



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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**Minutes**

**Supplemental Budget Hearing & Board of Directors Meeting**

March 21, 2019 at 5:15 pm

Pendleton Center for the Arts, Board Room  
Pendleton, Oregon

**ATTENDANCE BOARD:**

Kara Davis

Hilary Stoupa, President

Miriam Gilmer

John Thomas

**ATTENDANCE STAFF:**

Erin McCusker, District Director

Dea Nowell, Technical Services Manager (via GoToMeeting)

**ATTENDANCE - VISITORS:**

None

**SUPPLEMENTAL BUDGET HEARING**

**CALL TO ORDER:**

Board President Hilary Stoupa called the Budget Hearing to order at 5:16 pm per ORS 294.471 & 294.473 Noticed in East Oregonian March 16, 2019.

**CALL THE ROLL & ESTABLISH QUORUM:**

Erin McCusker noted there was a quorum with 3 Board Members - Miriam Gilmer, Hilary Stoupa and John Thomas - present at the time, thus there was a quorum.

**PRESENTATION OF THE PUBLISHED SUPPLEMENTAL BUDGET BASED ON EXTRA TAX DOLLARS THAT MUST BE DISTRIBUTED TO THE CITIES AND ONE SCHOOL DISTRICT IN THE UCSLD:**

Erin McCusker went through the supplemental budget information noting the published information showed the extra tax funds would go to Special Payments of Tax Distribution to Cities and Special Payments of Community Service Fees Distribution to Cities and to General Fund Materials and Services. In the meantime, it was discovered that Dea Nowell is having some issues with her computer and it is actually one year older than we had thought, so we are putting \$2,000 into Capital Outlay so the computer can be replaced sooner rather than later, and half of the remaining money that would have gone into GF Materials and Services be put into GF Contingency, with the other half being dispersed into GF Materials and Services. Erin noted that she worked with Jean Jitan from the Oregon Department of Revenue to get everything laid out correctly. Erin also explained how she came to the estimate of the increased tax monies and community service fees. She then walked through the supplemental budget documents she prepared, adding an additional column to the right of our budget documents for the supplemental budget numbers to make it easier to follow the changes.

**COMMENTS:**

There were only clarifications made by the Board Members regarding the supplemental budget plan as laid out by Erin McCusker.

**QUESTIONS AND PUBLIC COMMENTS:**

There was no public present.

**CLOSE BUDGET HEARING:**

Board President Hilary Stoupa closed the Budget Hearing at 5:38 pm.

**BOARD OF DIRECTORS MEETING**

**CALL TO ORDER:**

Board President Hilary Stoupa called the Board Meeting to order at 5:38 pm.

**CALL THE ROLL & ESTABLISH QUORUM:**

Erin McCusker noted the roll was the same as for the Supplemental Budget Hearing.

**INTRODUCTIONS:**

None.

**APPROVAL OF THE AGENDA:**

Hilary Stoupa noticed that the agenda stated Call to Order – Regular *May* Meeting instead of Regular *March* Meeting. John Thomas moved to approve the agenda with the modification of the month. Miriam Gilmer seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT:**

None.

**MINUTES:**

January 26, 2019 Board Retreat minutes – Miriam Gilmer moved to accept the January 26, 2019 Board Retreat minutes as presented. John Thomas seconded the motion. The motion passed unanimously.

February 21, 2019 minutes – The minutes were tabled since there was not a quorum available to approve them.

**CALENDAR UPDATE:**

Erin McCusker distributed a draft FY2019-2020 calendar to the Board for review, as we are looking ahead and trying to plan out. She also noted that we have the following upcoming events in this fiscal year: in-service April 5, Budget Committee Meeting April 9, OLA/WLA combined conference April 17-20, and Directors' Meeting May 8 in Athena.

**REPORTS:**

**FINANCIAL STATEMENTS February 2019:**

John Thomas moved to accept the February 2019 financial statement subject to audit. Miriam Gilmer seconded the motion. The motion passed unanimously.

**CORRESPONDENCE:**

Erin McCusker noted that she has had several emails from and with the Stanfield City Manager recently, after the agenda for this meeting was posted. He would like us to change only the Stanfield City-District Agreement to state we will be reviewing the tax distribution formula. Erin stated that she attended the Stanfield City Council Meeting on Tuesday night and they did not agree to sign the Agreement without this. Erin told the City Manager that this would be placed on the agenda for the April Board meeting. It was noted that they also had a question regarding the requirement to follow GASB accounting standards as they use a modified cash

system of accounting. When asked by the Board how many agreements we currently have signed, Erin noted 8, with at least one more on the way.

#### STAFF MONTHLY REPORTS:

Erin McCusker noted that Monica Hoffman has begun giving out the free books. In the past they were being given out later in the school year, like May, however Monica has found by moving it up more children are receiving the books. Also, with some of the money from the budget we are purchasing some safe shelving for the office, since we have more upright space now than floor space like we had in the other office. Monica will be off on Friday and Monday.

Erin noted that Dea Nowell has been busy getting ready to come to Umatilla County. She will be arriving on Monday and be here till April 13. She also has been busy with cataloging items for the libraries as you can see from her report.

