



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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**Minutes**

**Board of Directors Meeting**

April 25, 2019 at 5:15 pm

Pendleton Center for the Arts, Board Room  
Pendleton, Oregon

**ATTENDANCE BOARD:**

Miriam Gilmer  
Hilary Stoupa, President

Michelle Munro, Vice-President  
John Thomas

**ATTENDANCE STAFF:**

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

**ATTENDANCE - VISITORS:**

Nick Nash, Pendleton  
Blair Larsen, Stanfield City Manager

**CALL TO ORDER:**

Board President Hilary Stoupa called the Board Meeting to order at 5:15 pm.

**CALL THE ROLL & ESTABLISH QUORUM:**

Erin McCusker stated there was a quorum with 4 Board Members present.

**APPROVAL OF THE AGENDA:**

It was noted that the City-District Agreement under Old Business would be moved up in the agenda to follow correspondence.

**INTRODUCTIONS:**

Introductions were made.

**PUBLIC COMMENT:**

None.

**MINUTES:**

February 21, 2019 minutes - John Thomas moved to accept the February 21, 2019 Board 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 February 21<sup>st</sup> meeting.

March 21, 2019 minutes - Miriam Gilmer moved to accept the March 21, 2019 Board 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 March 21<sup>st</sup> meeting.

**CALENDAR UPDATE:**

None at this point, Erin McCusker commented that we are awaiting on the new Board to set meeting dates.

**CORRESPONDENCE:**

Erin McCusker stated that she has responded to a public records request by

American Transparency. She noted that the UCSLD doesn't have the information they were requesting already compiled; however it didn't take long to compile the information they want and respond to the request.

Erin also noted that a notice was received from the [City of] Umatilla that they are renewing an Enterprise Zone with the State of Oregon, but it will be reduced to include the lands within the city limits and the urban growth area. They had a meeting last night (April 24).

#### OLD BUSINESS:

##### CITY-DISTRICT AGREEMENTS:

Hilary Stoupa invited Blair Larsen to address the Board regarding his concerns over the new agreement. Blair Larsen thanked the Board regarding movement on the tax distribution formula. He stated that there was nothing referenced in the agreement regarding the formula in the appendix. He stated he would also like to see a comment in the agreement about the tax distribution formula being reviewed, though there is no rush on addressing it, he would just like to see it included. And the last area of concern is the reference to use of GASB accounting principles, as they do not follow GASB accounting principles, but rather modified cash accounting system. He noted that the City of Stanfield is looking for assurances in this agreement.

Erin McCusker noted that we have received back 10 signed agreements. And she is concerned about losing consistency amongst all the cities/libraries by making individual changes to the agreements. Blair Larsen stated that he feels these are relatively minor changes that don't affect the other cities/libraries and he feels they are asking for reasonable accommodations. Hilary Stoupa stated that we have a history of consistence per the agreements and could see the first two points would probably be changes that could be made across the board in the future. There was conversation regarding what GASB accounting principles allow, as opposed to what the Secretary of State allows, in terms of accounting principles for smaller entities.

Following some discussion of clarification and comments on each of these points, Hilary Stoupa entertained a motion, second, and vote on each of the proposed changes.

Michelle Munro moved to add "or an accounting system as accepted by the Secretary of State" to section III. C. 2. regarding GASB accounting principles to the agreement with Stanfield after running it by SDAO for approval. John Thomas seconded the motion. The motion passed with 3 Board Members approving the motion. Miriam Gilmer abstained from the vote.

John Thomas moved to add a parenthetical phrase to section II. A. referencing the formula "as described in Appendix A" to the agreement with Stanfield. Miriam Gilmer seconded the motion. The motion passed unanimously.

The third concern about adding the details of the board approved Tax Distribution Formula Review that were mailed to the cities and the library directors, to the City-District Agreement, did not receive a motion. In going around the table the feeling of the Board Members present, and Erin, were that they were uncomfortable in putting something like this in the agreement for just one city. Hilary noted that while we recognize the sensitivity of this issue as well as the intent, we just don't want to see a lot of work undone. She also commented that they were glad that Mr. Larsen came to them in person to discuss this. Hilary further noted that bringing in an outside

facilitator for the review will take some of the emotion out of the process. She further stated that Erin will check with SDAO and get back to Mr. Larsen regarding the changes. [Following this area of discussion Mr. Larsen excused himself from the meeting.]

