



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Minutes
Board of Directors Meeting
October 27, 2022, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

Jubilee Barron
Sharone McCann

Caty Clifton, Vice President
Nick Nash (via Zoom)

ATTENDANCE STAFF

Erin McCusker, District Director

Dea Nowell, Technical Services Manager

ATTENDANCE - VISITORS

None

CALL TO ORDER

Board Vice President Caty Clifton called the Board Meeting to order at 5:33 pm.

CALL THE ROLL & ESTABLISH QUORUM

Erin McCusker called the roll, noting that Nick Nash was present via Zoom, and Caty Clifton and Sharone McCann were present in person; noting that Jubilee Barron was on her way. Erin stated that we have a quorum present.

APPROVAL OF THE AGENDA

Erin McCusker stated she has an addition to the agenda - we have another piece of equipment to declare surplus so that it can be given away at the 11/4/22 In-service (second item under New Business). Caty Clifton stated she would also like to add feedback from the ALSP Reviews (first item under Old Business). Nick Nash moved to approve the amended agenda. Sharone McCann seconded the motion. The motion passed unanimously with the three (3) Board Members present.

PUBLIC COMMENT

None.

MINUTES

Board Meeting September 22, 2022: Sharone McCann noted that she was not present for this meeting. [Jubilee Barron arrived.] Nick Nash moved to approve the September 22nd minutes as presented. Jubilee Barron seconded the motion. The motion passed with three (3) Board Members approving the motion and Sharone McCann abstaining since she was not present at the meeting.

ALSP Review Meetings October 18, 2022, and October 19, 2022: Sharone McCann moved to approve both sets of minutes as presented. Nick Nash seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

Erin McCusker noted there was nothing new.

CORRESPONDENCE

Erin McCusker noted there was none she was aware of.

REPORTS

FINANCIAL STATEMENTS - September 2022

Erin McCusker noted that we have just moved into the current tax year. Nick Nash moved to accept the September financial statement subject to audit. Jubilee Barron seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Erin McCusker commented that as you can see from the reports, the staff have all been busy. Monica Hoffman has been out of the office a lot delivering storytimes and books and has begun the Oregon Library Association's (OLA) Children's Services Division (CSD) chair-elect duties. Under accomplishments she noted the election results. Dea Nowell, despite preparing to travel has complete an extreme amount of work. She began her site visits today. She also researched and we have purchased some new equipment for in-services, etc. Erin has been working with the C.E. committee (Cecili Longhorn, Stephanie Partida, & Annette Kubishta) on in-service. Erin attended the in-person LEO annual meeting in Hood River recently, and she will be continuing to serve on the LEO board for 1 more year, as co-chair with the newly elected chair, who is new to LEO. She noted that she has had some really good feedback and comments following her resignation announcement.

Caty Clifton asked if Monica's chair-elect duties include budget responsibilities. Erin noted that, yes, eventually it will. Caty stated that she thinks it would be appropriate to have an exit interview executive session in November or December. Caty further stated her thanks for report preparation, she knows it is a lot of extra work for the staff, but it is very helpful to the Board. Erin commented that she thinks it is helpful for the Board to know, and see, what each staff position does and can talk about what each staff member does when asked. Nick Nash noted his thanks as well, that it is indeed helpful for the Board, and that he also believes it is a good model for other public organizations.

BOARD TRAINING - IN-SERVICE TRAINING

Erin McCusker shared the in-service theme and agenda with the Board. The theme "Librarians Just Wanna Have Fun!" is a play on an 80's theme. The agenda includes "Meet the New State Librarian, Wendy Cornelisen"; "The Collection Connection: the Nuts and Bolts of Reader's Advisory" with Kaite Stover, Director of Readers' Services, Kansas City Public Library; UCSLD report, which will include some highlights from over 35 years of the District (which we missed celebrating); Value of Strategic Communication with Kyle Cox, Mid-Columbia Libraries; Inclusive Storytimes (specifically focusing on inclusivity for children with disabilities) with Melissa Pebly, Assistant Professor of Practice, Department of Special Education, Portland State University; and various breakout tables which will include some requested topics: covering books, book clubs, and storytime kits. Several of the Board Members noted they are planning to attend at least a portion of the in-service.

OLD BUSINESS

ALSP REVIEW FEEDBACK

Caty Clifton commented that for the most part the ALSP Reviews were really good. She noted four (4) items that stood out for her under the final question [Outside of current financial support, in what ways can the UCSLD continue to support district libraries' staff members and customers?]: grant writing support, the reading road trip was meaningful and many are hoping for a 2.0, partnering with other libraries; mentoring and being mentored; and more program support. The Board discussed the comments. Caty stated she felt it was important to hear the answers to the question and respond back with our

role and feedback. Nick Nash stated that if it would be helpful, he would compile grant information as a contribution.

BEST PRACTICES

Erin McCusker stated that she has been on the SDAO website to check off items for discounts on the best practices list which is due on November 4th. Erin stated that she just got the renewal notice from SDAO through Wheatland Insurance and will be renewing our insurance through them.

HIRING COMMITTEE AND PROCESS UPDATE

The hiring committee is moving through the process and are at the point of interviewing.

NEW BUSINESS

ACCEPTANCE OF FY22-23 CITY/SCHOOL DISTRICT BUDGETS

Erin McCusker noted that eight (8) budgets were submitted by the due date of October 10th. She noted that she has been working with city finance people and/or looking on city websites to track down the remaining budgets. It was noted that she has sent out a calendar, a checklist, and multiple reminders and follow-ups regarding this. The next items due to UCSLD are the ALSP reports (due October 31) and the State Statistical report (due November 10). It was noted that we have a process in place contractually with a stated timeframe in the Agreement Amendment, however the ability to withhold funds is not new and has been in place in the Agreements for many years. Sharone McCann moved to accept the budgets received/gathered, with feedback about the difficulty in getting the budgets and acknowledging the Board discussion of the contractual process and practice. Jubilee Barron seconded the motion. The motion passed unanimously.

SURPLUS EQUIPMENT DECLARATION

Erin McCusker noted that we have a Dell monitor, from approximately 2001, that we no longer need for which we need to have declared surplus so it can be offered to the libraries at the upcoming in-service. Nick Nash moved to declare the Dell monitor surplus. Sharone McCann seconded the motion. The motion passed unanimously.

GOVERNING DOCUMENTS AND POLICY REVIEW - EDI & A AND UPDATES - FINANCIAL MANAGEMENT POLICY; INFORMATION SECURITY POLICY; INFORMATION SECURITY POLICY, APPENDIX A: ACCEPTABLE USE POLICY; LOSS CONTROL POLICY; MANDATORY REPORTING OF SUSPECTED CHILD ABUSE POLICY

Erin McCusker ran through policies noting areas that she suggested changes to. They were all generally clean up and/or clarifying suggestions rather than EDI & A compliance updates. Jubilee moved to approve the reviewed documents and changes. Nick Nash seconded the motion. The motion passed unanimously.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be November 17, 2022, at 5:30 pm. It along with the December Board meeting will be earlier in the month, on the third Thursday, due to the holidays.

GOOD OF THE ORDER

Caty Clifton noted that College Community Theatre production of Nunsense opens Nov. 10th and runs for two weeks. Erin McCusker noted her thanks to the Board Members for all the thoughtfulness and work put into the District; you are all wonderful Board Members and much appreciated.

ADJOURN

Jubilee Barron moved to adjourn the meeting; Sharone McCann seconded the motion. The motion passed unanimously. The meeting was adjourned by Board Vice President Caty Clifton at 7:02 pm.

Respectfully submitted by Dea Nowell

DRAFT