



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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**Minutes  
Budget Hearing & Board of Directors Meeting**  
May 16, 2019 at 5:15 pm  
Pendleton Center for the Arts, Board Room  
Pendleton, Oregon

**ATTENDANCE BOARD:**

Kara Davis  
Michelle Munro (via Zoom)  
John Thomas  
Miriam Gilmer  
Hilary Stoupa, President

**ATTENDANCE STAFF:**

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

**ATTENDANCE - VISITORS:**

Nick Nash

**BUDGET HEARING**

**CALL TO ORDER:**

Board President Hilary Stoupa called the Budget Hearing to order at 5:15 pm per ORS 294.438 & 294.453 noticed in East Oregonian on May 9, 2019.

**CALL THE ROLL & ESTABLISH QUORUM:**

Erin McCusker noted there was a quorum with 4 Board Members – Miriam Gilmer, Michelle Munro, Hilary Stoupa, and John Thomas – present at the time, thus there was a quorum.

**PRESENTATION OF THE FY2019-2020 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 9<sup>th</sup>.

**COMMENTS:**

There were no comments or questions made by the Board Members regarding the budget.

**QUESTIONS AND PUBLIC COMMENTS:**

There were no questions or comments from the public.

**CLOSE BUDGET HEARING:**

Board President Hilary Stoupa closed the Budget Hearing at 5:19 pm.

**BOARD OF DIRECTORS MEETING**

**CALL TO ORDER:**

Board President Hilary Stoupa called the Board Meeting to order at 5:20 pm.

**CALL THE ROLL & ESTABLISH QUORUM:**

Hilary Stoupa noted the roll was the same as for the Budget Hearing.

**APPROVAL OF THE AGENDA:**

Being there were no changes needed to the agenda, President Hilary Stoupa noted the agenda was approved.

**PUBLIC COMMENT:**

None.

**MINUTES:**

Budget Committee Meeting, April 9, 2019 – John Thomas moved to accept the April 9, 2019 Budget Committee Meeting minutes as presented. Michelle Munro seconded the motion. The motion passed with 3 Board Members approving the motion. Miriam Gilmer abstained from the vote as she was not in attendance at the April 9<sup>th</sup> Budget Committee meeting.

Board Meeting, April 25, 2019 – Miriam Gilmer moved to accept the April 25, 2019 Board Meeting minutes as presented. John Thomas seconded the motion. The motion passed unanimously.

Special Meeting, May 1, 2019 – Miriam Gilmer moved to accept the April 25, 2019 Board Meeting minutes as presented. John Thomas seconded the motion. The motion passed with 3 Board Members approving the motion. Michelle Munro abstained from the vote as she was not in attendance at the May 1st meeting.

**CALENDAR UPDATE:**

Erin McCusker noted there were no updates at this time.

**CORRESPONDENCE:**

Erin McCusker noted that there were 2 pieces of correspondence. A letter was received regarding renewal of the Pilot Rock and Pendleton enterprise zone. It is just being renewed with no changes proposed. The other piece was a visit from Antonio Sierra, reporter from the East Oregonian, asking about library funding following the first City of Pendleton budget committee meeting. The City Manager's budget message prompted the visit, in which the City Manager stated the Library District funding was in flux. Erin stated that she explained to Mr. Sierra that this was not the situation and explained how the funding was set up and distributed, giving a bit of the history of the District. Erin further commented that she met with Robb Corbett & Jennifer Costley last Thursday for clarification on this topic. Hilary Stoupa asked Erin if she felt the EO article was a pretty good representation of the conversation she had with the reporter? Erin responded yes, except he stated the Board had "voted" not to accept, rather than "chose" not to accept, the Ad Hoc Committee proposal.

**REPORTS:**

**FINANCIAL STATEMENTS April 2019:**

John Thomas moved to accept the April 2019 financial statement subject to audit. Miriam Gilmer seconded the motion. The motion passed unanimously. [Kara Davis arrived at the meeting.]

**STAFF MONTHLY REPORTS:**

Erin McCusker reviewed and highlighted a couple items from reports from Monica Hoffman and Dea Nowell.

**DIRECTOR REPORT:**

Erin McCusker reviewed her report. She gave a brief overview of the Ingram cooperative agreement and conversations with Ingram representative BJ Compau

this year and last. She also noted that last year she had sent out a letter to all those who were part of the agreement, which was a good reminder to everyone involved regarding the agreement and discounts available. [Michelle Munro exited the meeting.] Erin stated that we have 11 signed city-district agreements in hand. She also noted that she had just finished the third quarter report for the LSTA Friends grant.

