



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

PO Box 1689  
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Minutes  
Board of Directors Meeting  
October 28, 2021, at 5:30 pm  
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

**ATTENDANCE BOARD**

Jubilee Barron (via Zoom)  
Caty Clifton  
Sharone McCann (via Zoom)  
Nick Nash, President  
John Thomas, Vice President

**ATTENDANCE STAFF**

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

**ATTENDANCE - VISITORS**

Cecili Longhorn, Stanfield PL Director (via Zoom)

**CALL TO ORDER**

Board President Nick Nash called the Board Meeting to order at 5:33 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Erin McCusker called the roll and stated Jubilee Barron & Sharone McCann were present on Zoom; Caty Clifton, John Thomas, and Nick Nash were present in the office and thus there was a quorum with all Board members were present.

**APPROVAL OF THE AGENDA**

Erin McCusker stated there were no changes to the agenda.

**ANNUAL LIBRARY SERVICE PLAN REVIEW PRESENTATION**

Cecili Longhorn, Stanfield Public Library Director, presented their Annual Library Service Plan Report to the Board.

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting: September 23, 2021, and ALSR Work Sessions: September 21, 2021 and October 7, 2021 -

Caty Clifton moved to accept all three sets of minutes as presented. Sharone McCann moved seconded the motion. The motion passed with all approving, with John Thomas abstaining from voting on the September 23, 2021 minutes as he was not present for that meeting.

**CALENDAR UPDATE**

No changes.

## CORRESPONDENCE

Erin McCusker stated that in her visit with Darci Hanning, State Library of Oregon, she mentioned the upcoming In-Service theme being “Making a Difference in the Community’s Health” and Darci shared that the Institute of Museum and Library Services (IMLS) had just released a report studying the connection between museums, libraries, and community wellbeing. Erin sent this report out to the libraries yesterday along with the registration link and the agenda. Erin noted that PERS is doing a cleanup process of records correcting IAP records reported between 2004 and 2014, so we may see something come out of that. She also noted that SDAO sent out the liability insurance update.

## REPORTS

### FINANCIAL STATEMENTS - September 2021

Erin McCusker commented on a couple of areas of the financial statement such as rent. Erin also noted that the auditor sent a note stating it was noticed that the bank reconciliations were in the Board packets and suggested removing those from the website. The bank reconciliations and general ledger will continue to be posted on the Board’s SharePoint site, and the Board packets have had that information removed from them. A comment was made by the Board that they were glad to hear the auditor was on it.

Erin commented on the auditor’s report here, stating that the auditor asked if we got any other bids on vehicle purchasing. Erin stated we had looked around at various dealerships, however, there were not any other options. There was the desire to stay local due to maintenance, etc., and this was the vehicle we wanted and didn’t want a different vehicle. Erin sent the auditor the paperwork she had pulled together when searching. John Thomas pointed out the possible loss of staff time and vehicle use if needed to transport a vehicle out of the area for maintenance. Erin noted that this is a good reminder to capture all paperwork and checking for additional bids in future. Erin thinks the auditor is about done with the audit. Erin, Nick Nash, and Dea Nowell have all been sent paperwork about potential fraud, which is a normal scenario (2 staff and a Board member).

John Thomas moved to accept the financial statements for September 2021 pending audit. Caty Clifton seconded the motion. The motion passed unanimously.

### STAFF MONTHLY REPORTS

Erin McCusker brought forward each staff member’s report and shared a bit. Monica Hoffman is busier than normal as things are in full swing. Erin asked her to include comments received with registrations. The Board said thanks, they loved it. Erin commented that Monica loves the new vehicle, and it is the perfect vehicle as she has space to do what she needs to in it. Erin also commented that the logo has been added to the van and it looks sharp. John Thomas noted the request for soft books for infants and asked if Monica was able to accommodate it. Erin responded that she was sure she is. Erin noted that Dea Nowell’s report is always full of detail and that she has just set up virtual site visits with the libraries for next month. Erin noted there is soon to be another change in the library director at Ukiah, as the director is moving to another position in the school, and they have advertised for the library director position for which they have had 3-4 applications already. Nick Nash said thanks to both Erin and Dea, as he knows when there is a switch of library directors it takes a lot of extra work on each’s part. Erin noted that the 2008 Honda Fit has been to Zeigler’s and that the logo has been removed. She needs to talk with the County about how they do their surplusage and that we will need to have it declared surplus (probably next month). Erin also noted that the 2010 Honda Fit’s battery went out and now has a new one, and that the TakeOff! signage has been removed

