



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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**Minutes
Board of Directors Meeting
April 22, 2021 at 5:30 pm
via Zoom
[Pendleton, Oregon]**

ATTENDANCE BOARD:

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

ATTENDANCE STAFF:

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

ATTENDANCE - VISITORS:

None

CALL TO ORDER:

Board President Nick Nash called the Board Meeting to order at 5:32 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker stated that all four Board Members were present, thus there was a quorum.

APPROVAL OF THE AGENDA:

There were no changes to the agenda. Caty Clifton moved to accept the agenda as presented. John Thomas seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:

None.

MINUTES:

Caty Clifton asked a question about a word she did not recognize in the Retreat minutes – on page 2: Glow should have been Flow.

Board Meeting: March 25, 2021 – John Thomas moved to accept the minutes from the March 25, 2021 meeting as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

Board Retreat: April 8, 2021 – Caty Clifton moved to approve the minutes from the April 8, 2021 Board Retreat as amended. John Thomas seconded the motion. The motion passed unanimously.

CALENDAR UPDATE:

No updates.

CORRESPONDENCE:

Erin McCusker shared that a letter was received from the Secretary of State's office with an invitation to participate in an audit survey. She stated she had completed the survey.

REPORTS:

FINANCIAL STATEMENTS - March 2021:

Erin noted a few things regarding payments, upcoming expenditures, etc., in terms of where we are at in the fiscal year's budget. Hilary Stoupa moved to approve the March 2021 financial statement pending to audit. Caty Clifton seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:

Erin McCusker reviewed some of the staff's activities. She noted that both Dea and Monica were extremely helpful with In-Service. She noted that the In-Service information was up and available on the website. Erin spoke a bit about In-Service and some of the evaluation comments regarding the land acknowledgement that that the keynote speaker gave. There was some discussion regarding this. Erin noted that OLA has recently put together an Equity, Diversity, Inclusion and Antiracism Toolkit which is now available.

BOARD TRAINING - SDAO Best Practices:

Erin McCusker noted that even though cybersecurity is the focus of SDAO's best practices, diversity was one of last year's, so continuing that conversation she will post OLA's Equity, Diversity, Inclusion & Antiracism Toolkit on the Board's SharePoint site, so it is readily available. She asked the Board to see what they think and if there are any questions. Erin noted that the OLA conference is currently going on virtually and the whole theme is Equity Diversity and Inclusion.

OLD BUSINESS:

DISTRICT-CITY AGREEMENTS - ATTORNEY UPDATE:

Erin McCusker stated that this is a template for all the libraries except Hermiston. She noted that Eileen Eakins did a great job of cleaning it up. She noted a couple of things that showed up and stated there was not a lot changed; there were some recitals added, but mostly clarification of language and layout. Erin noted that she removed the Board Training component from the agreement, noting that the State Library has training available that we can send that information to the boards; this training has never been well attended and should not be part of the Agreement. Nick Nash asked if there was anything included about sudden changes in staffing in here. Erin noted there was a piece in reference to this in the budget section (p.3 - 9(c)). It was noted more is needed about when it occurs throughout the year. This is just a discussion piece tonight. Erin will be getting in contact with Eileen the first week of May and so needs any Board input by May 5th. She turned track changes on in the document on the Board SharePoint so comments or questions can be left in the document. It was asked if the appendix B language had been written yet. To which Erin replied she is working on it however it is not done yet, she will get it to the Board when it is finished.

BUDGET CALENDAR:

Erin McCusker commented that she had finalized the dates on the 2021-2022 Budget Calendar following getting the Budget Committee Meeting date scheduled. She reviewed the dates. John Thomas moved to approve the 2021-2022 Budget Calendar as presented. Caty Clifton seconded the motion. The motion passed unanimously.

NEW BUSINESS:

VALUES FOR THE UCSLD:

Erin McCusker shared the list of proposed values from the April 8, 2021 Board Retreat. Caty Clifton noted the first set speaks to who we are and to our mission; the second set is how we work, though empathy is kind of different in this grouping; and the third set gets at change, adaptation, and relevance. Some discussion ensued overall and regarding the term empathy here. It was felt that empathy is implied by the other three terms in the second set and was struck from the list. John Thomas moved to accept the nine values in this grouping for UCSLD. Hilary Stoupa seconded the motion. The motion passed unanimously. Erin noted that the values will guide us next year and thanked the Board for their work on this.

POLICYMAP PURCHASE:

Erin McCusker noted that she checked with the State Library of Oregon about the subscription level we would like to get since they will be reimbursing us for the purchase. Erin noted that the premium level was chosen because of the assistance provided to get our data into the system and that there was also extra data available within the system at this level. Erin noted that her plan is for this level the first year and then to drop a level ongoing so that we can provide advocacy data for the city libraries to share with their stakeholders like city councils, as we would not need all the additional pieces ongoing. Caty Clifton noted that the questions are the key to what the technology can inform, so we need to spend time on them. Caty also suggested cultivating a local technology analyst. Erin noted that some colleges have programs with internship possibilities and would like a committee to help with this research. Her plan is to also look to Ford Family Foundation for some financial assistance with these pieces. Erin noted that the concept of the UCSLD providing advocacy assistance to the libraries came out of a conversation she had with Ruth Metz. Caty Clifton moved to pay for PolicyMap with the State Library of Oregon refunding us for the purchase. Hilary Stoupa seconded the motion. The motion passed unanimously.

STAFF PERFORMANCE APPRAISAL PROCESS:

Erin McCusker stated that she had updated the performance appraisal template so that the employee section is not as hidden by changing the heading color. There were no changes in what is being asked. The Peer Review Information will be used for Erin and Dea, as Monica sends out year-end evaluations to the sites being served. Erin explained a bit about the information and suggested questions. Erin noted she is open to suggestions and feedback about the process and is also looking for approval on the template and having a peer review process in the appraisal. She also asked who, from the Board, wants to send that out for Erin's peer review. Following some clarification questions and comments by Board Members, Nick Nash noted he had a request, if Dea and Monica are okay with it, they would like to see what they list as "most proud of" from their performance appraisal. Hilary Stoupa moved to accept the performance appraisal documents for UCSLD staff and the peer review questions for Erin's performance appraisal. John Thomas seconded the motion. The motion passed unanimously. Hilary offered to send out the peer review questions and when asked if she could do an explanation of how to do it, she noted she would record doing the process and make it available for future reference.

ANNUAL LIBRARY SERVICE PLAN DRAFT:

Erin McCusker noted for this year's Annual Library Service Plan she just updated what we had last year since we are planning to do a big strategic plan next fiscal year. She commented she will include the new values that were approved a few minutes ago and that the strategic issues are the same with some additional goals. There are not a lot of new additions, however it is a lot for next year. John Thomas moved to approve the Annual Library Service Plan draft for FY2021-22. Caty Clifton seconded the motion. The motion passed unanimously.

GOOD OF THE ORDER:
None.

NEXT DISTRICT BOARD MEETING:

The Budget Committee Meeting will be April 29, 2021 at 5:30pm via Zoom. And the next Board Meeting and Budget Hearing will be on May 27, 2021 at 5:30 pm via Zoom.

ADJOURN:

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

Respectfully submitted by Dea Nowell