Hilary Stoupa noted that we need to complete Erin's performance appraisal by the end of next month before the Board change occurs. She will be putting everything into SharePoint for the Board and peer review responses.

#### BOARD TRAINING - CHANGE EXERCISE:

By consensus, the Change Exercise was tabled till the July meeting when the new Board convenes.

#### OLD BUSINESS:

##### CITY-DISTRICT AGREEMENTS - STANFIELD AGREEMENT CHANGES PER UCSLD ATTORNEY:

Erin McCusker stated that Eileen Eakins thought the parenthetical reference was referencing the ALSP rather than the budgeting processes and procedures precipitating the move of placement in II. A. to after "...budgeting processes and procedures (as described in Appendix A.)" Ms. Eakins also suggested a change in wording, which removed the GASB phrase in III. C. and (2) and added "...to be accounted for by the Oregon Revised Statutes and requirements established by the Oregon Secretary of State." Ms. Eakins didn't think these two changes were substantive enough to affect the other city agreements.

Kara Davis moved to accept the changes as recommended by the legal counsel for the District. John Thomas seconded the motion. The motion passed unanimously.

##### EXTENSION OF THE CITY-DISTRICT AGREEMENT DUE DATE FOR THE CITY OF STANFIELD:

John Thomas moved to extend Stanfield's due date to May 31<sup>st</sup>. Miriam Gilmer seconded the motion. The motion passed unanimously.

Erin McCusker stated that Monica Hoffman will be dropping the Agreement off tomorrow morning at Stanfield City Hall.

#### VISION STATEMENT:

Hilary Stoupa noted that the Vision Statement was tabled till the July meeting. Hilary also gave a reminder for current Board Members to make notes/comments concerning the Vision Statement on the SharePoint site for the incoming Board's utilization.

#### NEW BUSINESS:

##### RESOLUTION NO. 2018-2019-03: RESOLUTION FOR ADOPTING THE FY2019-2020 BUDGET, MAKING APPROPRIATIONS, IMPOSING THE TAX AND CATEGORIZING THE TAX PER ORS 294.456:

Hilary Stoupa read Resolution 2018-2019-03 - Resolution Adopting the Budget, Making Appropriations, Imposing the Tax, and Categorizing the Tax. Kara Davis moved to adopt the resolution adopting the budget, making appropriations, imposing the tax, and categorizing the tax as presented and read. John Thomas seconded the motion. The motion passed unanimously.

**DISTRICT DIRECTOR – TRAINING REQUEST:**

Hilary Stoupa noted she felt the Art of Hosting training looks to align with the role Erin McCusker fills at the District. Discussion followed regarding logistics and available funds. John Thomas moved to pay the registration fee via reimbursement to Erin for the training. Miriam Gilmer seconded the motion. The motion passed unanimously.

**PERSONAL SERVICES CONSULTING CONTRACTS POLICY:**

Erin McCusker shared with the Board what SDAO sent her. She thought it was going to be a sample policy, however it turned out to be guidelines and a checklist. Erin will need to do some additional research before bringing this proposed policy to the Board.

**NEW BOARD MEMBER ORIENTATIONS & NOTEBOOKS:**

Erin McCusker commented that she and Dea Nowell are working on updating the Board Member Handbooks in preparation for the new Board Members. Erin will also provide an orientation for the new Board Members. There was conversation about how to streamline this and possibly make it electronic. Erin asked the Board to please let her know if there was anything that they felt had been missing from their Board notebooks.

**LETTERS OF ENGAGEMENT – AUDITOR, ACCOUNTANT:**

Erin McCusker stated that everything looks pretty much in line with the last auditor engagement letter with Barnett & Moro, P.C. It was noted that the price is going up and she knew this in time for budgeting. The time frame is 3 years – July 1, 2019-June 31, 2021 – with the fee being adjusted in subsequent years with the respective June CPI. The engagement letter with Dickey & Tremper for accounting services for 2019-2020 shows a change in price for this next year. Kara Davis moved to accept the letters of engagement. John Thomas seconded the motion. The motion passed unanimously.

**GOOD OF THE ORDER:**

None.

**NEXT DISTRICT BOARD MEETING:**

The next Board Meeting will be one week later because of LIOLA - June 27, 2019 - with a visit from SDAO Best Practices Consultant.

**ADJOURN:**

John Thomas moved to adjourn the meeting. Kara Davis seconded the motion. The motion passed unanimously. Meeting was adjourned at 6:40 pm by Board President Hilary Stoupa.

Respectfully submitted by Dea Nowell