



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

PO Box 1689  
425 S Main Street  
Pendleton, OR 97801

Phone (541) 276-6449

**Minutes  
Board of Directors Meeting  
January 28, 2021 at 5:30 pm  
via Zoom  
[Pendleton, Oregon]**

**ATTENDANCE BOARD:**

Caty Clifton (via Zoom)  
Nick Nash, President (via Zoom)  
Hilary Stoupa (via Zoom)  
John Thomas, Vice President (via Zoom)

**ATTENDANCE STAFF:**

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

**ATTENDANCE - VISITORS:**

Jennifer Costley, Pendleton PL Director  
Melissa Ince, Umatilla PL Acting Director  
Cecili Longhorn, Stanfield PL Director  
Ruth Metz, Ruth Metz Associates  
Mark Rose, Hermiston PL Director

**CALL TO ORDER:**

Board President Nick Nash called the Board Meeting to order at 5:30 pm.

**CALL THE ROLL & ESTABLISH QUORUM:**

Erin McCusker called the roll and noted all four Board members were present, thus there was a quorum.

**APPROVAL OF THE AGENDA:**

No changes. John Thomas moved to approve the agenda as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT:**

None.

**MINUTES:**

Board Meeting: December 17, 2020 & January 12, 2021 – Hilary Stoupa moved to accept the minutes from both meetings as presented. John Thomas seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE:**

None at this time.

**CORRESPONDENCE:**

Erin McCusker stated we received 2 annexation notices from Hermiston City Planning Department, which she scanned and put up on the Board's SharePoint site. She also noted that her EO column came out early and was in today's edition. Additionally, there was an article on the Stanfield PL about their programs last year and upcoming on the front page of today's edition. Erin also noted that the SDAO conference will be online and they are not charging for it this year. The dates are February 3-4, if

anyone is interested in attending. Erin noted that she and Dea will be attending and will give a report at the next meeting with some time.

#### REPORTS:

##### FINANCIAL STATEMENTS

December 2020:

Erin McCusker commented that we have paid the courier, Sage, and Library2Go bills and will soon be getting bills out for reimbursement of those associated things that are necessary, such as courier 3<sup>rd</sup> day for Hermiston. There is money set aside for in-service and there is a committee of library directors working on this. She commented we have not spent a lot on transportation this year and that the audit has been paid for. We have a need to do a supplemental budget for tax distribution and community service fees, which will be talked about later in the meeting. Caty Clifton moved to accept the December 2020 financials subject to audit. John Thomas seconded the motion. The motion passed unanimously.

##### STAFF MONTHLY REPORTS:

Erin McCusker noted that she had spoken to Monica Hoffman about vaccinations and whether she is eligible with the early childcare group, should they then want her services in person. Monica said she would investigate it. Monica has been working on getting books out and also working on the inventory of the contents of the book boxes project, as she has researched and purchased an inventory module so we can better track what we have. Erin noted that Dea Nowell has been busy, stating that she said she added about 200 items to the catalog last week. Erin noted when she was doing her report that a lot of her time this last month was in tax distribution review meetings.

Hilary Stoupa mentioned that she appreciates the new website. Erin additionally mentioned that Ukiah is currently without anyone manning the library. She noted there is not much to tell now, however she will be attending the School Board meeting on February 10, 2021. She noted that we have gotten holds suspended, etc., on the Sage side of things. Nick Nash gave thanks to Erin and Dea for being there for all the detail things.

##### OLD BUSINESS:

##### TAX DISTRIBUTION REVIEW:

Erin McCusker stated that she had run each of the scenarios with the new figures from the County Assessor's office that she received in the last few days so that we can see what things look like with that information. The census numbers will be updated in March according to PSU.

After polling the Board, Board President Nick Nash opened the floor for comments from the libraries and Board Members prior to discussion of the tax distribution formulas.

Mark Rose noted that he had sent an email to the Board Members and Erin last week. He spoke about the desire to support small libraries and how he felt it created a scenario of the other libraries being held hostage due to it. He also stated he was concerned about there being no discussion with the City of Hermiston in terms of how they would be funded, that it was a decision made entirely by the District. He feels there have been some great things accomplished at this point, however the process is not complete, as the 20% needs to be discussed yet, noting that the 3 larger libraries in the County employ catalogers and asking whose responsibility it is for storytimes - District or libraries. Jennifer Costley commented, in hearing Mark talk she did not recall hearing any conversation regarding Hermiston being cut, so

understands Mark's concern. Board President Nick Nash stated that when this review process is complete, they will be having a Board retreat to reflect on all of the process. Cecili Longhorn commented she knows this process is a tough job and that Hermiston chose not to be part of the District and decisions have to be made. She noted that she still holds the same position as at last meeting; and that she appreciates the job and work put into this. Jennifer Costley echoed Cecili of the Board's job and work in chat.

Board discussion: Erin McCusker reminded the Board that there is quite a bit of flexibility in all the options and that she was directed by them to look at zip code populations. She noted that she feels the split between a base amount and population portions in the formula scenarios should be more evenly split than one of the scenarios (tab I) shows as a 78/22% split. Board President Nick Nash suggested they start with what scenarios are favorable.

