



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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**Minutes
Board of Directors Meeting
February 27, 2020 at 5:15 pm
Pendleton Center for the Arts, Board Room
Pendleton, Oregon**

ATTENDANCE BOARD:

Caty Clifton
Nick Nash
Hilary Stoupa
John Thomas, President

ATTENDANCE STAFF:

Erin McCusker, District Director
Dea Nowell, Technical Services Manager

ATTENDANCE - VISITORS:

None

CALL TO ORDER:

Board President John Thomas called the Board Meeting to order at 5:16 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker called the roll and noted four Board Members present at the time, thus there was a quorum.

PUBLIC COMMENT:

None.

APPROVAL OF THE AGENDA:

Erin McCusker noted that there were no changes to the agenda. Caty Clifton moved to approve the agenda as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

MINUTES:

Board Meeting, January 23, 2020 -Nick Nash moved to approve the January 23, 2020 minutes as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

Tax Distribution Review Meeting #1, January 13, 2020 - The consensus of the Board Members was to remove the PowerPoint slide and flip chart information from the drafted minutes. The minutes were tabled till the March Board meeting.

CALENDAR UPDATE:

Erin McCusker proposed moving the June meeting to the third Thursday as she will be out of the country for her son's wedding the last week of June. Nick Nash moved to change the June meeting to June 18th as proposed. Caty Clifton seconded the motion. The motion passed unanimously.

CORRESPONDENCE:

Erin McCusker noted we've received our two usual public records requests from Open the Book: a list of employees, etc., and a list of all our vendors plus. Though we don't have the information in the format they request, Erin pulled the employee information together for them since we only have three employees and they were willing to accept a copy of our general ledger for the vendor list, like last year.

An email was received from Marie Simonis, Umatilla County Assistant Director of Budget & Finance, regarding our not having received our February tax turnover yet, as CenturyLink appealed their taxes, so their amount goes into a holding area until the appeal process is settled.

We received a letter from the City of Pilot Rock stating that they are looking to set up a rural renewable energy development zone, which would affect our tax collections.

Erin stated that Monica Hoffman is going back to school to finish her Associates degree and that she requested a letter of recommendation that Erin wrote from the District.

And Erin noted that the *Libraries Provide EQ* column this month is about the Echo and Stanfield Public Libraries' current reading challenge - tracking reading of 26 books, one for each letter of the alphabet, in the year's 52 weeks.

REPORTS:

FINANCIAL STATEMENTS

January 2020 & December 2019:

Erin McCusker stated she found a \$16.25 LSTA revenue in both the December and January financial statements that she is not sure about which she will be checking on, otherwise there is nothing she saw that was unusual. Caty Clifton noted that she would like a paper copy of the financials and asked if we could notate what the employee reimbursements were for in the financials. Hilary Stoupa moved to accept the December 2019 and January 2020 financials, pending audit and checking/finding out about the \$16.25 LSTA revenue in the Resource Sharing fund. Nick Nash seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:

Erin McCusker noted that things are pretty much business as usual with the staff. She stated that she has been working on the CS Jackson historical grant with the libraries. She further noted that the SDAO conference was pretty good and shared a bit about some of the sessions she attended. She noted there was a strong contingency of library folks in attendance and that MaryKay Dahlgreen was elected to the SDAO Board as an At-Large Member. The SDAO news also picked up 2 of our recent happenings' articles. Erin noted that she attended the Local Budget training in Hillsboro and will next month be bringing information about renewing the Capital Reserve Fund to the Board.

BOARD TRAINING - SDAO Best Practices:

Erin McCusker stated that she has received the SDAO best practices checklist for this year and will be getting more information to the Board regarding it once she has had time to get things organized with it.

OLD BUSINESS:

UPDATE ON TAX REVENUE DISTRIBUTION REVIEW:

The next review meeting has been rescheduled to Monday night [March 2, 2020] at 5:30pm. And the Board Retreat will be on March 7, 2020 at BMCC beginning at 9am.

