



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

PO Box 1689  
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Pendleton, OR 97801

Phone (541) 276-6449

Minutes  
Board of Directors Meeting  
August 25, 2022, at 5:30 pm  
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

**ATTENDANCE BOARD**

Jubilee Barron  
Nick Nash

Sharone McCann (via Zoom)  
John Thomas, President

**ATTENDANCE STAFF**

Erin McCusker, District Director

Dea Nowell, Technical Services Manager (via Zoom)

**ATTENDANCE - VISITORS**

None

**CALL TO ORDER**

Board President John Thomas called the Board Meeting to order at 5:30 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Erin McCusker called the roll, stating John Thomas, Nick Nash, and Jubilee Barron were present in the office, with no one present on Zoom. Erin noted we have a quorum. [Sharone McCann arrived on Zoom just moments later.]

**APPROVAL OF THE AGENDA**

Erin McCusker noted there were no changes to the agenda. Nick Nash moved to accept the agenda with no changes. Jubilee Barron seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meetings: July 28, 2022 - John Thomas wanted to make mention of discussion that had occurred in email regarding the Agreements item at last month's meeting. The information from the emails was shared in the meeting and included in the Board's continued discussion. The Board directed the following edits:

Add to the third paragraph, "When Mr. Tovey was asked questions, many times he deferred saying he was not the appropriate person to answer them." Remove the statement in the fourth paragraph, "Mr. Tovey, in closing, noted that he loves libraries and hopes to be a voice of reason in this."

Jubilee Barron moved to approve the July 28, 2022, Board meeting minutes with the edits discussed. Nick Nash seconded the motion. The motion pass unanimously.

**CALENDAR UPDATE**

Erin McCusker noted that the calendar was updated with the ALSP review dates. The only TBD dates remaining on the calendar are for the Board Retreat and the election process beginning dates. Erin stated that the Ready to Read grant application was submitted today. John Thomas found the election information and stated that the first day for

candidate filing is February 3, 2023, and the deadline is March 16, 2023, with election day on May 16, 2023.

#### CORRESPONDENCE

Erin McCusker stated we received a notice from the City of Hermiston Planning Department of recently annexed properties, withdrawing said properties from the Umatilla County Special Library District tax rolls.

#### REPORTS

##### FINANCIAL STATEMENTS - July 2022

Erin McCusker noted that the financial statement was the first one of the new budget year with appropriate budgetary updates in the statement. Erin also noted that we received the first distribution of tax monies for the year, through email link, which is the County's new process. Nick Nash moved to approve the July 2022 financial statement, pending audit. Sharone McCann seconded the motion. The motion passed unanimously.

##### STAFF MONTHLY REPORTS

Erin McCusker highlighted Monica Hoffman's story times this past month and her administrative duties, including scheduling, etc. John Thomas noted Monica's nomination for OLA Children's Services Division Chair-elect. Erin went on to mention that even with traveling here, Dea Nowell kept up on everything. Erin and Dea accomplished many of the filing, organizing and archiving tasks during Dea's visit. Nick Nash offered thanks to both Erin and Dea, noting it is nice to know we are following the guidelines and rules for special districts. Erin stated in late July she did several site visits and got to all the libraries - it was good to connect face to face. She additionally mentioned that she is excited about moving to bill pay processes. Erin wrote an article for the *EO Go!* section about September being library card sign-up month; it was published today. She has pictures, etc., from the libraries to do a wrap-up article on the summer reading program. She has a copy of the State of America's Libraries, 2<sup>nd</sup> year of the pandemic report which she will post on the Board's SharePoint site.

##### BOARD TRAINING - EDI CHECKLIST & BEST PRACTICES CHECKLIST

Erin McCusker noted that this is basically a reminder regarding SDAO's best practices checklist. She shared an update - staff tried to do SDAO board training on SafePersonnel site, however 3 of the 5 videos would not play. She contacted SDAO and was told that we don't have to do the training through SafePersonnel as she had been told. Erin noted that we would be going over the EDI concepts later in the agenda. She also stated that SDAO put out a Special Districts Handbook which is available electronically or as a printout that has very helpful information for Board Members. She stated that SDAO also has a Board recruitment toolkit that we can utilize for the upcoming election cycle.

#### OLD BUSINESS

##### UCSLD END OF YEAR REPORT

Erin McCusker shared that the end of the year report is in draft form and will put it on the Board's SharePoint site. She asked the Board members to please look at it and comment on areas to include/don't include, etc. She noted she would also appreciate the Board's feedback on the District-wide view, especially on events that occurred this last year. Erin noted that this document is our ALSP review.

