



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Pendleton, OR 97801

Phone (541) 276-6449

Minutes
Board of Directors Meeting
May 26, 2022, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

Jubilee Barron
Sharone McCann
John Thomas, Vice President

Caty Clifton
Nick Nash, President

ATTENDANCE STAFF

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

ATTENDANCE - VISITORS

none

BUDGET HEARING

CALL TO ORDER

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

CALL THE ROLL & ESTABLISH QUORUM

Erin McCusker stated who was present and noted that all the Board Members were present in person for the Budget Hearing, thus there was a quorum.

PRESENTATION OF THE FY2022-2023 BUDGET APPROVED BY THE UCSLD BUDGET COMMITTEE ON 4/14/2022

Erin McCusker shared the Notice of Budget Hearing along with a summary of the budget, that was printed in the East Oregonian and on the District website, and quickly ran through a summary of the budget. Erin explained a change in the Capital Reserve Fund. She stated that when she was putting the budget together, she estimated that \$17,000 was being transferred this current year into the fund, when in fact only \$10,000 was budgeted to be transferred (this included the amount received from the sale of the 2008 Honda Fit (\$7,100) rather than in addition to the budgeted amount). Thus, the cash on hand figure of \$36,140 proposed by the Budget Officer was incorrect and was corrected for the Notice of Budget Hearing documents.

COMMENTS

Caty Clifton asked that the statement be completed under "Statement of Charges in Activities and Sources of Financing" before the documents were submitted to the County. Erin went in to make that correction and found it was already there, just not showing up for some reason - it was changed to show the full statement "There are no changes in activities or sources of financing."

QUESTIONS AND PUBLIC COMMENTS

There were no questions or public comments received prior to or at the Budget Hearing.

CLOSE BUDGET HEARING

John Thomas moved to close the Budget Hearing. Caty Clifton seconded the motion. The motion passed unanimously. The Budget Hearing was closed at 5:41 pm.

REGULAR BOARD MEETING
CALL TO ORDER

Board President Nick Nash called the regular Board Meeting to order at 5:41 pm.

CALL THE ROLL & ESTABLISH QUORUM

Erin McCusker noted that everyone was still present following the Budget Hearing, so there was still a quorum present.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: April 28, 2022 – Jubilee Barron moved to accept the Board minutes for the April 28, 2022, Board meeting as presented. John Thomas seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

No calendar changes.

CORRESPONDENCE

Erin McCusker shared the correspondence received: an annexation notice from Hermiston which takes effect June 1st (off NE Willow Ct.); the new IMESD courier contract, received via email, which updates the number of each library's crates, which is how we are charged, and an increase in the cost of fuel; and a new Memorandum of Understanding (MOU) with LEO (Libraries of Eastern Oregon) which contains some clarification updates, expectation of paying our bills and membership fees. Erin explained that the libraries pay their LEO membership fees, and the UCSLD pays for the member libraries' Library2Go costs. She also explained about the Library2Go price break received through the LEO consortium in comparison to what it would cost libraries individually to have a membership in the Oregon Digital Library Consortium (ODLC). She also explained about Library2Go Advantage plans (LEO advantage plan benefiting all LEO patrons versus individual library advantage plans benefiting only the individual library's patrons).

REPORTS

FINANCIAL STATEMENTS - April 2022

Erin McCusker commented that everything is pretty much in line, with nothing unusual for this time of year. She noted that there are a couple of checks to Helix outstanding which are being checked on, and she also noted that the historical grant invoice (for \$2,274.85) and report have just been sent to the Umatilla County Historical Society, who manages the grant for the Oregon Community Foundation. Erin also commented that we are still okay on the budgeted tax distribution received and will be keeping an eye on what comes in this month as to whether we'll need to do a resolution to transfer money from contingency to distribute it. John Thomas moved to approve the April 2022 financial statement, subject to audit. Jubilee Barron seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Erin McCusker shared that Monica Hoffman has been delivering a lot of books lately and made a final delivery of free books for the year today. Monica is also finishing up visits for the year to many sites. John Thomas commented that he is always amazed by the number of story times Monica does on some days.

Erin shared that Dea Nowell has had a lot going on, as usual. Caty Clifton shared her appreciation of Dea's work on the patron mapping project through PolicyMap and the amount of time that it had taken. Erin commented that Dea has done site visits with the libraries this month.

