



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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**Minutes
Board of Directors Meeting
May 28, 2020 at 5:15 pm
via Zoom
[Pendleton, Oregon]**

ATTENDANCE BOARD:

Kara Davis, Vice President (via phone)
Nick Nash (via Zoom)
Hilary Stoupa (via Zoom)
John Thomas, 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 John Thomas called the Budget Hearing to order at 5:19 pm per ORS 294.438 & 294.453 noticed in the East Oregonian on May 23, 2020 and on the UCSLD website.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker noted there were 4 Board Members present, thus there was a quorum. Erin noted that Caty Clifton let the Board know that she would not be able to attend tonight.

**PRESENTATION OF THE FY2020-2021 BUDGET APPROVED BY THE UCSLD
BUDGET COMMITTEE:**

Erin McCusker noted there were no changes from the Budget Committee's approved budget. The budget was noticed in the East Oregonian on May 23rd (according to the EO staff) and on the UCSLD website. Erin noted that this year we were not required to advertise in the newspaper, we were only required to post on the website, however she chose to do both.

COMMENTS:

Nick Nash stated that Erin did a good job budgeting in these uncertain times and said thank you to her. John Thomas gave Erin kudos for being able to explain to the financially challenged and better explaining things in the budget as well. Erin noted that the budget funds had been clarified and income and expenditures made sense to those not familiar with the UCSLD organization. Erin gave kudos to the Board, too, for their time and efforts in this process as well.

QUESTIONS AND PUBLIC COMMENTS:

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

CLOSE BUDGET HEARING:

Nick Nash moved to close the Budget Hearing and move to the regular Board meeting. Hilary Stoupa seconded the motion. The motion passed unanimously. Board President John Thomas closed the Budget Hearing at 5:30 pm.

BOARD OF DIRECTORS MEETING

CALL TO ORDER:

Board President John Thomas called the Board Meeting to order at 5:31 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker noted the roll was the same as for the Budget Hearing and that we still had a quorum.

PUBLIC COMMENT:

None.

APPROVAL OF THE AGENDA:

Erin McCusker noted that she incorrectly listed the resolution number as 2019-2020-03 instead of 2019-2020-04. She corrected it on the agenda on the SharePoint site this afternoon, however it was incorrect on what was advertised. Kara Davis moved to accept the agenda as corrected. Nick Nash seconded the motion. The motion passed unanimously.

MINUTES:

Budget Committee Meeting, May 19, 2020 – Hilary Stoupa moved to approve the May 19, 2020 minutes as presented. Nick Nash seconded the motion. The motion passed with 3 approving the motion. Kara Davis abstained from the vote as she was not in attendance at the May 19th meeting.

Board Meeting, April 23, 2020 – Kara Davis moved to accept the April 23, 2020 minutes as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

CALENDAR UPDATE:

Erin McCusker noted that final budget calendar dates were updated, and it is posted on the SharePoint site. It is part of the final budget that is filed. There were no other calendar updates.

CORRESPONDENCE:

Erin McCusker noted there was nothing in the way of correspondence except for a noticeable increase in email communicating about the pandemic.

REPORTS:

FINANCIAL STATEMENTS

April 2020:

Erin McCusker stated that Caty Clifton had a question about the amount of percentage (revenues over/under percentage) on page 3 of the financial statement. Erin asked Rob Tremper for an explanation and his response was that that number will always look a bit odd, it will always be higher because it includes contingency which we do not spend. Erin noted that she generally looks at the second to last column as it shows where we are at in the year, which makes more sense to her. John Thomas asked about the Library2Go line item on page 5 being over. Erin noted that she will be checking with budget people to see if we need to do anything with this. Erin also noted that workers compensation and unemployment were higher than we had expected. Erin stated that there were 3 checks missing in the bank statement issued to libraries about the time of the shutdown. One has been located

and Erin will be checking in with the other 2 libraries to see about tracking them down as well. Nick Nash moved to accept the April 2020 financials pending audit. Hilary Stoupa seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:

Erin McCusker gave a brief overview of some of the staff reports. She noted that Monica Hoffman's numbers will look a bit different than usual because of no site visits. Monica was contacted by the head of Head Start in Umatilla County who was asked about doing some training for their staff, so that is something Monica has been working on. Erin noted it is a nice opportunity. Monica is also creating a historical book box as we had some libraries that did not fully expend their historical grant allowance and another library chose not to participate this year. Erin noted that Dea Nowell's job has not changed much at all during this time. Many of the libraries are doing a lot of collection work while they are closed and she has also been moving content to the new website, so she is staying as busy as ever.