#### REPORTS:

##### FINANCIAL STATEMENTS March 2019:

Erin McCusker noted that we have 2 outstanding checks. One to Kara Davis, almost 6 months old, and the bank said not to order a stop payment since it is so old since they don't cash checks older than 6 months old. Dickey & Tremper will void this check and re-issue, then Erin will hand deliver it. The other one is to Milton-Freewater and a stop check will be ordered (cost is \$35). There was a lost check to them a year ago as well and so Erin has the fiscal person on the lookout for why this occurred. Erin noted that otherwise there are no issues with the financial statements. John Thomas moved to accept the March 2019 financial statement subject to audit. Michelle Munro seconded the motion. The motion passed unanimously.

##### STAFF MONTHLY REPORTS:

Erin McCusker noted that it has been a busy month. She noted some highlights of the staff reports.

##### DIRECTOR REPORT:

Erin McCusker shared some from the OLA-WLA conference held last week in Vancouver. She noted it was really good and that one of her favorite things from it was Ryan Dowd. He is the head of a homeless shelter in Illinois and consultant for Emilio Estevez's movie "The Public". He gave a luncheon talk on US class structure and how the chronically homeless are statistically more likely to come from poverty. He noted that the norms are very different than for those who work in libraries, how childhood trauma carries through life and how everyone needs to understand. It was noted that kindness and empathy go a long way. She also attended a session on reader's advisory and signage, which is often an in-service evaluation suggestion, on running an all-day in-service day, as well as on learning circles, which are brought into the library for a short time frame and which incorporate a group learning together.

Upcoming are performance appraisals for all staff. Hilary Stoupa volunteered to send out the peer review questions for Erin and collect the responses. Erin will tell the library directors at their next meeting (May 8<sup>th</sup>) to watch for them. Erin noted that she has jury duty in May. Also, May 4<sup>th</sup> is the last of the Friends of the Library meetings, which will be held at the Vert. Erin also noted that we need to update our personnel policies.

Erin stated she'd signed up for and paid herself for a conference in June (4-6) in Portland on the art of hosting. She would like the Board to consider paying her time (wage) while attending as it will be pertinent to what we are and will be doing within the District. Hilary asked that this be placed on next month's agenda. Miriam Gilmer asked why Erin didn't submit for the District to pay for the conference? Erin noted that she would like to register for the HR training that SDAO is doing and the closest is in Redmond on May 29<sup>th</sup>. The Library Institute of OLA (LIOLA) will be the 3<sup>rd</sup> week of June in Cottage Grove. Erin is again a mentor for this and there will be a mentor training prior to the Institute.

##### BOARD TRAINING - OLA-WLA:

See above under Director Report.

OLD BUSINESS:

TAX DISTRIBUTION FORMULA REVIEW - POTENTIAL FACILITATOR:

Erin McCusker noted that she met and spoke to someone at the OLA-WLA conference that may be a potential facilitator.

IN-SERVICE FOLLOW-UP:

Erin McCusker shared the evaluation responses from the April 4<sup>th</sup> In-Service.

VISION:

Erin McCusker stated that she began a draft vision statement incorporating the concepts that the Board members distilled from the input from the library directors and staff. Following some discussion, Hilary suggested that everyone take it as homework and work it over.

NEW BUSINESS:

MARKETING RFP:

Erin McCusker stated that she spoke with SDAO and even though we can contract with a marketing firm without one, it was recommended that we have a Personnel Services Consulting Contracts policy in place before we move. Erin noted that she would have this on the next agenda and a draft policy for the Board.

GOOD OF THE ORDER:

May's meeting will also include the Budget Hearing. Michelle Munro noted she has a conflict with the May meeting date and will not be able to attend. Miriam Gilmer noted that she will be out of state next month, however, she could attend via GoToMeeting.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be May 16, 2019 at 5:15pm with the Budget Hearing.

ADJOURN:

John Thomas moved to adjourn the meeting. Miriam Gilmer seconded the motion. The motion passed unanimously. Meeting was adjourned at 7:05 pm by Board President Hilary Stoupa.

Respectfully submitted by Dea Nowell