



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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**Minutes  
Board of Directors Meeting  
May 27, 2021 at 5:30 pm  
via Zoom  
[Pendleton, Oregon]**

**ATTENDANCE BOARD:**

Caty Clifton (via Zoom)  
Nick Nash, President (via Zoom)  
Hilary Stoupa (via Zoom)  
John Thomas, Vice President (via Zoom)

**ATTENDANCE STAFF:**

Erin McCusker, District Director (via Zoom)  
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 per ORS 294.438 & 294.453 noticed in the East Oregonian on May 19, 2021 and on the UCSLD website.

**CALL THE ROLL & ESTABLISH QUORUM:**

Erin McCusker stated all 4 Board Members were present, thus there was a quorum.

**PRESENTATION OF THE FY2021-2022 BUDGET APPROVED BY THE UCSLD BUDGET COMMITTEE on 4-29-2021:**

Erin McCusker noted that the budget documents were updated through the second column (approved by the Budget Committee on 4/29/21). The budget was noticed in the East Oregonian on May 19<sup>th</sup> and on the UCSLD website.

**COMMENTS:**

No comments were made by Board Members.

**QUESTIONS AND PUBLIC COMMENTS:**

No public was present and Erin McCusker stated that there had been no questions or comments submitted from the public.

**CLOSE BUDGET HEARING:**

John Thomas moved to close the Budget Hearing and move to the regular Board meeting. Caty Clifton seconded the motion. The motion passed unanimously. Board President Nick Nash closed the Budget Hearing at 5:35 pm.

**BOARD OF DIRECTORS MEETING**

**CALL TO ORDER:**

Board President Nick Nash called the Board Meeting to order at 5:35 pm.

**CALL THE ROLL & ESTABLISH QUORUM:**

Same as at Budget Hearing, all 4 Board Members present, thus there was a quorum.

**APPROVAL OF THE AGENDA:**

There were no changes to the agenda. Caty Clifton moved to accept the agenda as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT:**

None.

**MINUTES:**

Board Meeting: April 22, 2021 and Budget Committee Meeting: April 29, 2021 -  
Caty Clifton moved to accept both sets of minutes as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE:**

No updates.

**CORRESPONDENCE:**

Erin McCusker shared that an email was received from the State Library of Oregon with a request to sign an update for change of database vendors. She also shared that we received a thank you from PERS for being a 2020 reporting star. Additionally, Erin commented that she had sent off the request for historical grant reimbursement for this fiscal year.

**REPORTS:**

**FINANCIAL STATEMENTS - April 2021:**

Erin McCusker gave a quick update on the budget/financials to date. Caty Clifton had a question regarding the "Heavy Equipment Rental Tax Turnover" listed on page 5 of the General Ledger. Erin responded that it was something new this year and it was dispersed as a regular tax payment. Hilary Stoupa moved to accept the April 2021 financial statement subject to audit. Caty Clifton seconded the motion. The motion passed unanimously.

**STAFF MONTHLY REPORTS:**

Erin McCusker highlighted a few of the staff's activities. She noted that Monica Hoffman had purchased butterfly caterpillars to raise and use in interacting with the children through social media. The providers really want Monica back at their sites. Erin also shared that Monica was at the Farmers' Market in Pendleton on May 21<sup>st</sup>. Erin noted that Dea Nowell did virtual site visits with each of the libraries in April and will be coming this summer to help with catching up on some things in the office. Erin noted that she and Monica have been working to get the new vehicle. She mentioned the LEO meeting this month and that the staff had a good staff retreat in early May. And she noted that the budget documents will be submitted to the County on June 1<sup>st</sup> unless she is in the process for buying the car.

Nick Nash asked about Monica's getting back with clients, is it like with the rest of the world waiting to get okay to go back? Erin responded yes, and explained about the OSHA Oregon rules and waiting to hear back on reversal of the temporary - turned permanent rule, the federal rules with Head Starts and school system rules, etc.

**BOARD TRAINING - Oregon Library Association Equity, Diversity, Inclusion and Antiracism Toolkit:**

Erin McCusker pulled up the Toolkit to share and noted that we have a policy which speaks to some of this in the Prevention of Workplace Discrimination, Harassment and Retaliation policy that SDAO recommended. Erin pointed to page 19 of the Toolkit on Antiracism Best Practices which focus on rejection of neutrality, zero tolerance and immediate response for

any form of racism and discrimination, clear objectives, and racial representation (how to bring in perspectives from under-served populations). Caty Clifton also stated Buzzy Nielsen's article (p. [39]) may be very helpful. She further noted that this may be an uncomfortable topic, however the Board should take the lead on it. John Thomas noted that at the heart of this topic is kindness - other individuals are worthy of kindness, and it should be a non-politicized conversation. Nick Nash noted this to be a very helpful document and will be spending some time really studying it. He also noted that maybe we should put a bit of this into our annual library reviews, adjusting the language. Nick also noted that it is about being professional and connecting it with our jobs. Hilary Stoupa commented she likes this approach as some may not comprehend the kindness side; however, aligning it with part of how you do libraries is good. She also noted that this provides access to a tool set and we can help with that.

