



**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  
September 22, 2022, at 5:30 pm  
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

**ATTENDANCE BOARD**

Jubilee Barron  
Nick Nash (via Zoom)

Caty Clifton  
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 5:31 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Erin McCusker called the roll, noting that Caty Clifton, Jubilee Barron, John Thomas, and Nick Nash (by Zoom) were present. Erin stated a quorum is present.

**APPROVAL OF THE AGENDA**

Erin McCusker stated that on the decision with the hiring committee piece we are looking for confirmation of Kristin Williams on the hiring committee and three others who will help with interviewing. Caty Clifton moved to include these pieces in the agenda. Jubilee Barron seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting August 25, 2022: Jubilee Barron moved to approve the August 25<sup>th</sup> minutes as presented. Nick Nash seconded the motion. The motion passed with 3 Board Members approving the motion; Caty Clifton abstained since she was not present at the meeting.

ALSP Review Meeting September 13, 2022: Caty Clifton moved to approve the September 13<sup>th</sup> minutes as presented. Nick Nash seconded the motion. The motion passed with 3 Board Members approving the motion; Jubilee Barron abstained since she was not present at the meeting.

**CALENDAR UPDATE**

Erin McCusker noted that the calendar was updated with the ALSP review dates.

**CORRESPONDENCE**

Erin McCusker noted that she had received an email from Mr. Joe Hodge concerning a wonderful poster that Gina Williams created with pictures of the libraries that she had visited during the Library Road Trip that was at the Hermiston Public Library. Erin cc'd the Board Members and Mark Rose on her response regarding the poster to Mr. Hodge.

Erin also noted having received notification of proposed modification to the Pendleton and Pilot Rock Enterprise Zone Boundary.

## REPORTS

### FINANCIAL STATEMENTS - August 2022

Erin McCusker stated that the financial report is fairly straight forward right now. She also noted we are getting good interest with LGIP. Caty Clifton moved to approve the accountant's report - August 2022 financials - subject to audit. Jubilee Barron seconded the motion. The motion passed unanimously.

Erin also mentioned we had received the quote from PDT fast.net to upgrade the WiFi, etc.

### STAFF MONTHLY REPORTS

Erin McCusker briefly highlighted that Monica Hoffman has been busy and that during Round-Up she loaded the van full and made many deliveries throughout the County. Erin also noted that Dea Nowell has been busy as her report shows. Erin stated that she has been working on updating the job description information and getting it ready to post and that the audit documents had been delivered. She also noted that the meeting of the Directors was the day before and the CE committee met on Tuesday regarding the in-service which will be on November 4<sup>th</sup> at Pendleton Public Library. Caty Clifton commented that the reports were awesome, highlighting Monica is the Chair-elect of OLA's Children's Service Division; the amazing work Dea does connecting with everyone; and the major accomplishment of Erin's work on completing the annual report. Erin noted in late August she wrote and submitted an article recapping the summer reading program with lots of pictures and the EO was unable to publish much of it.

### BOARD TRAINING - PLANS AND REVIEWS

Erin McCusker noted the Annual Library Service Plan (ALSP) process cycles through our fiscal years. Each library's ALSP or Strategic Plan for the upcoming fiscal year is due in May. By the end of October, each library reports on their ALSP from the past fiscal year during the Review Meetings. The library directors report on a series of eight questions that are sent to them after the end of the fiscal year. In September and October, reports are heard on the ALSPs from fiscal year 2021-2022, ending in June 2022. The questions to be answered are as follows:

1. What were your goals for FY2021-2022?
2. What are the community needs for which your goals were written?
3. What goals did you accomplish in FY2021-22?
4. Share the challenges, if any, you had in meeting your plan's goals. What changes would you have made to better meet the needs in your community?
5. In what ways did you create access for everyone within your community's zip code area?
6. List your partners, including the UCSLD and other District libraries, with a brief statement about how you worked together to accomplish your goals.

7. What actions did you take this last year to increase awareness of UCSLD support of library customers?
8. Outside of current financial support, in what ways can the UCSLD continue to support district libraries' staff members and customers?

