



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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**Minutes
Special Meeting of the Board of Directors**

January 13, 2020 at 5:30 pm
Pendleton Center for the Arts, Bamboo Room
Pendleton, Oregon

ATTENDANCE BOARD:

Caty Clifton
Nick Nash
Hilary Stoupa
John Thomas, President

ATTENDANCE STAFF:

Monica Hoffman, Early Literacy Program Manager
Erin McCusker, District Director
Dea Nowell, Technical Services Manager (via Zoom)

ATTENDANCE - VISITORS:

Ruth Metz, Facilitator
Benjamin Burgener, Stanfield City Manager (via Zoom)
Jennifer Costley, Pendleton PL Director
Annette Kubishta, Helix PL Director (via Zoom)
Kellie Lamoreaux, Umatilla PL Director (via Zoom)
Cecili Longhorn, Stanfield PL Director (via Zoom)
Stephanie Partida, Adams PL Director (via Zoom)
Mark Rose, Hermiston PL Director (via Zoom)
Lili Schmidt, Milton-Freewater PL Interim Director (via Zoom)
Kathleen Schmidtgal, Weston PL Director
Dave Slaght, Echo City Administrator
Susie Sotelo, Umatilla PL Assistant Librarian (via Zoom)

CALL TO ORDER:

Board President John Thomas called the Special Board Meeting to order at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker called the roll and noted three Board Members - Caty Clifton, Nick Nash and John Thomas - present at the time, thus there was a quorum. [Hilary Stoupa arrived shortly thereafter.]

APPROVAL OF THE AGENDA:

There were no changes to the agenda. Nick Nash moved to approve the agenda as presented. Caty Clifton seconded the motion. The motion passed unanimously.

WELCOME AND INTRODUCTIONS:

Erin McCusker welcomed everyone and asked that everyone introduce themselves.

Following introductions, Facilitator Ruth Metz and Erin shared the purpose, givens, ground rules and logistics for the meeting. Erin stated, we hope to have the process wrapped up by the end of the fiscal year.

TAX REVENUE DISTRIBUTION ALLOCATION OVERVIEW:

Erin went through an overview of the tax revenue distribution allocation past, present, and future

The District provides resources to level the playing field among all libraries in the District – No matter where you live, you have access to a basic level of library services

One of the original goals of creating a district was to lessen the overhead of providing library services in the County

The current distribution percentages have not changed since FY12-13.

- Umatilla County collects the tax funds for the current year and prior years
- The County sends the UCSLD an accounting of the money they collect and deposits the revenue into the Local Government Investment Pool.
- The UCSLD receives checks once a month except for November when we typically receive four.
- The checks are cut to the 12 libraries at the next billing period.

Service population was explained. The population figures we use are from the PSU Population Center, which is the entity that the State says to use. PSU certifies the numbers each year. It is also what the State Library uses. To define the service population in a “donut” surrounding each city we take a percentage based on each city’s population of the unincorporated county population, so it is proportionate to each city’s size. It was clarified that people-wise we are not overlapping, however we are overlapping area-wise, especially where cities sit close to each other. John Thomas stated this is a statistical number only.

Ruth Metz clarified that we have two revenue streams – taxes and community service fees – with two different allocations.

QUESTIONS, CLARIFICATION, DISCUSSION:

Ruth asked for any questions, clarifications, and/or discussion regarding the overview. She then asked for input from the partners’ perspectives for the strengths and areas for improvement of the current method.

Several questions or comments were made.

- Has library service quality maintained or improved over the years?
- Population changes – there is no mechanism to address growth or changes in population. [PSU numbers are updated and certified yearly.]

What do you like? (input about the current method) – principles:

- ★ equity taken into account – every library provides baseline library service
- ★ serving unincorporated citizens
- ★ in spite of the overhead the District creates – the professionalism of the staff compensates for that
- ★ the “formula” is an easy in – easy out, or quick pass through – mechanics of the pass through
- ★ no part of the formula is based on performance
- ? Ruth asked about the tiers – do you like them?

- Mark Rose responded no, as the formula doesn't adjust for population changes - in 10 years will see very different population throughout the County.
- Discussion followed. Comments included that since 2012 no changes have occurred and that it could easily be updated with the service population; can't we calculate each library separately by population rather than in tiers/groupings - in practice no difference; basic service addressed only (equity - height of stool - small/medium/large groupings); if used service population only some libraries would not get enough to even open their doors; equity super important to Board and Erin; population growth - mechanism in formula; do both - base and population

Following a short break, Ruth asked if there was anything more that was compelling about the formula.

- ★ Caty Clifton commented that the formula hasn't been updated based on service population
- ★ Ruth asked about accountability of cities, such as maintenance of effort
 - It was commented that the cities aren't currently required to put money in.
 - Erin noted that the agreement spells out the responsibilities - the District doesn't own the building; money from District doesn't go to remodel, build, etc.
 - What have been the contributions of each city to their library? Ruth commented that this may want to be looked at for information.
 - Over the long term has it been a success?

PREPARATION FOR MEETING #2:

What are you going to do, if you have an idea? Are formulas the only things we are going to look at? No... express value or values with your formula idea. Using the required format (template):

Step #1 (or A)
"narrate it" - we need to know the "why"

Step #2 (or B)
address what you are trying to improve upon with your formula - tell us... how would the formula work ; what are the elements of the formula

Step #3 (or C)
How would the formula work? Try to apply your formula, if you'd like

Please talk with Erin about your idea by January 17th. If you have no math formula in mind, please answer the first two questions, as this will be very helpful to the Board.

Submit your formula by February 3rd. Ruth noted that this allows time for the ideas to be synthesized, as there is no way to do that all in a two hour meeting. That way we can get to the nitty gritty of it next time.

Erin will be presenting the ideas/formulas to the Board at the February 10th meeting.

UPCOMING MEETINGS:

The next regular Board Meeting will be January 23, 2020 at 5:15 pm at the Pendleton Center for the Arts Board Room.

The Tax Revenue Distribution Review Meeting #2 will be February 10, 2020 from 5:30-7:30 pm at the Pendleton Center for the Arts Bamboo Room.

March 7, 2020 – Board Retreat - half of the day will be working through the math of the proposed formulas and half on continuing education. This meeting is open to the public, but are work sessions and the Board won't be making decisions or taking public comment.

ADJOURN:

Hilary Stoupa moved to adjourn the meeting. Caty Clifton seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:25 pm by Board President John Thomas.

Respectfully submitted by Dea Nowell