BUDGET CALENDAR:

Erin McCusker stated that she has 4 confirmed Budget Committee lay people for the Budget Committee Meeting on Tuesday April 14, 2020 from 5:30 to 7:30pm. Hilary Stoupa moved to approve the Budget Calendar as updated. Caty Clifton seconded the motion. The motion passed unanimously.

PERSONNEL POLICY:

Just as a review, Erin McCusker noted that she had received feedback from Kara Davis on the Personnel Policy. The Board Members present asked if Erin would share that information, plus her suggestions, via tracked changes in the document on SharePoint now that Kara has had a chance to look at the document and comment on it. Erin stated that she would work on it.

NEW BUSINESS:

FORD FAMILY GRANT RECEIVED - RESOLUTION TO ACCEPT & EXPEND FUNDS:

Erin McCusker stated that we received a \$5,000 grant from the Ford Family Foundation though we had applied for \$4,300. Erin explained how the money would be put into the budget and that the additional money would be used by Ruth Metz in consolidating some statistical information from throughout the years for us. John Thomas read Resolution No. 2019-2020-01 to accept and authorize the expense of the unanticipated grant funds from the Ford Family Foundation. Hilary Stoupa moved to adopt the resolution as read. Nick Nash seconded the motion. The motion passed unanimously.

RENTAL AGREEMENT:

Erin McCusker stated that Kara Davis had looked at the proposed rental agreement and said it was fine. Erin noted that she was confused on the renewal amounts and would get that clarified. [Caty Clifton had to leave the meeting, though she noted that she was in favor of the move and rental agreement.] Erin prepared a comparison of rental costs between the current location and the proposed location that the Board reviewed. It was noted that the current location is not a sustainable place. Erin noted that someone is coming in tomorrow to give us an estimate on moving us. Following some discussion, including timing of the proposed move, Nick Nash moved to approve the rental agreement and move. Hilary Stoupa seconded the motion. The motion passed unanimously.

BUDGET COMMITTEE MEMBERS AND TERMS:

Erin McCusker handed out a list of the proposed 2020-2021 Budget Committee Members. The term of the empty slot currently belongs to Jean Hemphill who is not available for the April 14th meeting and this is the last year of her term, so Erin has put out a call to the east end of the County for suggestions for that position to fill out the term. The other 4 people listed committed to an April 14th Budget Committee meeting. Hilary Stoupa moved to accept the Lay Budget Committee Members as presented, plus the fifth person when identified. Nick Nash seconded the motion. The motion passed unanimously.

CONTINUING EDUCATION GRANT APPLICATIONS:

Erin McCusker noted that we currently have four applications for continuing education grants. Three have been approved, 1 having been completed, and one yet to be approved. She stated that several people are wanting to go to OLA this year.

She noted that another benefit of these grants is that they follow the format of many library grant opportunities in that the applicant must reference strategic (annual library service plans and needs in the community must be documented. Hilary Stoupa noted that these grants are a gesture of goodwill and Erin noted that it is a role the UCSLD plays in helping with education and training.

FY2020-2020 BUDGET:

Erin McCusker shared that she tries by February 15th each year to share what the District libraries likely will be seeing in terms of revenue from the District in the coming year. Erin explained how she got to the amounts she shared in that she pretty much took what the County said they think they are going to be collecting for us and because of the agreements with the cities we have to budget less conservatively in this area than we otherwise would normally. She specifically noted to the library directors when she shared the information that these are “projected” figures since we haven’t gone through the budgeting process yet.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be March 26, 2020. In-service will be following Friday [April 3, 2020]. The second Tax Distribution Review Meeting will be Monday, March 2, 2020.

GOOD OF THE ORDER:

Nick Nash announced that he will be in the next Oregon Humanities Conversations Project catalog, which will be coming out in September. He will be addressing the urban/rural divide. Congratulations were extended to Nick.

ADJOURN:

Hilary Stoupa moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:42 pm by Board President John Thomas.

Respectfully submitted by Dea Nowell