



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

425 S Main Street
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**Minutes
Board of Directors Meeting
March 26, 2020 at 5:15 pm
425 S Main St. and via Zoom
Pendleton, Oregon**

ATTENDANCE BOARD:

Caty Clifton (via Zoom & phone)
Kara Davis (via phone)
Nick Nash (via Zoom)
Hilary Stoupa (via Zoom)
John Thomas, President (via Zoom)

ATTENDANCE STAFF:

Erin McCusker, District Director (at physical location & via Zoom)
Dea Nowell, Technical Services Manager (via Zoom)

ATTENDANCE - VISITORS:

None

CALL TO ORDER:

Board President John Thomas called the Board Meeting to order at 5:15 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker called the roll and noted four Board Members – Kara Davis, Nick Nash, Hilary Stoupa, and John Thomas – present at the time, thus there was a quorum. Caty Clifton arrived at the meeting shortly thereafter.

PUBLIC COMMENT:

None.

APPROVAL OF THE AGENDA:

Erin McCusker noted that the resolution listed on the agenda does not include movement of contingency funds as noted. It was also noted that there is a typo on the date of the second review meeting – the date was March 2, not 3. Hilary Stoupa moved to adopt the agenda with the typo change of March 2, 2020 for Review Meeting #2 & the Resolution change with no need for use of contingency funds. Nick Nash seconded the motion. The motion passed unanimously.

MINUTES:

Board Meeting, February 27, 2020 – Hilary Stoupa moved to approve the February 27, 2020 minutes as presented. Caty Clifton seconded the motion. The motion passed with 4 approving the motion. Kara Davis abstained from the vote as she was not in attendance at the February 27th meeting.

Tax Distribution Review Meeting #1, January 13, 2020 – Nick Nash moved to approve the January 13, 2020, Tax Distribution Review Meeting #1 minutes as revised & presented. Hilary Stoupa seconded the motion. The motion passed with 4 approving the motion. Kara Davis abstained from the vote as she was not in attendance at the January 13th meeting.

Tax Distribution Review Meeting #2, March 2, 2020 – Hilary Stoupa moved to approve the March 2, 2020, Tax Distribution Review Meeting #2 minutes as presented. Nick Nash seconded the motion. The motion passed with 4 approving the motion. Kara Davis abstained from the vote as she was not in attendance at the March 2nd meeting.

Board Retreat, March 9, 2020 – Erin McCusker noted that she tried to capture the main conversation of the retreat in the minutes. The minutes had just been posted to the SharePoint site today. Caty Clifton moved to table the approval of the minutes until everyone had time to read them. Hilary Stoupa seconded the motion. The motion passed unanimously.

CALENDAR UPDATE:

Erin McCusker stated there were no calendar updates at this time.

CORRESPONDENCE:

Erin McCusker shared several pieces of correspondence of note.

Gov. Kate Brown's statement/order (executive order 20-12) on March 23rd – Stay Home, Stay Safe. Erin noted that she had spoken with Dickey & Tremper and that they are considered essential and so are still working. Erin also noted that she and Monica Hoffman are splitting their time in the office, since from a financial aspect we are considered essential.

Erin shared what SDAO posted about 1 week prior to the Governor's statement that for public meetings we need to have one physical location for Zoom meetings. She has emailed them regarding this since the Governor's order, however she has not gotten a response yet, as they are all working outside the office. Kara Davis noted that an executive order overrules SDAO and that public courts are being conducted over a Zoom-like platform with tighter regulations than public meeting law, so we should be okay.

Erin noted that she had received 2 notices from the City of Hermiston Planning Department. One being the annexation notice she posted on the SharePoint site (next to Punkin Center Rd.) and the other being a huge packet of maps, etc., around Diagonal Road, which is a separate annexation area. The consensus of the Board was that we may need to really look at how much residential & zip code area we have in the District and how to contract with the City of Hermiston. There was discussion about how soon we would be able to get estimated numbers for this annexation. Erin stated that she could check with PSU and the Umatilla County Assessor, Paul Chalmers. It was noted that the zip code data would be tied with the census data. It was noted that there was no action needed on this at this time.

REPORTS:

FINANCIAL STATEMENTS

February 2020:

Erin McCusker noted that the \$16.50 LSTA revenue listed in the earlier financial statements for the Resource Sharing Fund have been corrected, it should have been and is now listed in other income. Erin further noted that the Resource Sharing Fund adjustments with the unanticipated Ford Family Grant and resolution notations, etc., have been cleaned up.

