



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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Minutes  
Board of Directors Meeting  
October 22, 2020 at 5:30 pm  
via Zoom  
[Pendleton, Oregon]

**ATTENDANCE BOARD:**

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

**ATTENDANCE STAFF:**

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

**ATTENDANCE - VISITORS:**

Jennifer Costley, Pendleton Public Library Director  
David Slaght, Echo Public Library Director  
Ruth Metz, Ruth Metz Associates  
Mark Rose, Hermiston Public Library Director

**CALL TO ORDER:**

Board President Kara Davis called the Board Meeting to order at 5:33 pm.

**CALL THE ROLL & ESTABLISH QUORUM:**

President Kara Davis noted all five Board members were present at the time, thus there was a quorum.

**APPROVAL OF THE AGENDA:**

No changes.

**FY2019-2020 ANNUAL LIBRARY SERVICE PLAN REVIEW:**

Each library director was introduced to the Board as they began their report.

**Annual Library Service Plan Reports were presented by:**

5:35 pm Jennifer Costley, Director, Pendleton Public Library  
6:00 pm David Slaght, Director, Echo Public Library

**PUBLIC COMMENT:**

None.

**MINUTES:**

Board Meeting: September 24, 2020 & ALSP Review Meetings: September 21, 2020, September 29, 2020, and October 20, 2020 - John Thomas moved to accept the minutes for all four meetings as presented. Nick Nash seconded the motion. The motion passed unanimously.

#### CALENDAR UPDATE:

Erin McCusker mentioned that the Fall In-Service will be November 6<sup>th</sup> and the next Board Meeting will be a week earlier than usual due to Thanksgiving.

#### CORRESPONDENCE:

[The State Library of Oregon's October 5, 2020 Updated Advice on Handling Library Materials during COVID-19 Pandemic document is on the Board's SharePoint site.]

#### REPORTS:

##### FINANCIAL STATEMENTS

###### September 2020:

Erin McCusker noted that things are looking good financially. Hilary Stoupa moved to accept the September 2020 financials pending audit. John Thomas seconded the motion. The motion passed unanimously.

##### STAFF MONTHLY REPORTS:

Erin McCusker asked if anyone had any questions regarding the staff reports and there were none.

#### BUSINESS:

##### CONTRACTING WITH RUTH METZ ASSOCIATES:

Erin McCusker welcomed Ruth Metz to the meeting and stated that Ruth had sent us a new proposal (on the SharePoint site) since the Ford Family grant spending ends this month rather than in December as Erin was thinking. Ruth is continuing to help us with the tax distribution review and giving us outside perspective as well as assistance in messaging about the process. President Kara Davis summarized the contract stating we are basically reapproving what was set aside for this year. Cathy Clifton made a motion to move forward with the contract. Nick Nash seconded the motion. The motion passed unanimously.

##### TAX DISTRIBUTION REVIEW:

Erin McCusker noted that there is an update from yesterday to the formula proposals. Coos County is redoing their funding formula and she shared what they are using – different census tracts, which are complicated – as information for us. Plus, we have the 2 options we have been looking at – service population (the way we have been doing it) and certifying census every 10 years for zip codes – and we need to address how we will contract with and fund Hermiston.

Ruth Metz addressed the Board stating that she had three points she wants to convey in her remarks.

1. Reviewed the various formula scenarios, and the work the Board had done back in winter 2019/20 regarding the values and principles the Board wants to carry forward and the compatibility of the formula elements with those values and principles.

In short, the threshold plus population combination is sound as well as clear and uncomplicated:

the threshold element acknowledges—the member jurisdictions that opted to be in the district—must have a base of support to operate; the population element acknowledges that population drives service levels and operating costs.

2. Libraries and library service in Umatilla County is a Local/district partnership—as a practical matter. I encourage you to be intentional in stating this as a matter of policy going forward. There were libraries in the County before the district and local funding from some jurisdictions, but the importance of this may not be understood. A couple of things about this to know and keep on your radar...

Local funding has improved since the establishment of the district; this should be one of the talking points.

Also, not all jurisdictions are providing local on-going revenue. Without both, library services and the very existence of libraries are in jeopardy. It is an important policy matter for the board and also an important leadership development matter for the board—funding advocacy is a role of the library director, no matter the size of the library. Advocating for local funding is not an easy thing and library directors not only need to be on board with it, but also helped with how to make the case for local funding.