#### NEW BUSINESS

##### INCREASE STAFF CREDIT CARD LIMITS

Erin McCusker mentioned at the last Board meeting that it would be helpful to increase the staff's credit card limits. There are situations during the year when there are larger purchases, such as a computer purchase and in-service costs, where it is difficult to juggle the needs versus the card limits. We need a letter and a decision from the Board to make a change at the bank. The staff suggested about \$1,500 last month, and Nick Nash suggested \$2,000. Erin and Dea feel that \$1,500 is workable. Sharon McCann moved to increase individual's credit cards to \$1,500 each. Nick Nash seconded the motion. The motion passed unanimously.

#### DECLARATION OF SURPLUS COMPUTERS

John Thomas read aloud Resolution 2022-2023-01 declaring two laptop computers surplus for disposal. The laptops were purchased about 2012 and 2015, they have been [or will soon be] wiped and reset to their beginning status. Nick Nash moved to accept Resolution 2022-2023-01 as read. Jubilee Barron seconded the motion. The motion passed unanimously.

#### GOVERING DOCUMENTS AND POLICY REVIEW – EDI & A AND UPDATES – REVIEW OF THE VISION, MISSION, VALUES

Erin McCusker noted this is part of this year's policy review – asking whether the mission, vision and core values include equity, diversity and inclusive (EDI) language and concepts? Following discussion, which included specificity of language, that a vision statement should be aspirational as well, that the mission statement is based in the establishment language, and that it is important to state District documents in the most inclusive language as possible. Erin asked if there was anything anyone would like to see changed tonight. There was no motion to make a change to the current vision, mission, and values.

#### HIRING COMMITTEE AND PROCESS

Erin McCusker handed out copies of her resignation letter, effective December 31, 2022. She noted that she is looking at the next few months as transitional time as well as a time for the hiring process. She offered a suggested timeline to include posting about October 1<sup>st</sup>, review beginning October 24<sup>th</sup>, and interviews beginning in November. She noted that she budgeted enough money for some overlap with the new District Director beginning December 1<sup>st</sup>. Nick Nash asked about the search area – Erin & Dea suggested several statewide, regional, and national postings. Erin did a job analysis and ran through it, she noted that she is putting a workflow together (weekly, monthly, annually, etc.) Erin also noted that she just attended a webinar with CIS that dealt with hiring and interviewing. Erin noted that she would like to ask Caty if she is interested in serving on the hiring committee. Nick Nash noted that he would be willing to serve on it unless anyone else really wanted to. Erin noted that it is her goal to leave the District foundationally sound – policies, procedures, records management, bill pay, etc. Some discussion followed which included thoughts about hiring an administrative assistant a few hours per week to handle some of the tasks that take the Director's time, so that they can get out to the cities more to share information about the District – such as with year-end review (including the Board members stepping up to assist the District Director with such). John Thomas noted at the end of the day Erin is a librarian and librarians are social justice warriors. Nick thanked Erin for all the thought put into the process up till now, he expects we will have a smooth transition and he is grateful for it. John shared with Erin he appreciates her heart and fiery attitude. Erin noted that she has learned over the years that you don't replace people, you replace positions. John stated he was thinking of a comment from a television show; "I cannot replace you, I can only succeed you". Jubilee Barron moved to accept Erin's resignation. Sharone McCann seconded the motion. The motion passed unanimously. Nick Nash moved to set up/establish a hiring subcommittee with Nick and one other person. Jubilee Barron seconded the motion. The motion passed unanimously. John

noted thinking of the hiring committee he would like to see one small library and one large library represented.

#### GOOD OF THE ORDER

John Thomas noted that he is applying for a policy analyst job at the State in terms of inclusion and equity in rural mental and behavioral health services. John also shared that he saw an article today that the Brooklyn Public Library is offering a free digital library card to any teenager, so they have access to frequently banned or challenged books. He also noted that a teacher was fired today because they had publicized this fact. The Pendleton Public Library Friends of the Library book sale opens tonight and runs through Saturday.

#### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be September 22, 2022, at 5:30 pm.

#### ADJOURN

Jubilee Barron moved to adjourn the meeting; Nick Nash seconded the motion. The motion passed unanimously. The meeting was adjourned by Board President John Thomas at 7:07 pm.

Respectfully submitted by Dea Nowell