



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

PO Box 1689  
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Pendleton, OR 97801

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Minutes  
Board of Directors Meeting  
November 18, 2021, at 5:30 pm  
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

**ATTENDANCE BOARD**

Jubilee Barron (via Zoom)  
Caty Clifton (via Zoom)  
Sharone McCann (via Zoom)  
Nick Nash, President  
John Thomas, Vice President

**ATTENDANCE STAFF**

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

**ATTENDANCE - VISITORS**

None

**CALL TO ORDER**

Board President Nick Nash called the Board Meeting to order at 5:31 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Erin McCusker called the roll and stated Caty Clifton, Jubilee Barron, & Sharone McCann were present on Zoom; John Thomas and Nick Nash were present in the office and thus there was a quorum, with all the Board members present.

**APPROVAL OF THE AGENDA**

Erin McCusker noted that the surplus declaration would be via a simple resolution rather than via a motion.

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting: October 28, 2021, and ALSR Work Sessions: October 26, 2021 -  
Caty Clifton moved to approve both sets of minutes as documented. Jubilee Barron seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE**

No changes.

**CORRESPONDENCE**

Erin McCusker shared that we received a letter announcing that Columbia Bank merged with Umpqua Bank October 11, 2021, and that the local bank will be closing in mid-2022. Erin noted that later she would like to bring to the Board that we move the Capital Reserve fund money to Banner Bank.

Nick Nash noted that he also received a letter from Columbia Bank regarding the merger. Jubilee Barron stated that she received a similar letter as well.

Erin also shared that Kari Keen from Ukiah has taken a different position in the school; they have interviewed for the library director position and offered the position to Dustin Schock. And the Ukiah superintendent informed Erin that they had a windstorm and a tree limb fell recently and that the library will be closed till an engineer can look at the roof of the library and deem it safe.

## REPORTS

### FINANCIAL STATEMENTS - October 2021

Erin McCusker commented on a couple of areas of the financial statement, however noted it was a pretty normal month. John Thomas moved to approve the financial statement for October 2021 pending audit. Sharone McCann seconded the motion. The motion passed unanimously.

### STAFF MONTHLY REPORTS

Erin McCusker noted that Monica Hoffman's report included her monthly schedule, which is a bit more normal than during earlier days of the pandemic. Erin also noted that Monica is getting free books out throughout the year now rather than all at the end of the year. Erin noted that Dea Nowell has been doing site visits this month, which you will see listed in next month's report. Erin additionally noted that Dea keeps busy with day-to-day work, tech support, and meetings. Erin stated that her report shows getting ready for in-service, for which she has gotten good feedback. She was out of the office some, but still working for the most part. The vehicle purchase documents were sent to the auditor, though she hasn't heard anything back regarding the audit - she is expecting to hear shortly. Erin noted that once the agreements are out, she will be moving into the needs assessment. Erin shared a bit about in-service and shared a few comments from the evaluations she had received prior to the meeting.

Nick Nash offered some comments: thanks to Monica for her schedule overview, noted that Erin is doing a fantastic job and said thanks for pushing people across the District to keep growing and changing. He noted that he appreciates the idea to keep a digital element when we can resume meeting in person for in-service. He offered thanks to Erin and the committee for organizing the in-service. Cathy Clifton said thanks for the reports and documentation. She noted that she appreciated Dr. Lenstra's talk and information, and how he brought home the important community function of libraries. She also stated, "good work - thank you." Sharone McCann asked if the first speaker was recorded. Erin noted it was not. Dea mentioned that Dr. Lenstra was a presenter at a WebJunction webinar the week prior on a similar topic and he used some of his slide information from that webinar in the in-service.

### BOARD TRAINING: POLICY REVIEW CHECK-IN

Erin McCusker ran through what we've done reviewing policies in the last few months. She noted that we had to set this process aside due to other things recently. She ran through the updated plan for policy reviews, noting that we would be putting on hold the Sage Standardized Loan Rules because the Sage Circulation Committee is currently working on this policy. Next month we will look at the Patron Card Moving policy and Cataloging Authority, as well as the Collection Development policy and Request for Reconsideration. Erin noted that at the monthly staff/safety meeting this week we began work on the checklist to implement the cybersecurity policy.

