorizing the Transfer of Funds from General Fund Contingency to General Fund Capital Outlay for FY2022-23, Per ORS 294.463. Sharone McCann moved to adopt the resolution as read. Nick Nash seconded the motion. The motion passed unanimously.

GOVERNING DOCUMENTS AND POLICY REVIEW - EDI & A AND UPDATES -  
CONTRACTING POLICY, FISCAL AGENT POLICY, PUBLIC MEETING POLICY, PUBLIC RECORDS MANAGEMENT POLICY, PUBLIC RECORDS POLICY AND PROCEDURE, SURPLUS PROPERTY DISPOSAL POLICY

Erin McCusker ran through the policies noting areas that she suggested changes to. There were a few areas of general clean up and/or clarifying suggestions as well as some EDI & A compliance updates. Erin noted that the Public Meeting Policy is more of a change from the last policy – it is more in depth and in alignment with the new Board Duties and Responsibilities policy. Erin also shared the Public Records request form which she has updated from the older form. Erin stated that the policies at the end of the alphabet are done because they are included in the Personnel Policy and just pulled out to be placed on the policies page on the website. Cathy Clifton moved to approve the Contracting Policy, Fiscal Agent Policy, Public Meeting Policy, Public Records Management Policy, Public Records Policy and Procedure, and Surplus Property Disposal Policy as presented and reviewed. Nick Nash seconded the motion. The motion passed.

#### REPORTING CHILD AND ELDER ABUSE REPLACES MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

It was noted that the Reporting Child and Elder Abuse section in the Personnel Policy is broader and more encompassing, and should replace the Mandatory Reporting of Suspected Child Abuse policy. Nick Nash moved to replace the Mandatory Reporting of Suspected Child Abuse with the Reporting Child and Elder Abuse Policy. Cathy Clifton seconded the motion. The motion passed unanimously.

[Heather Estrada and Dea Nowell left the meeting about 6:30 pm.]

#### EXECUTIVE SESSION – DISTRICT DIRECTOR EXIT INTERVIEW

“(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 entered into Executive Session at 6:31 pm to review and evaluate the performance of the outgoing District Director.

The Board adjourned the Executive Session at 7:59 pm and returned to the regular meeting.

#### GOOD OF THE ORDER

It was shared that James Simpson, at Pendleton Public Library, graduated with his MLS degree.

#### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be January 26, 2023, at 5:30 pm.

#### ADJOURN

The meeting was adjourned by Board President John Thomas at 8:01 pm.

Respectfully submitted by Dea Nowell