Erin shared that she had met with Amanda Hespel at Adams Public Library for a new library director orientation. She additionally shared about being in Baker City on the 17th for the last EDI training. She shared that everyone in the EDI cohorts put together an implementation project relating to the training. The UCSLD plan that Erin presented - Policies & Partners - Ensuring a Stable EDI Foundation for Future Efforts - and her plan is to review all our policies and procedures through an Equity, Diversity, Inclusion & Anti-racism (EDI & A) lens. UCSLD Staff and Board members will be participating in training throughout the rest of 2022 concerning power, bias, and other EDI & A concepts. Caty Clifton noted how important language is around this topic. Nick Nash commented that when looking at partners, he will be doing some of this work in his non-teaching job.

Erin shared that Pendleton Public Library has an Americans and the Holocaust exhibit through July 1st, in which there will be several related programs occurring. Additionally, Erin shared about the collaborative Summer Reading Program inviting everyone to explore Umatilla & Morrow Counties on a Library Road Trip - she shared the flier and bookmark with library information, and also stated that the brag tags and date due cards had arrived. This event starts June 1st and runs through July 31st because there are several free passes for prizes for things occurring during the summer, etc. Erin commented this event is a team effort with Cecili Longhorn having done so much of the details for the program; Susie Sotelo creating an app to go with the event; the District-Wide Programs and Services Committee providing input and ideas; and Erin collecting numbers from the libraries, paying the invoices, and doing the *East Oregonian* publicity.

BOARD TRAINING - [BEST PRACTICES CHECKLIST]; EDI & A TRAINING

Erin McCusker suggested the Board Members check their email for information regarding SafePersonnel login, etc., as she sent one out today. She ran through the details of the Best Practices Checklist discounts available. For one of the discounts at least 2 Board Members need to enroll in the SDAO Academy. The deadline for completing the checklist survey is November 4th, so Erin asked if everyone could have their training completed and certificates of completion sent to her by October 31st as that should be sufficient for her to get the survey completed on time.

Erin also noted again about her planned upcoming EDI & A project and training.

OLD BUSINESS

AGREEMENTS FOR LIBRARY SERVICES

Erin McCusker stated that all received agreements and amendments have been scanned and posted on the Board's SharePoint site. (Agreement and amendment received from Adams, Echo, Milton-Freewater, Pendleton, Pilot Rock, Ukiah, Umatilla, and Weston; agreement received from Athena.) It was noted that the cities of Helix and Stanfield have signed the agreement, but we have not yet received them. Caty Clifton moved to accept the agreements returned. Jubilee Barron seconded the motion. The motion passed unanimously.

ACCEPTANCE OF AUDITS

Erin McCusker stated there are still a couple of audits outstanding, though the cities received extensions.

NEW BUSINESS

ACCEPTANCE OF THE ANNUAL LIBRARY SERVICE PLANS FOR THE LIBRARIES

Erin McCusker stated that all the FY2022-23 ALSPs were posted on the SharePoint site (under Library Submissions) and had been received by May 1st.

RESOLUTION NO. 2021-2022_02: RESOLUTION FOR ADOPTING THE FY2022-2023 BUDGET, MAKING APPROPRIATIONS, IMPOSING THE TAX, AND CATEGORIZING THE TAX PER ORS 294.456

Nick Nash read Resolution No. 2021-2022_02 adopting the budget, making appropriations, imposing the tax, and categorizing the tax. John Thomas moved to accept the FY2022-23 budget, etc., per Resolution 2021-2022_02. Caty Clifton seconded the motion. The motion passed unanimously.

GOOD OF THE ORDER

John Thomas shared that planning was occurring for the annual Pendleton Friends of the Library book sale to take place in August. And he asked Erin McCusker if a sign could be put in the office window regarding the sale. Caty Clifton shared a bit about an idea that was sparked for her regarding the community services directory conversation that came out of the Community Needs Assessment process. And John Thomas added that improving mental health issues could be a piece of that as well. Nick Nash noted that the next scheduled BMCC Board meeting is next Monday, and he'd appreciate all who could be there. He also noted that the President and Vice President of BMCC were recently on *Think Out Loud*. Nick also stated that he may not be available for the next UCSLD Board meeting.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be June 23, 2022, at 5:30 pm.

ADJOURN

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

Respectfully submitted by Dea Nowell