October 2026 Library District Board Minutes
Grant County Library District Board
DRAFT MINUTES

DATE: Tuesday, October 20, 2026 **LOCATION:** Grant County Library
BOARD PRESENT: Pat Holliday, Debi Hueckman, Ryan McKnab
BOARD ABSENT: Anna Field
LIBRARIAN PRESENT: Christine Ostberg
GUESTS: County Judge Jim Hamsher

MINUTES:

Pat Holliday, Chairperson called the meeting to order. The minutes were passed as presented.

Key participants: Christine Ostberg (Library Director), County Judge Jim Hamsher, Ryan McKnab (Board Member), Debi Hueckman (Board Member), Pat Holliday (Board Chair). The meeting focuses on finalizing the legal, financial, and personnel steps required to operationalize the Grant County Library District. Major outcomes and decisions: the board approves Bank of Eastern Oregon as the district's bank, authorizes specified board signatories on checks, and establishes a $5,000 Visa card for district purchases (motions passed). They set November 30 as the target official transfer date for assets and responsibilities and plan December 1 for broader operational responsibility and payroll processing to avoid coverage gaps. County Judge Jim Hamsher will circulate corrected transfer documents for review, and the board will return feedback before the November 12, 2026 meeting so the county attorney can finalize documents in time. Personnel and benefits commitments: The board prioritizes seamless employee transition. The board confirm transfer of benefits and payroll to the new payroll company Paycash to avoid any lapses with the coverage ending Nov 30 and the district coverage starting Dec 1; Christine will solicit comparative quotes from moda, Special Districts, and a local broker and circulate plan details. The board intends to keep current salaries and leave accruals during the transition and aims to finalize a workplace retirement solution (e.g., Edward Jones plan) by early December so contributions begin with the first district payroll. Next steps and concerns: County Judge Jim Hamsher will send revised transfer documents to the board for prompt review; the board will provide

feedback before Nov 12, 2026. Christine will confirm tax revenue timing with county staff and circulate expected tax receipts (expected to receive 80% of total by December 1, 2026. The board must finalize insurance and retirement choices quickly to ensure uninterrupted coverage and payroll withholding. Operational items such as increased open hours and future outreach programming will be addressed after foundational administrative and fiscal items are in place. Overall, the meeting establishes the administrative and legal framework for the district transition, assigns concrete follow-up (document reviews, payroll coordination, insurance quotes), and aligns the board on an expedited timeline to achieve a November 30 transfer with minimal disruption to employees and services.

DETAILED SUMMARY

Board members review draft transfer documents and discover inconsistent language about including or excluding IT equipment. They identify the discrepancy as likely a template oversight and agree the drafts need proofreading before finalization. The county attorney will review corrected versions before signatures.

- Patricia Board Chair notes the library assets transfer agreement includes IT equipment while another draft excludes it and requests the exclusion be deleted.
- County Judge (Jim Hamsher) confirms multiple draft documents contain redundant or conflicting language and intends to circulate corrected versions to the board.
- County Judge (Jim Hamsher) attributes the inconsistencies to draft templates prepared by the county attorney and suggests final review before adoption.

MEETING ADMINISTRATION

The board conducts procedural business: Board Chair calls the meeting to order, approves prior meeting minutes, and discusses logistics for remote attendees. They confirm attendance methods and handle formal motions for banking and card arrangements. This establishes administrative readiness for the district transition.

- The Board Chair calls the meeting to order and the board approves the September 9 minutes by motion and voice vote.

_____ Yes / No
District Board Chair Pat Holliday

_____ Yes / No
Vice-Chair District Board Member

_____ Yes / No
District Board Member Anna Field

_____ Yes / No
District Board Member Debi Hueckman

_____ Yes / No
District Board Member Ryan McKnab

- Christine and Debi discuss admitting a remote attendee via WEBex and agree on email based entry if needed.
- Pat Holliday Board Chair, Ryan McKnab, and Debi Hueckman agree to handle multiple administrative motions during the meeting to meet external timeframes.

Banking and Credit Card Setup

The board formalizes banking arrangements with Bank of Eastern Oregon, including fiduciary designation, authorized signatories, and a district Visa card with a $5,000 limit. These motions are passed to enable account setup, check-signing authority, and purchasing capacity for library operations and acquisitions.

- Debi moves and Ryan seconds, adopting the Bank of Eastern Oregon as the library district's bank as a formal motion.

_____ Yes / No
District Board Chair Pat Holliday

_____ Yes / No
Vice-Chair District Board Member

_____ Yes / No
District Board Member Anna Field

_____ Yes / No
District Board Member Debi Hueckman

_____ Yes / No
District Board Member Ryan McKnab

- The board formally authorizes current board members (Pat Holliday Board Chair, Ryan McKnab board member, Debi Hueckman board member, and Anna Field board member to be signatories on district checks as stated by Motion Debi Hueckman and seconded by Ryan McKnab

_____ Yes / No
District Board Chair Pat Holliday

_____ Yes / No
Vice-Chair District Board Member

_____ Yes / No
District Board Member Anna Field

_____ Yes / No
District Board Member Debi Hueckman

_____ Yes / No
District Board Member Ryan McKnab

- The board approves a motion to obtain a district Visa with a $5,000 Credit limit to support book orders and small capital needs as recommended by Christine Library Directory. Motioned Ryan McKnab and seconded by Debi Hueckman.