## OLD BUSINESS

### UCSLD END OF YEAR REPORT

Erin McCusker presented the UCSLD report of fiscal year 2021-2022 activities. This is the District's ALSP review; Erin noted that the report focuses on what we do, not the libraries' activities. She shared about UCSLD goals and activities. One highlight is that we have over 600 Dolly Parton Imagination Library participants and have had 200 children graduate since the start of the program in Umatilla County. She also addressed the questions and issues that came up last year. Caty Clifton noted her appreciation of Erin's documentation of the questions. She also wanted to highlight several services that provide seamless service to everyone in the District: Library2Go, Sage Library System, Courier Service, etc. Nick Nash moved to accept the UCSLD End of the Year Report with the suggested corrections. Jubilee Barron seconded the motion. The motion passed unanimously.

### HIRING COMMITTEE AND PROCESS JOB NOTICE ADVERTISEMENT

Erin McCusker reported that the hiring process documents have been updated and the District Director workflow (daily, monthly, yearly, etc.) noted. Erin also reported that the job advertisement will be posted on our website and out to listservs on Friday, September 23<sup>rd</sup>. Applications are due Monday October 24<sup>th</sup>, with review scheduled for October 25-26. Erin noted that the Board already approved the committee formation with Erin, Nick Nash, and Caty Clifton. The committee would like to add Kristin Williams, BMCC Library Director to the core hiring committee.

Erin spoke with Kathleen Schmidtgal (Weston PL director), Susie Sotelo (Umatilla PL director), and Linda Hall (Milton-Freewater City Manager), who have all agreed to serve, along with the core group, as an interview team. Nick Nash moved to confirm Kristin Williams to the hiring committee and to add Kathleen Schmidtgal, Susie Sotelo and Linda Hall to the interview team. Jubilee Barron seconded the motion. The motion passed unanimously.

## NEW BUSINESS

### BOARD DUTIES & RESPONSIBILITIES BEST PRACTICES CHECKLIST

The Board went through the checklist, which comes from the Special District Association of Oregon.

### BOARD DUTIES & RESPONSIBILITIES MANUAL

It was noted that this manual does not have a Board assessment process, which may be something to consider. The question was where to place this. It was decided it should go in section 9 and occur each year before the end of the fiscal year. Caty Clifton commented that other than that missing piece she thought this was fabulous and laid it all out. Erin McCusker noted that this document will replace 2 policies – Board By-Laws, and Powers and Duties of the Board of Directors. Nick Nash moved to approve the Board Duties and Responsibilities combining the 2 policies – Board By-Laws, and Powers and Duties of the Board of Directors. Caty Clifton seconded the motion. The motion passed unanimously.

GOVERNING DOCUMENTS AND POLICY REVIEW – EDI & A AND UPDATES –  
CIRCULATION POLICY, COLLECTION DEVELOPMENT POLICY, CONFIDENTIALITY AND  
PRIVACY POLICY, CONTRACTING POLICY, AND DISTRICT PATRON CARD MOVING  
POLICY

Erin McCusker noted she changed she/he to they/their and asked if the Board had noted any other needed changes. Erin noted that she and Monica Hoffman are going to work on a “request for reconsideration” form to go with the Collection Development Policy. She also noted that all policies have a “Reviewed & Updated -” statement at the bottom. Caty Clifton moved to approve the reviewed documents and changes. Nick Nash seconded the motion. The motion passed unanimously.

GOOD OF THE ORDER

Nick Nash noted he may possibly miss a small bit of the October 18<sup>th</sup> ALSP Review meeting. He also noted that Wednesday was the first day of school at BMCC – he suggested encouraging faculty members if you see them, as morale is very low. John Thomas noted that he will be at a conference in L.A. during the next Board meeting. Erin McCusker noted that she will be leaving Saturday and will be working remotely and intermittently; she will be back October 13<sup>th</sup>.

NEXT DISTRICT BOARD MEETING

The last two ALSP Reviews will be on October 18, 2022, and October 19, 2022. And the next Board Meeting will be October 27, 2022, at 5:30 pm.

ADJOURN

Jubilee Barron moved to adjourn the meeting at 7:17pm; Caty Clifton seconded the motion. The motion passed unanimously. The meeting was adjourned by Board President John Thomas at 7:17 pm.

Respectfully submitted by Dea Nowell