Erin stated that she has been doing a lot of communication-based things that do not always translate well into a monthly report. She shared some of those types of things with the Board - weekly sessions with library directors (whoever wants to participate in them); at the last directors' meeting there was sharing about what's happening, plans for reopening and plans for summer reading program (Chromebooks were delivered before and most of the directors were on video) - it was awesome the sharing of information and ideas; LEO leadership situation; hosting Stanfield PL's paint night & STEAM circuit night on our Zoom account; etc. She also noted that there will be an article on summer reading in the EO this weekend. (John Thomas also shared a news article link with the Board from the Yakima/Tri-Cities news regarding Hermiston PL's re-opening.)

BOARD TRAINING - OREGON HEALTH AUTHORITY GUIDANCE FOR LIBRARIES

DRAFT:

Erin McCusker noted this draft should be finalizing soon - this week or next. This was drafted because there had not been anything specifically for libraries reopening coming through the State government offices. The draft originally stated no meetings or in person programming, however many of the small rural libraries did not agree with that as they could accommodate the social distancing requirements in their situations and it was changed (4th bullet on page 2). Erin has not heard of any other changes to this draft.

OLD BUSINESS:

COVID-19 - UPDATE ON WHAT IS HAPPENING IN THE LIBRARIES IN THE UCSLD:

It was noted that this was mostly already covered in Erin's report. Erin McCusker noted that some of the libraries are starting back up with curbside delivery and some are hesitating a bit. John Thomas asked about the mask requirement statement and legal counsel and Erin stated that she suggested that the libraries check with their cities on this one. Most of the libraries seem to be thinking staff will be masked and request patrons be masked, but will not require it. Some libraries are choosing to wear gloves and other are not, just washing hands a lot. Some libraries are choosing to use plexiglass, and some are not.

NEW BUSINESS:

RESOLUTION NO. 2019-2020-04: RESOLUTION FOR ADOPTING THE FY2020-2021 BUDGET, MAKING APPROPRIATIONS, IMPOSING THE TAX AND CATEGORIZING THE TAX PER ORS 294.456:

President John Thomas read the resolution for adopting the FY2020-2021 budget, making appropriations, imposing the tax, and categorizing the tax per ORS 294.456. Hilary Stoupa moved to adopt Resolution 2019-2020-04 as read. Nick Nash seconded the motion. The motion passed unanimously. John will sign the resolution tomorrow morning when he goes to the office to sign checks.

NEW WEBSITE PREVIEW:

Dea Nowell shared the sandbox of the new website with the Board. She noted that we tried to keep it pretty similar to the current site. Everything is mostly migrated to the new platform and she is currently updating both sites, however, has not taken time to double check all the links yet. One of the nice features of this platform is that it is built specifically for special districts with the laws that govern them. It even has a reminder feature for posting agendas in advance for the Board meetings, as well as an overall, fairly generic, privacy policy which also addresses use of Google Analytics which we will turn on with the website going live. She mentioned to the Board to feel free to look through it and give input if they saw something which needed corrected or changed.

PERSONNEL PERFORMANCE APPRAISAL PROCESS FOR FY19-20:

Erin McCusker updated the Board on the personnel performance appraisal process for FY2019-20 with the staff. She noted that the next Board agenda would include her performance appraisal and there was discussion about how to handle receiving feedback from the Library Directors and the Board. It was noted that it would be nice to have this ready for the June meeting, however it could be held over till July's meeting if necessary.

ANNUAL LIBRARY SERVICE PLANS FROM LIBRARIES:

Erin McCusker stated that all but 2 plans have been received from the libraries. There have been some extraneous circumstances for some, however she is working on getting them all in. Erin will post the ALSPs on the SharePoint Board site, as well as the website, after all have been received.

UCSLD STRATEGIC PLAN UPDATE:

Erin McCusker walked through the drafted Strategic Plan update. She stated she feels our strategic issues are still very relevant and central to our mission. There was a bit of feedback from the Board, however overall they would like some time to look at this more in depth since they had just received it.

GOOD OF THE ORDER:

Nick Nash noted that as part of the Umatilla County Coordinated Human Services Public Transportation Plan, he is reaching out to the library directors for a voice. He also noted that the Oregon Humanities Conversations Project is retraining so he is not sure what will occur there.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be on the third Thursday of the month, June 18, 2020, rather than the fourth Thursday, and will include an Executive Session for District Director Evaluation, as well as the personnel policies final draft for approval.

ADJOURN:

Hilary Stoupa moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:06 pm by Board President John Thomas.

Respectfully submitted by Dea Nowell