#### OLD BUSINESS:

##### DISTRICT-CITY AGREEMENTS - ATTORNEY UPDATE:

Erin McCusker shared that she met with Eileen Eakins on Tuesday. Eileen is going to work on more legal language around what the Board wanted with changes in operation and its affects to the ALSP. There was also conversation around the requirements and what happens if those requirements are not met. Eileen will get something back to us the week before the June Board Meeting. Erin additionally noted that they had conversations about the Hermiston agreement and Eileen will be drawing up the draft of that document as well.

There were some questions and discussion about the process for rollout of the new agreements. It was suggested that a letter with simple whys on the changes be sent out with the agreements. Board Members expressed their appreciation on a job well done and thanked Erin for all her hard work on this.

#### NEW BUSINESS:

##### RESOLUTION NO. 2020-2021-03: RESOLUTION FOR ADOPTING THE FY2021-2022 BUDGET, MAKING APPROPRIATIONS, IMPOSING THE TAX AND CATEGORIZING THE TAX PER ORS 294.456:

Nick Nash read through Resolution No. 2020-2021-03, resolution for adopting the FY2021-2022 budget, making appropriations, imposing the tax, and categorizing the tax per ORS 294.456. John Thomas moved to adopt Resolution 2020-2021-03 as read. Caty Clifton seconded the motion. The motion passed unanimously.

##### VEHICLE PURCHASE:

Erin McCusker shared a letter she drafted from the Board approving the purchase of the 2021 Ford Transit Connect since it is over \$500 and the minutes will not be approved for another month. Erin walked through the purchase order information highlighting a few of the items mentioned. She noted that this is a mid-model with a backup camera and blind spot alerts. These are important because of its use in areas where children are at, otherwise it is pretty basic. Nick Nash thanked Erin for all the work put into this and in the documentation. Erin noted that we need approval of purchase and instruction for her to sign the purchase order. Hilary Stoupa moved to approve the purchase order for the vehicle and to direct Erin to sign associated documents for purchasing the vehicle. John Thomas seconded the motion. The motion passed unanimously. Erin commented that she has already spoken with our insurance agent about this purchase. Additionally, she noted that we will surplus, through State surplus, whichever Fit we decide not to keep - she noted that she will be taking both Fits to a mechanic to see which is the best one to keep. She also commented that we are not yet sure about signage (wrap) on the vehicle, and that we do have some magnetic signs we can utilize until a decision is made.

#### LIBRARIES' ANNUAL LIBRARY SERVICE PLANS:

Erin McCusker commented that she still does not have Stanfield PL's ALSP. She noted that she received the second draft for Hermiston PL (the first one concerned the building, which are not allowable expenses by Agreement). The Board's response and consensus was to send a letter from the Board asking Mark Rose to address how the funds will be used to serve the rural Hermiston folks, cc'ing the Hermiston City Manager.

#### REIMBURSEMENT FOR STAFF TRAINING COSTS:

Erin McCusker shared that she had just posted a training request form and pulled it up for the Board to view. Erin shared that Monica has been attending Early Childhood classes through BMCC and will receive her degree in June 2021. During this fiscal year, there were no funds expended on Take Off! training for her from our budget this year, which was unusual, so Erin looked at the general fund staff training and conferences budget line and figured what a third of it would be and is requesting it as a tuition reimbursement for Monica as her classes directly relate to her job. Caty Clifton moved to approve the request for reimbursement for staff training costs. Hilary Stoupa seconded the motion. The motion passed unanimously.

#### ELECTION RESULTS:

Erin McCusker shared the unofficial election results pulled off the County website. The results for the 2-year term show Jubilee Barron receiving the most votes - 2,226. And the two top vote recipients for the two 4-year terms are John Thomas with 2,651 votes and Sharone McCann with 2,460 votes. Erin noted that she has not heard from anyone yet regarding the results, however, will be sending out letters.

#### PERFORMANCE APPRAISAL FOR ERIN:

Hilary Stoupa stated she had sent instructions for getting peer review feedback for the Director's Performance Appraisal. She asked the Board Members to please fill out the green areas on Erin's appraisal and send them to her (Hilary) by June 19<sup>th</sup> (the weekend before the next Board Meeting) so she has time to synthesize the responses in preparation to presenting them to Erin during the meeting.

#### NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be on June 24, 2021, at 5:30 pm in person at the District Office and by Zoom connection.

#### GOOD OF THE ORDER:

Nick Nash was asked for an update on the BMCC situation. He shared that they still continue in the battle and organizing and are inviting people to the June 16<sup>th</sup> Board Meeting.

#### ADJOURN:

Hilary Stoupa moved to adjourn the meeting. John Thomas seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:24 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell