



**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
November 19, 2020 at 5:30 pm
via Zoom
[Pendleton, Oregon]

ATTENDANCE BOARD:

Caty Clifton (via Zoom)
Kara Davis, President (via Zoom)
Nick Nash, Vice President, Vice President (via Zoom)
Hilary Stoupa (via Zoom)
John Thomas (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 Kara Davis called the Board Meeting to order at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM:

President Kara Davis called out who was present (4 Board Members) thus there was a quorum. [Nick Nash arrived as the minutes were being approved.]

APPROVAL OF THE AGENDA:

No changes.

PUBLIC COMMENT:

None.

MINUTES:

Board Meeting: October 22, 2020 - There is one correction to what was posted - Ruth Metz needs to be added to the list of guests. Caty Clifton moved to accept the minutes subject to adding Ruth Metz to the list of guests. John Thomas seconded the motion. The motion passed unanimously by the 4 Board Members who were in attendance at the time.

CALENDAR UPDATE:

None.

CORRESPONDENCE:

Erin McCusker noted we had received 2 letters of apology from 2 boys who kept hitting/running into the front windows one evening.

Also received was a notice of an ordinance from October 26, 2020 adding to the Hermiston City limits - Tax Lot 1900. Erin noted that Hermiston population does shift with these annexations and PSU makes the adjustments.

REPORTS:

FINANCIAL STATEMENTS

October 2020:

Erin McCusker commented there had been quite a bit of money in Board expenses and explained that these were dues which are annual expenses (League of Oregon Cities dues – for health insurance membership, Government Ethics Commission). Also there were some basic payments made such as the Sage Library System annual bill (Erin will be sending a bill to Hermiston for their city portion), Ruth Metz was paid (finishing off the Ford Family grant), and Monica Hoffman is diligently spending the Ready2Read grant money which is going toward more free books to go home with children since many of them don't have access to books in the classrooms right now. Erin also commented that we are beginning to receive the November tax checks. John Thomas moved to accept the October 2020 financials pending audit. Nick Nash seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:

Erin McCusker reviewed the staff monthly reports. She noted that Monica Hoffman is delivering book boxes and storytime kits, as well as distributing free books. She is continually working on all the book boxes and has been utilizing Pinterest, Instagram, and Facebook more to communicate with providers. Monica shared pictures of some of the kits. Erin noted that we use a lot of Monica's statistics for the District's state statistical report. Dea Nowell is our Sage person and represents us well, so much so that Erin doesn't feel like she needs to track that as much. Dea has been doing virtual site visits with the libraries this month, which she usually does in person when she comes in the fall and spring. She also helps libraries with a lot of specific statistical report numbers and provides information to operate with and navigate Sage. Erin stated that this past week, for her, has been filled with a lot of information about COVID, etc., and reporting. Erin has also been a bit busier with LEO, as LEO is currently trying to hire a bookkeeper. She noted the Fall in-service went well and that she and Monica delivered treats and handouts to the libraries prior to the in-service. She will be out of the office the week of November 23rd. The State Library of Oregon annual statistical report was completed in October. This is a federal report and one piece that is concerning is that the UCSLD is not recognized as a library. She will be in conversation with the State Library to ensure that we still have access to grants for our District.

Nick Nash noted it was good thinking to take snacks to all the libraries for in-service. Erin stated that we are also paying for lunch if receipts are provided, which only one library has done so far. Caty Clifton noted she really appreciates all the staff is doing and their documenting of their activities.

OLD BUSINESS:

TAX DISTRIBUTION REVIEW:

Erin McCusker started off with reviewing the updates to the spreadsheet of formula options specifically referencing the zip code information as was the direction the Board noted to move forward with at the October Board Meeting. She noted that we are trying to hone this spreadsheet for public distribution. She explained that she had spoken with Charles Rynerson at PSU and he said they will have the census numbers in March, so we can get the zip code populations for 2020 in March. Erin reminded the Board that the zip code population is only given to us every 10 years with the census, however we can utilize the city population changes each year to estimate the zip code populations between the census years.

There was some discussion as to exactly what decisions we need make and when we need to do this by. There was also discussion about needing to show the

breadth and specificity of the decision being made in the agenda. On next month's agenda will be a more specific agenda item that announces confirming of formula candidates and a public meeting date in January with Ruth Metz to further discuss these options.

BEST PRACTICES:

Erin McCusker noted that the due date was bumped back another month and so we had time to get some additional discounts. Erin created a complaint form, report form, and procedures to go along with our sexual harassment/discrimination policy which gave us an additional 2% discount for a total of 10% discount.

NEW BUSINESS:

OR OSHA REQUIREMENTS:

Erin McCusker reported that there is a new Oregon OSHA temporary rule that went into effect this week to address COVID-19. There is information that needs to be posted at all work sites and there are COVID risk assessments that need to be done as well. There are a couple of things that need to be done by December 7th and staff training that must take place by December 21st.

ALSP REVIEW FOR UCSLD:

Erin McCusker stated that she was going to share a PowerPoint on District's Annual Library Service Plan review tonight but since the time had gotten so late she pointed the Board to the copy on the Board's SharePoint site that she put up today. It will also be posted on the website as a pdf.

IN-SERVICE REPORT:

Erin McCusker shared that there is a spreadsheet of evaluation responses to the in-service on the Board's SharePoint site. Erin gave a quick overview of the responses and noted that we had 20 some people in attendance, not the full number registered; however, she felt it went really well.

GOOD OF THE ORDER:

Kara Davis stated that she will be moving back to her hometown of The Dalles and will become the Chief Deputy DA of Wasco County in January. She noted that she will be the first rural enforcer DA in Oregon. Thus, she will be needing to resign from her position by the end of the calendar year. There was some discussion regarding how her Board position is filled - appointment for the remainder of the term or the next election cycle, whichever comes first. Since this is the beginning of year 2 of Kara's 4-year term, it would be an appointment until the next election, with the remaining 2 years of her seat up for election in the spring of 2021. Kara will be submitting a formal notice of resignation for next month's Board meeting.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be on December 17, 2020 at 5:30 pm, one week earlier than normal.

ADJOURN:

John Thomas moved to adjourn the meeting. Hilary Stoupa seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:16 pm by Board President Kara Davis.

Respectfully submitted by Dea Nowell