#### DIRECTOR REPORT:

Erin McCusker stated that there were 2 conferences she attended in February and so there was a lot of learning. She reviewed some of her report, including the presentation she gave to the Pendleton PL Board on March 9 and the Friends of the Library training in Baker City later that day. She will be on vacation April 15-16 and then attending the OLA/WLA conference. She noted that there would be another Friends of the Library training in Pendleton on May 4 in the Vert Club Room.

#### BOARD TRAINING - CIS CONFERENCE REVIEW:

Erin McCusker noted that she will probably not go to this conference again, as it is a lot like SDAO's conference, but for cities and counties. She will be talking with SDIS to see if they can match what we have for health benefits through CIS, as we already pay a membership to SDAO. The conference had good information on Oregon Family Leave Act, security, etc. Erin mainly attended sessions on benefits. She noted that our health benefits are only going up about 6%, VSP (vision plan) is going up a bit but not much, and that the EAP (Employee Assistance Program) is changing to Cascade Centers.

#### OLD BUSINESS:

##### PLAN FOR REVIEW OF DISTRIBUTION PERCENTAGES:

Erin McCusker noted that she took the suggestions from the Board and plugged them into the plan. After some comments, Erin noted she would change the last date from July 2021-June 2022 to July 2020-June 2022. Kara Davis moved to adopt the plan as amended. John Thomas seconded the motion. The motion passed unanimously.

After discussion, Miriam Gilmer moved to direct Erin McCusker to send a letter to the cities regarding this adopted plan for review of the tax distribution process. John Thomas seconded the motion. The motion passed unanimously.

##### BUDGET COMMITTEE:

Erin McCusker stated that we have a full Budget Committee, as Caty Clifton has agreed to fill the vacancy that we recently had. Kara Davis moved to accept the slate of lay Budget Committee members as presented. Miriam Gilmer seconded the motion. The motion passed unanimously.

##### BOARD OF DIRECTORS ELECTION:

Erin McCusker announced that there have been 3 people who filed for the Board of Directors Election: Kara Davis, Caty Clifton, and Nick Nash.

#### VISION STATEMENT:

Erin McCusker asked that the Vision Statement be tabled for now as she hasn't had time to work on it.

#### NEW BUSINESS:

##### RESOLUTION FOR SUPPLEMENTAL BUDGET DETAILS AND PROCESS:

Hilary Stoupa read Resolution 2018-2019-01 – Resolution of the Umatilla County Special Library District (UCSLD) Authorizing the Adoption of a Supplemental Budget for Fiscal year 2018-2019 – General Fund. Miriam Gilmer moved to accept the resolution as presented. John Thomas seconded the motion. The motion passed unanimously.

##### RESOLUTION FOR UNEXPECTED GRANT FUNDS:

Hilary Stoupa read Resolution No. 2018-2019-02 – Resolution of the Umatilla County Special Library District (UCSLD) to Accept and Authorize the Expense of Unanticipated Grant Funds Received from Pacific Power Foundation and the C.S. Jackson Memorial Fund Grant. Erin McCusker noted that we don't need to hold a budget hearing for unanticipated grant funds. Kara Davis moved to accept the resolution as read. John Thomas seconded the motion. The motion passed unanimously.

##### FY19-20 BUDGET DETAILS THAT WILL BE LEGALLY NOTICED BEFORE THE BUDGET COMMITTEE MEETING:

Erin McCusker gave the Board some verbal concepts of what next FY's budget will be like, noting some of the areas where costs are increasing or decreasing, and that she would like to bring Monica Hoffman up to full-time to create some redundancy in the office in terms of billing and other administrative tasks. The Board consensus was that they liked that idea. John Thomas and Hilary Stoupa noted that they had a question regarding merit increases. Erin responded that she will talk to SDAO and ask them how that is best handled in an environment like ours and how to word that into the budget proposals. The Board noted that they are talking in terms of raise not bonus.

##### SURPLUS ITEMS:

Erin McCusker stated we have 2 older desktop computers that we would like to offer to the libraries for their use. And we also have a broken printer. Kara Davis moved to declare the items surplus and dispose of them as seems fit. John Thomas seconded the motion. The motion passed unanimously. Erin noted that the shelving being replaced is under the threshold for requiring to be declared surplus and will be offered to the libraries first and the TakeOff clients after that.

##### UPDATED STRATEGIC PLAN FOR UCSLD:

Erin McCusker handed out the updated strategic plan summary document and walked through the updates with the Board. She noted that we will continue to work on the vision. John Thomas moved to accept the updated document with the correction of the year FY2022-23 regarding the review of the tax distribution for addition to the City/District Agreements (from FY2021-22). Miriam Gilmer seconded the motion. The motion passed unanimously.

##### GOOD OF THE ORDER:

In-Service is April 5 at the Pendleton Vert Club Room.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be April 25, 2019 due to the OLA/WLA conference schedule.

ADJOURN:

John Thomas moved to adjourn the meeting. Kara Davis seconded the motion. The motion passed unanimously. Meeting was adjourned at 7:11 pm by Board President Hilary Stoupa.

Respectfully submitted by Dea Nowell