and the logo put on it for it is now the courier car. Erin noted that for the Safety & Staff meeting this month we watched a cultural diversity training. Erin is a part of the Libraries of Eastern Oregon (LEO) EDI cohort. There are several cohorts around the state working through this topic, and the one in this region had their first meeting and it was excellent – there are 5 people from UCSLD taking part in this training. Erin noted that the best practices paperwork was submitted to SDAO, and we received the 10% discount. She also noted the CE committee’s planning is done for In-Service. There will be 2 keynote speakers (one in the morning – Dr. Noah Lenstra, Assistant Professor of Library and Information Science at University of NC and author of *Healthy Living at the Library*, and one in the afternoon – Jill Boyd of GOBHI), as well as presentations on healthy programs, professional development presentations, and movement. The invitation/registration link has been sent to the Board’s email inboxes. Erin noted that her most recent EO article should come out this weekend if there is space, however she noted that she was contacted by the Community Editor about moving from a monthly column to a once a month spot in the weekly GO magazine since there is some much going on in the libraries.

#### BOARD TRAINING

No Board training this month.

#### OLD BUSINESS

##### CITY-DISTRICT AGREEMENTS

Erin McCusker noted that Dea Nowell had gone through the Agreements and suggested a few minor editorial corrections. It was clarified that the yellow highlights were the updated sections. There was some discussion on Appendix A with some minor editorial corrections and about the need to possibly phase in substantial changes in fundings and how to word so it was without reservations. Appendix B is the State law verbatim and in the Agreement it states the libraries must be public libraries according to State law. Appendix C has been redone with some color added and wording clarifications. Erin will update the Agreements and Appendices accordingly and post on the Board’s SharePoint site and bring a final packet next month for approval. A question of clarification on when these need to be approved by and notices sent to the cities was brought forward. The notices need to be sent out in December; Erin responded.

##### AUDIT REPORT

[The audit report update was given by Erin McCusker in the Financial Report section earlier in the meeting since a comment had come in from the auditor regarding financial reports.]

##### COMMUNITY NEEDS ASSESSMENT

Erin McCusker stated that she does not have anything new to report on this process, just that it is continuing to be planned.

##### ANNUAL LIBRARY SERVICE PLAN REVIEW

Erin McCusker commented that the reports had been received from all the libraries and now we need to formally accept the reports, as we are moving to a more formal process with the next Agreement. There was some discussion that followed. It was noted that not everyone answered all the questions and wondered if a different approach to getting the answers to the questions might help that portion, in addition to giving a presentation. It was noted that these are utilized in trying to explain how the taxpayers’ money is being spent and also intended to be part of a planning process for the libraries. John Thomas moved to accept the 2021 ALSP reports as presented and received. Sharone McCann seconded the motion. The motion passed unanimously.

## NEW BUSINESS

### SLO STATISTICAL REPORT

The State Library of Oregon statistical report has been submitted and is in a new format this year (it can be found beginning on page 55 of the packet). The Sage and Library2Go statistics for the libraries are submitted separately to the State Library and so not included in the reports we receive from the libraries. Erin has asked Ross Fuqua at the State Library to send us those reports and we can pull them out for each of the libraries since we do track that information. Erin noted that we are beginning to receive these reports from the libraries.

### BEST PRACTICES REPORT

Erin McCusker included the report submitted to SDAO in the Board packet.

### CITY BUDGETS

Erin McCusker stated that all the city budgets had been received as of this afternoon and are posted in the Board's SharePoint site in a new folder called LibrarySubmissions with subfolder FY21-22Budgets. Caty Clifton moved to accept the city budgets and continue sending checks out to the libraries. John Thomas seconded the motion. The motion passed unanimously.

### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be a week earlier than normal, on November 18, 2021, at 5:30 pm in person at the District Office and via Zoom connection. Erin McCusker noted that we may not have financials at that meeting. Erin also noted that the District In-Service will be on November 5, 2021, and that there is a link to registration in the Board Member's email.

### GOOD OF THE ORDER

Several commented, thanks for everything everyone.

### ADJOURN

John Thomas moved to adjourn the meeting. Jubilee Barron 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