_____ Yes / No _____ Yes / No
District Board Chair Pat Holliday Vice-Chair District Board Member

_____ Yes / No _____ Yes / No
District Board Member Anna Field District Board Member Debi Hueckman

_____ Yes / No
District Board Member Ryan McKnab

Transfer Date Timing

The board reviews transfer timing for assets, employees, and financial responsibility and sets November 30 at the agreed official transfer date. They decide employee payroll responsibility should transition immediately after the county payroll period. And other liabilities (utilities, insurance) transition December 1 to avoid a coverage gap.

- County Judge Hamsher explains that transfer documents require a consistent final date and the board agrees to align dates across all documents.
- Board members decide employees' county employment ends Nov 30 with district responsibilities and payroll starting December 1 to avoid coverage gaps.
- The board agrees to aim for November 30 as the official transfer date so documents can be finalized, reviewed, and signed before year end as proposed by County Judge Hamsher

Document Circulation and Review

County Judge Hamsher will circulate revised transfer documents to the board for review ahead of the November 12 meeting; the board commits to returning feedback promptly so the county attorney can finalize language. This schedule is designed to ensure the November 30 transfer deadline is met without legal or clerical errors.

- County Judge Hamsher commits to sending corrected draft documents to Pat Holliday, Board Chair. Pat will send documents to Debi Hueckman, Anna Field, and Ryan Mcknab and ask for feedback prior to the November 12 meeting.
- Pat plans to forward drafts, once the board provides comments, to County Judge Hamsher, who will then forward the documents to the county attorney to ensure final legal review.
- The board agrees that timely review and feedback is essential to meet the November 30 target transfer date.

Tax Revenue Expectations

Christine summarizes anticipated district tax revenues and timing, noting the district should receive roughly 80% of its levy by early December. The board discusses cash flow implications for covering payroll and operational expenses immediately after the transfer.

- Christine informs the board that the district should receive about 80% of tax revenue by December 1 and will circulate the detailed amount by email.
- Board members acknowledge that tax receipts are staggered and that payroll timing must account for variable inflows.
- County Judge Hamsher and Christine will confirm timing with county Assessor David Thunell so the district can plan short-term cash flow for employee pay.

Employee Transition and Payroll

The board addresses the employee transition from county to district employment, confirming that legal transfer language in the conveyance documents will affect employment changes.

- Christine confirms legal documents will govern the shift of employees from county to district and that last county payroll will be handled in late November.
- Christine will have a payroll meeting with Paycash (new payroll company) on November 3, 2026 to address W-4/W-2 processing and transfer of accrued benefits.
- Ryan asks about payroll mechanics and Christine assures that county payroll contact (Laurie Cates) will work through specifics to ensure continuity.

Health Insurance Continuity

Ensuring uninterrupted health insurance coverage is a high priority; the board agrees there must be no gap between county coverage ending and district coverage starting. They will obtain premium and plan details from the county carrier(Moda), Special districts pool, and a local broker to compare options before the December decision.

- Pat Holliday Board Chair emphasizes there must be no 24-hr gap in employee health coverage when county insurance ends Nov 30 and district coverage begins Dec 1.
- Christine will get comparative quotes from Moda, special Districts, and Local Broker Debbie McClellan and asks for plan details (deductible, premium) to match current county benefits
- Board members agree to make an insurance decision at the November 1 meeting if possible, with final administration completed in December.

Retirement Plan Options

The board explores retirement alternatives to PERS given cost concerns; they are reviewing a workplace retirement program (Edward Jones) and possibility of employer contributions. They plan to finalize the retirement benefit structure in early December so contributions can begin with the first district payroll.

- Christine presents Edward Jones retirement portfolio options as a lower-cost alternative to PERS and indicates the district will need a plan by the first of December.
- Board members discuss employer matching and whether the district will manage contributions through a custodial plan rather than directing employees to open personal accounts.
- Christne confirms employees do not retain existing PERS, the employees are unanimous in requesting a better retirement plan.

Salary and Benefits Continuity

The board tentatively agrees to preserve existing salaries, vacation, and sick leave through the transition to maintain seamless employee treatment. They note that operating hours may expand from four to five days, which would increase payroll costs and will be handled in the budget and discussed publicly with potential executive sessions for salary adoption.

- Christine proposes keeping current salaries and benefit accruals unchanged during the transition to ensure continuity for long-tenured employees and the board supports this approach.
- The board discusses moving from a four-day to a five-day open schedule and agrees the budget must reflect any resulting wage increases.
- Pat and Ryan recommend using an executive session in December to finalize salary schedule language while making any subsequent motions in open session as legally required.

Operational Logistics and Outreach

Board members brainstorm future library services and outreach ideas including book delivery to county residents, national parks pass lending, and social media engagement. They see the library as a potential community hub and want to plan programming once foundational administrative and fiscal tasks are complete.

- Christine reports community interest in county-wide book delivery and a shared national parks pass and notes these are potential future services.
- The Board expresses interest in using social media and possibly student support to expand outreach and visibility across the county as part of long-term planning. Members agree to prioritize foundational operational and fiscal items first, then pursue expanded services and programming after the district stabilizes.

Old Business
Ryan McKnab will bring resolution for the board meeting changes to the next meeting. Pat discussed putting a hold on this until after the transfer.

Next Meeting
November 12, 2026

Meeting adjourned
6:05 pm Pacific Time.