Erin stated that everything budget-wise is moving along well. She noted that there will be some big expenses in next month's financial statement that we will be looking at in terms of the resolution later in the meeting. There are not any big staff travels

planned for the rest of the year, since OLA has been cancelled due to the pandemic. She also noted she is keeping a close eye on the tax distribution to cities hoping that we will not have to run a supplemental budget this year. Hilary Stoupa moved to accept the February 2020 financials, pending audit. Nick Nash seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:

Erin McCusker gave a quick update on staffing since the COVID-19 situation has arisen. Erin also reported that she has been meeting with a lot of people, mostly virtually, and is trying to connect with libraries and connect libraries to each other with things changing so rapidly. She also reported on what the libraries are doing in the situation. Erin noted that she and Monica Hoffman made courier deliveries Monday, however are not doing any more this week. Erin also noted that the Sage Library System administration is working with the catalog and libraries to coordinate what is going on with everyone. She also noted that we have offered our Zoom account for synchronized programming to the libraries. She further noted that the move was successful and glad that the timing worked when it did.

BOARD TRAINING - ALA Executive Board Recommendation:

Erin McCusker noted that the link she had shared is now old, and there are now many different things available and going on. She shared that Baker County Library District is using UV to sanitize the materials coming back in. And that many of the libraries are closed, with some staff working and some working from home.

Nick Nash noted his thanks to Erin for doing all this. He noted he thinks it is really important for the libraries.

OLD BUSINESS:

TAX DISTRIBUTION REVIEW PROCESS:

Erin McCusker noted that she has done nothing with the tax distribution review process information other than the minutes, as it is not currently at the top of the list of priorities. There was some discussion regarding how this pandemic situation will affect our timeline, etc. Erin noted that the timeline is pretty fluid through the end of the fiscal year, however we may know more by next month's Board meeting. It was noted that if we put a decision on the agenda next month regarding timeline dates that we need to be very clear that it is a decision regarding timeline dates and not anything else.

BUDGET CALENDAR:

Erin McCusker stated that we had originally set April 14, 2020 for the Budget Committee meeting. It was set early in the month due to OLA, however now that OLA has been cancelled, we could move it to later. Kara Davis suggested pushing it back to April 28 or later, as that is the date being discussed currently for things to possibly resume to normal. After some discussion about dates, Erin stated that she will look at the calendar and talk with the lay budget committee members about some possible dates in mid-May. Hilary Stoupa moved to change the Budget Committee Meeting from April 14 to a date to be decided due to the COVID-19 situation. Kara Davis seconded the motion. The motion passed unanimously.

TRAVEL, TRAINING, CONTINUING EDUCATION GRANTS, ETC.:

Erin McCusker gave an update on the travel, training and continuing education grants. Many of the libraries that applied were for the OLA Annual Conference and will not be going now that OLA has been cancelled. So, we probably won't have a lot of use of these this fiscal year now.

NEW BUSINESS:

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS WITHIN GENERAL FUND...: Erin McCusker shared with the Board a spreadsheet showing the general fund and what has been spent as of the end of February, along with her suggested adjustments in the materials and services section to show how she came to the figures in Resolution 2019-2020-02. Originally, she thought we might have to dip into contingency to adjust the budget for the new office location, however she found that wasn't the case. The resolution shows the original budgeted amounts and what the new adopted budget lines would be. John Thomas read the resolution and an error in the Office Supplies, Maintenance, Postage new adopted budget lines column was discovered - it should read \$5,400 instead of \$5,000. Nick Nash moved to adopt Resolution 2019-2020-02 as read with the amendment to adopted budget line. Hilary Stoupa seconded the motion. The motion passed unanimously. John will sign the resolution at a later date.

COVID-19:

John Thomas stated, and others agreed, that he thought we should give the libraries kudos for all they are doing, or trying to do, in connecting with their communities and keeping that connection. Nick Nash stated it is amazing how much our libraries are doing under challenging circumstances.

FY2020-2021 BUDGET:

Erin McCusker noted that the budget process will be pushed back to May and June. A comment was made that the idea is to have public input, etc., in the budget process and currently the public can't even come in to get a packet or anything. Erin will continue to work on the budget.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be April 23, 2020. The Budget Committee Meeting date is yet to be determined.

Caty Clifton asked if the UCSLD staff is still working their same hours? Erin McCusker responded that we are and are just making adjustments to follow the physical distancing requirements.

GOOD OF THE ORDER:

Erin McCusker extended her wishes for all to stay well. John Thomas noted in his trauma informed studies that things like this pandemic may be digging up feelings of anxiety, loss, etc., that we don't know where they are coming from. He suggests that we focus on what is good each day. And he further added that all please take care of themselves and their families.

ADJOURN:

Hilary Stoupa moved to adjourn the meeting. Caty Clifton seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:49 pm by Board President John Thomas.

Respectfully submitted by Dea Nowell