## OLD BUSINESS

## CITY-DISTRICT AGREEMENTS

Erin McCusker stated she had spoken to Eileen Eakins, who had reviewed all the documents. Erin asked about the Hermiston amount adjustment, and Eileen said it doesn't need to be in the agreement, however, suggests it be in the cover letter and notated this is one time only [and will be coming at the end of the fiscal year]. Erin shared her idea of how to determine the correct amount by waiting till the end of the 2022-23 fiscal year to note the half difference and have a check cut during FY2022-23, which is the year of the new funding model, to Hermiston. Nick Nash commented we need to make sure we are very clear that this is from District funds and not coming from any other library's funds. Erin will draft the letter for review at next month's Board meeting and then send packets out right after the meeting. Caty Clifton noted she was good with all the changes. John Thomas asked about having an attorney review before sending out the letters. Erin stated she was sure that Eileen would be willing to review the letter. Caty noted she was concerned about the Hermiston agreement including reference to School District. Erin stated she would be sure to remove the rest of those. Erin commented that Eileen made some significant suggested changes to Appendix A. John Thomas moved to finalize the new City-District agreements with letters to be sent out in December. Jubilee Barron seconded the motion. The motion passed unanimously.

## NEW BUSINESS

### HONDA FIT 2008 DECLARED SURPLUS

Erin McCusker noted that she went back to the Surplus Property Disposal Policy, reviewed/updated March 2018, and if we have property valued at more than \$500 to declare surplus it needs be through resolution and disposed of appropriately. We will be auctioning the car through a group that were at the SDAO Conference. Nick Nash read Resolution 2021-2022-01 declaring 2008 Honda Fit surplus for disposal. Caty Clifton moved to accept Resolution 2021-2022-01 as read. John Thomas seconded the motion. The motion passed unanimously. Erin noted that the funds from the surplus sale could go back into the Capital Reserve fund if the Board so chose.

### CITY LIBRARY STATISTICAL REPORT

Erin McCusker commented that this year's State Library of Oregon's statistical reports are very different and shared what they looked like. She noted that we haven't received all of them yet. Erin noted that the statistical reports don't include the circulation information, however she has received that from Ross Fuqua at the State Library. We will work to extrapolate the information we need from the two documents and put into one format. Erin asked if there were any questions. Caty Clifton stated there are a lot of red flags raised in her mind in terms of quality control and reporting information similarly across the County. Caty also mentioned she was not seeing the same amounts listed for city contributions between the statistical reports and what budgets state. John Thomas stated he was also curious about the same specifics of how to define areas, etc. Dea Nowell noted that the State Library does flag things and contact libraries if there are areas that look to be significantly different than in previous year(s). Erin noted she is asking that the Board formally accept the reports that have been sent (6 received), not approving from a content level, and send out an email/letter to hold distribution checks from the libraries until the reports are received from the other 6 libraries.

John Thomas moved to accept submission of the submitted statistical reports and empower Erin to send letters to the libraries that have not submitted their reports that we will be holding distribution checks till the reports are received. Caty Clifton seconded the motion. The motion passed unanimously.

GOOD OF THE ORDER

Nick Nash stated that BMCC will be getting a new librarian and is in the process of hiring. He was assured that it will be someone with an MLS, as he was told they need two things for accreditation: a librarian and a financial aid person.

Erin McCusker stated that the Library District office will be closed Thursday and Friday for Thanksgiving. She also noted that the staff chose to take the 2-day Christmas holiday on Thursday December 23<sup>rd</sup> and Friday December 24<sup>th</sup>.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be December 16, 2021, at 5:30 pm in person at the District office and via Zoom connection.

ADJOURN

John Thomas moved to adjourn the meeting. Jubilee Barron seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:52 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell