



UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT

Strengthening our community libraries

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Pendleton, OR 97801

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Minutes
Board of Directors Meeting
November 17, 2022, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

Jubilee Barron (via Zoom)
Sharone McCann (via Zoom)
John Thomas, President

Caty Clifton, Vice President
Nick Nash

ATTENDANCE STAFF

Erin McCusker, District Director
Zoom)

Dea Nowell, Technical Services Manager (via
Zoom)

ATTENDANCE - VISITORS

Mark Rose (via Zoom) [arrived just prior to Executive Session for Hiring Committee...]

CALL TO ORDER

Board President John Thomas called the Board Meeting to order at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM

Erin McCusker called the roll, stating that Sharone McCann and Jubilee Barron were present via Zoom; and Caty Clifton, John Thomas, and Nick Nash were present in person, thus there is a quorum present.

APPROVAL OF THE AGENDA

Erin McCusker commented that she would be happy for them to move her exit interview to next month; and she noted that she mis-read her notes and put in the public records policy rather than the public records management policy, so both those policies could be moved to next month's meeting as well. Caty Clifton moved to amend the agenda as stated. Nick Nash seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Board Meeting October 27, 2022: John Thomas noted that he was not present for this meeting. Nick Nash moved to approve the October 27, 2022, minutes as presented. Caty Clifton seconded the motion. The motion passed with four (4) Board Members approving the motion; John Thomas abstained as he was not present at the meeting.

CALENDAR UPDATE

Erin McCusker noted there were no updates.

CORRESPONDENCE

Erin McCusker noted there was no correspondence, other than she filled out a federal census of government regarding our 2021-22 finances.

REPORTS

FINANCIAL STATEMENTS - October 2022

Erin McCusker stated that we do not yet have the financial statements as it is still a bit early in the month and the accountants have been out the last two (2) weeks doing audits. Erin did note that the bank statements all looked good, and that we are beginning to get the November tax money rolling in.

STAFF MONTHLY REPORTS

Erin McCusker hit a highlight or two of the staff reports. There were no questions or comments from the Board Members regarding the reports.

BOARD TRAINING - BOARDROOM DANCING - WHAT DID YOU LEARN?

Erin McCusker stated that the Best Practices Program deadline has been extended. She asked Board Members to share their golden nuggets from the Boardroom Dancing training. Sharone McCann shared that it made her think about the difference between micromanaging and rubberstamping - there is a fine line; she also noted that she learned a lot. Nick Nash talked about the board's relationship with the director and the importance for us to think about with the upcoming transition. Sharone also noted that it made her appreciate her fellow Board Members. Jubilee Barron stated she heard communication is key, especially listening; she also commented that we don't all want to have the same opinions. She noted organization is also something she got out of the training. Nick commented about the nine (9) things mentioned that boards must do; he stated it is nice to know what is important to know. Sharone added those 9 things are about 70% of what most boards do. Caty Clifton commented, "exactly what everyone else said," and added about impacts and results. She also noted that the evaluation process is important and that the Board doesn't have an evaluation process. She also commented on the importance of relationships and that if a relationship between board and director needs to change there is a time component that needs to be devoted to it - she stated that will also be true as we get a new director. Additionally, Caty noted the area of separating roles and responsibilities and whose role is whose.

OLD BUSINESS

HIRING COMMITTEE AND PROCESS UPDATE - RECOMMENDATION TO HIRE - EXECUTIVE SESSION

The two (2) Board Members comprising the hiring committee (Nick Nash and Caty Clifton) felt it was important to share with the Board, in executive session, what they learned through the application, application review, and interview regarding our applicant. [Mark Rose arrived at the meeting via Zoom.] Thus, John Thomas read the statement about what could be shared in executive session as printed on the agenda: (a) To consider the employment of an officer, employee, staff member or agent if: (i) the job has been publicly advertised, (ii) regularized procedures for hiring have been adopted, and (iii) in relation to employment of a public officer, there has been an opportunity for public comment. For hiring a chief executive officer, the standards, criteria and policy to be used must be adopted in an open meeting in which the public had an opportunity to comment. This reason for executive session may *not* be used to fill vacancies in an elective office or on any public committee, commission or other advisory group, or to consider general employment policies. ORS 192.660(2)(a) and 192.660(7). [Dea Nowell and Mark Rose left the meeting as the Board went into executive session at approximately 5:53pm.]

The executive session closed at 6:25pm. Dea Nowell and Mark Rose were invited to return to the meeting, to which both did.

NEW BUSINESS

HIRING COMMITTEE RECOMMENDATION FOR DISTRICT DIRECTOR POSITION

John Thomas opened the floor for a motion, as a result of the information shared at the executive meeting, to send a letter extending an offer of employment of District Director to Heather Estrada, pending a background check. Jubilee Barron so moved. Nick Nash seconded the motion. The motion passed unanimously. There was a brief discussion regarding the salary to offer. The announcement gave a range of \$65,000 to \$75,000 dependent upon qualifications. The suggestion was to offer \$70,000. Caty Clifton moved to offer a salary of \$70,000. Sharone McCann seconded the motion. The motion passed unanimously. It was agreed that Caty would make a call in the morning to extend a verbal offer to Heather Estrada, pending background check, with a letter to follow.

ACCEPTANCE OF FY21-22 STATE LIBRARY STATISTICAL REPORTS

Erin McCusker stated that all the libraries' statistical reports have been received and loaded on the Board's SharePoint site, except for Stanfield's, as they requested and received an extension from the State Library. Caty Clifton noted that the statistical reports can be found in the SharePoint folder for the year they were submitted. Nick Nash moved to accept the received FY2021-22 State Library Statistical Reports, with the exception of Stanfield PL who received an extension. Sharone McCann seconded the motion. The motion passed unanimously.

ACCEPTANCE OF FY 2021-22 ALSP/STRATEGIC PLAN REVIEWS

Erin McCusker noted the last two (2) reviews were received yesterday (Echo) and this morning (Hermiston). All of the ALSP/Strategic Plan Reviews have been received and loaded on the Board's SharePoint site. Jubilee Barron moved to accept the FY2021-22 ALSP/Strategic Plan Reviews as received. Caty Clifton seconded the motion. The motion passed unanimously.

RESOLUTION 2022-2023-02: USE OF ZIP CODE POPULATION FOR COMMUNITY SERVICE FEES FORMULA

Erin McCusker noted that she is recommending we switch to zip code population from what we've used in the past - a calculated service population - since we are using the zip code population in the current funding formula. Caty Clifton iterated that we distribute this based half equally and half based on population. Caty noted that she did some figuring, and some went up and some went down, though everyone is getting more because the total amount we are receiving went up. John Thomas read resolution 2022-2023-02, Resolution of the Umatilla County Special Library District (UCSLD) Adopting the Use of Zip Code Population in the Community Service Fees Distribution. Nick Nash moved to adopt the resolution as read. Sharone McCann seconded the motion. The motion passed unanimously. [Mark Rose left the meeting.]

RESOLUTION 2022-2023-03: AUTHORIZATION FOR ELECTRONIC PAYMENT

Erin McCusker noted that since we are in the process of moving to electronic bill pay, we need the resolution to authorize. In the future it will need to be completed during the July annual meeting and will be a resolution needing to be redone every year. John Thomas read resolution 2022-2023-03, Resolution of the Umatilla County Special Library District (USCLD) Authorizing Vendors for Online and Automatic Payment of Bills in FY2022-23. Caty Clifton moved to adopt the resolution as read. Nick Nash seconded the motion. The motion passed unanimously. [Caty Clifton left the meeting.]

GOVERNING DOCUMENTS AND POLICY REVIEW - EDI & A AND UPDATES - OREGON ETHICS LAW POLICY; PERSONNEL POLICY; PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY; PUBLIC MEETING POLICY
Erin McCusker ran through the policies noting areas that she suggested changes to. There were a few areas of general clean up and/or clarifying suggestions as well as some EDI &

A compliance updates. The Prevention of Workplace Discrimination, Harassment, and Retaliation Policy will be added to the Personnel Policy. Erin suggested moving the Public Meeting Policy to next month along with the Public Records Policy. Sharone McCann moved to accept changes to the first three (3) policies presented. Nick Nash seconded the motion. The motion passed unanimously with the four (4) remaining Board Members present.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be December 15, 2022, at 5:30 pm.

GOOD OF THE ORDER

Erin McCusker noted that she has the Information Security Policy Appendix A - Acceptable Use Policy printed out for Board Members to sign. She will mail them to Sharone McCann and Jubilee Barron, unless they want to wait until they are there in person to sign. John Thomas wished a very good and happy Thanksgiving to all.

ADJOURN

Nick Nash moved to adjourn the meeting at 7:09 pm. Sharone McCann seconded the motion. The motion passed unanimously with the four (4) remaining Board Members present. The meeting was adjourned by Board President John Thomas at 7:09 pm.

Respectfully submitted by Dea Nowell