3. Finally, this funding as well as service advocacy is profoundly important. The Covid-19 pandemic has given us pause to see how life can change, how the economy can be affected. You, the Board, and the library directors and their boards, are the ones in whose hands the future of libraries is, in your community, the county, the nation—all of us. We all are responsible—I mean you as board members, district director, library directors, their boards, me as a professional librarian and consultant-- for doing our level best to make sure that libraries exist in their best, most community-relevant form, on our watch. They are evolving and we are the guides, the advocates, the helmspersons, it is not someone else in the case of libraries—it is us. It is our job to make sure they are whole on the other side of every challenge of our times...

Ruth responded that it is important that everyone understand the need of the partnership, as we do not need there to be a sense of entitlement out there. Coming back to the local/District partnership policy she noted that it could be very simple and stated intentionally; such as stating the District was established on the basis of providing funding to provide service to the unincorporated areas of the County, thus drawing the attention of those that don't understand that. She noted the Board would be acting on it in an active way rather than a passive way.

President Kara Davis asked a question of Erin. Do we need to make a decision or not on all of this tonight? Erin responded no, but she needs something to move forward with this - service population, zip code population, etc. The consensus of the Board was not to add in the census tract option at this point. The consensus is leaning toward zip codes, however there are still many questions about it, such as how it would be updated year to year and when the census is updated, does PSU update this information. Erin noted that Pendleton also serves Meacham which is a different zip code. Additionally, she said she will be talking to PSU to see how those year to year updates come in. She has been looking at city increases year to year and how close that is to updating on the census. None of the Board seems to have a strong feeling to stay with the current service population model. Kara clarified that it seems we want to move forward with zip codes.

Caty Clifton thanked Ruth for her words, as it validates the approach that we are still working out details, and the helpfulness of the two messages on partnership and advocacy. We are boiling it down to a short list of options and comparisons. Erin asked for clarification on the helpfulness of the spreadsheet and worksheets

she has been compiling for the Board – the consensus was that they are complicated, however they are helpful in terms of seeing an overall picture. Erin noted that she did communicate to the library directors that the Board is still working on this and have a couple of decisions to make to hone the discussion, and that the workbook is a very rough draft. She is trying to be very transparent through this process.

It was noted by several Board Members that we need to be responsive to how we have taken input from the libraries and cities. And that we should be concise in that, maybe even doing it directly to the individuals rather than to the group. It was also noted that we need to communicate if pieces were shared that we could not include that we need to have a succinct reason why we did not include them.

Ruth noted there is one more element that she and Erin discussed, and that is the historical adjustment with tiers. She thinks we need to move that out of the formula, as it flies in the face of simplicity and directness. She further noted that we want to keep everyone as whole as possible in the end. She cautioned not to let that confuse you too much, as there are always little tweaks that can be made to help. Do not compromise essential elements... it is important to talk about, but do not be too wishy washy. Erin noted she feels she has what she needs from the Board. Ruth was thanked for her input tonight and she left the meeting.

#### COLLECTION DEVELOPMENT POLICY:

Erin McCusker noted that she tried to get these policies to the Board earlier than today, however it is important to get these done tonight. She noted that the District has never had a collection development policy. She shared the drafted policy on the screen and noted that she will put together a request for reconsideration of materials, which is a procedural piece. The drafted policy speaks to the fact that each of the libraries have their own collection development policy and that narrows this one to the Take Off collection which is aimed at birth to 5 years old. It is basic.

#### CIRCULATION POLICY:

Erin McCusker stated that the drafted circulation policy is even more basic since we do not really circulate much. It was noted that the reason we need these policies is that the State Statistical Report, which is due at the end of the month, needs to have the links to these policies on our website. Erin noted that these policies could be updated as needed, so we are essentially checking the boxes.

Nick Nash moved to accept the Collection Development and Circulation policies as presented. John Thomas seconded the motion. The motion passed unanimously.

#### NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be on November 19, 2020 at 5:30 pm, one week earlier than normal.

#### GOOD OF THE ORDER:

John Thomas noted that it has been a beautiful fall week.

#### ADJOURN:

John Thomas moved to adjourn the meeting. Hilary Stoupa seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:42 pm by Board President Kara Davis.

Respectfully submitted by Dea Nowell