Caty Clifton noted that balancing all the different factors this last year and beyond that historically she feels that E and the 2 pop options give the best balance with a range of change in the last with some exceptions as noted. She feels we have been pretty transparent in the process including Hermiston in the District and bringing forward issues, etc. She noted that per capita is a way we can achieve equity as indicator, not as a driver, which is also in line historically and with the state averages. We have a heterogeneous range of libraries in the District and service of the District to all members of the County is important. She stated she supports the advice/recommendation of the District Director for scenarios E and the 2 pop. category. Nick Nash asked for clarification if that meant scenario F, which Caty responded yes. Caty additionally noted that scenario E is in discussion valuable and historically useful, and is mechanistic of what we have historically done, though there are some problems that have been identified with it. Hilary Stoupa noted that the per capita piece is not a driving factor but was added in to see that it is necessary to be higher for the smaller libraries to exist. Nick noted Cecili's concern of Stanfield PL's per capita being so close to Pendleton PL's per capita amount.

John Thomas stated he appreciated Caty's mathematical brain in this process for someone not mathematical to understand our formula. He noted that our District helps the smaller libraries exist by equity. He stated that he has to trust the process and better mathematical brains and that his vote is for the 2 pop. category as well.

Nick Nash also spoke up for the 2 pop. category for all the reasons previously mentioned. Additionally, he thanked Caty for all the time she put in with Erin on this.

Hilary Stoupa noted one concern regarding something that Caty mentioned: there not being enough time to address all Mark's questions - she is uncomfortable with that, as she would hate to leave important comments off the table for sake of time. After a bit of discussion, Nick commented that he took the comment as more of a turn of phrase and that this meeting was not a time to readdress all these things. All has been done transparently and publicly. He noted if we need to pause, we can. He noted his opinion was that we have gone through all of this in extreme detail and he does not want to rehash it all. Hilary responded yes, she agrees, however she just wanted to make sure. Erin spoke to the fact that last year at the Board retreat we did talk about this as a possible point and that it was also included in the PowerPoint presentations - the difference between being a member of the District and a participating partner needs to be addressed - and this is one way. Erin gave clarification regarding the remainder of the process - after we finalize the formula, then work on the agreements with the funding formula included is a separate step and decision. She further noted that the libraries do not have the new taxation

numbers as she had just gotten them in the last couple of days in terms of what we may expect. The taxable value in the County is in the billions and would be bring about \$2 million to us using the current distribution amounts. She stated that during this process we have been using the old numbers, FY2019-20 distribution amounts, in the formula scenarios, the number numbers will look not so different in terms of what everyone gets under a new formula from what they are currently receiving.

Board President Nick Nash asked if there were any additional comments from the Board and there were none. He clarified that everything will be made official in the next meeting via resolution. Nick entertained a motion on a formula scenario. John Thomas moved to adopt scenario F (2 pop. category). Caty Clifton seconded the motion. The motion passed unanimously.

There were some closing comments on the process and next steps. Caty noted that acknowledgment of potential impacts based on how much money we have available to distribute where change is greater or less, we can respond to. She reminded the Board to consider that we have come to the preferred scenarios as a Board. Erin noted that now that a scenario has been chosen, we can start to look at impacts and any necessary phasing in, though we will not have population numbers for a couple of months. Erin noted our agreements come up for review every 3 years and that would be a good time to update and relook at the elements, then people would know all the information. Ruth Metz commented that what Caty said about impact analysis as a next step and the tool that Erin put together brings understanding - choosing a scenario is not a final step. It is important for people to feel heard; with distributing money not everyone will be satisfied. She noted as someone who has been on the outside, yet being involved, you have been transparent. She additionally noted that understanding is important - everyone's opinion is important, as everyone is looking through a different lens; depending upon what lens one is looking through some things are irreconcilable. You all had certain parameters that were laid out, without giving up your lens, think about it from other's lenses and/or perspective, for the best of the residents in the District/County. Getting folks to understand where you are coming from is the next step.

Nick clarified that we would wait to have conversation about details until we have all our new numbers, which includes the population numbers. Erin noted that she would put together resolution language of this decision for next month's meeting. Nick noted that if any of the guests wanted to leave following this discussion the Board would not take offense.

#### NEW BUSINESS:

##### ELECTION INFORMATION AND & OPEN POSITION:

Erin McCusker stated that we have 3 Board positions that will be on the ballot this spring - John's, Hilary's, and the open position (what was Kara's term). She noted she had just received information about election details - filing dates are February 6, 2021 (first day to file) to March 18, 2021 (last day to file). There is a form to fill out for filing (online or from Erin). Erin double checked with the Elections Department on the fillable position - we could appoint someone next month however, they would still need to run to fill out the term vacated by Kara [expiring June 30, 2023]. The information about this opening has been communicated to the library directors. Dea Nowell has an idea of someone from the reservation area, where Kara originally came from) who she will be contacting about interest. Or the west end of the County is also under-represented on the Board.

##### SUPPLEMENTAL BUDGET:

Erin McCusker stated that she guessed poorly about the amount we might get this year. We are currently about \$3,000 short under Community Service Fees budgeted to distribute the current receipts. Additionally, she is anticipating about \$250,000 more in tax receipts. Erin shared her suggestions for adding some money into expenses on a budget form she shared on the screen. Erin noted that she will put all this together in the form the Department of Revenue needs and then put it out for hearing if everyone is agreeable. The Board consensus was to go ahead. Depending upon the time frame for advertisement it will be at next month's meeting or at a specially called meeting.

**GOOD OF THE ORDER:**

Board President Nick Nash extended a thank you to Ruth Metz for her time and excellent support to the Board and District staff during this process. Erin McCusker asked about addressing Mark Rose's email - the Board's consensus was to have Erin, using her professional judgment, respond to his statements.

**NEXT DISTRICT BOARD MEETING:**

The next Board Meeting will be on February 25, 2021 at 5:30 pm via Zoom.

**ADJOURN:**

John Thomas moved to adjourn the meeting. Caty Clifton seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:16 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell