



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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**Minutes  
Board of Directors Meeting**  
March 15, 2018 at 5:15 pm  
Pendleton Center for the Arts, Board Room  
Pendleton, Oregon

**ATTENDANCE BOARD:**

Hilary Stoupa, President  
John Thomas

Michelle Munro, Vice President  
Kara Davis

**ATTENDANCE STAFF:**

Erin McCusker, District Director

**ATTENDANCE – VISITORS:**

None.

**CALL TO ORDER:**

Board President Hilary Stoupa called the Board Meeting to order at 5:22 pm.

**CALL THE ROLL & ESTABLISH QUORUM:**

Roll was called by Erin McCusker with 4 Board Members -- Michelle Munro, John Thomas, Kara Davis and Hilary Stoupa – present, thus there was a quorum.

**APPROVAL OF THE AGENDA:**

There were two changes to the agenda: Remove the Travel Policy from the agenda and add under Budget Overview a decision about the makeup of the budget committee. This needs board approval as there will be no meeting before the budget committee hearing on April 16. Kara Davis moved and John Thomas seconded to approve the modified agenda. The motion passed unanimously.

**PUBLIC COMMENT:**

None.

**MINUTES** – John Thomas moved to approve the February 15, 2018 minutes as presented and Michelle Munro seconded the motion. The motion passed unanimously. Kara Davis abstained as she was absent last month.

**CALENDAR UPDATE:**

The budget calendar, posted to the website will show a change for the budget hearing to Thursday, May 24, 2018. Erin McCusker will make sure the change is made and posted to the website.

**CORRESPONDENCE:**

None

**REPORTS**

**FINANCIAL STATEMENTS FEBRUARY 2018:**

Michelle Munro moved to accept the February 2018 financial statement, subject to audit and John Thomas seconded. The motion passed unanimously.

The historical materials grant is almost complete and all but two checks have been dispersed. Erin McCusker will be meeting with Rob Tremper to go over the FY2018-19 budget and to review the current year budget for any concerns with higher than anticipated tax and windmill disbursement to the cities.

[Board Members initialed banks & pool balance sheets, as well as the financial statements.]

#### DIRECTOR REPORT:

Erin McCusker gave the following report:

UCSLD will be taking care of the courier deliveries during Spring Break – Monday, 3/26 through Friday, 3/30. As that is during the time the office will be packed and moved, the district libraries have been very helpful to pick up their items regionally. Hermiston, Pendleton and Athena and Weston will take care of holding the items for the other libraries in their areas. Oregon Trail Library District and Lone Library District will come to Hermiston to drop off and pick up their libraries' crates. Erin McCusker will work with Sage, IMESD, Oregon Trail and Lone to come up with a long-term solution to the courier delivery during Christmas and Spring Breaks.

Library Directors met with Erin McCusker at Milton-Freewater Public Library on Monday, 3/12 for a Director's Meeting. Erin McCusker shared information with them about budgeting, strategic planning, courier deliveries, the 2018-19 ALSP process and asked for information from them about LEO services. They discussed fines for minors and changed the time of their meetings from morning to afternoon on the second Monday of every other month (Jan, March, May, July, Sept, Nov). The dismissal of State Librarian MaryKay Dahlgreen was discussed, as well as its effect on the libraries in the UCSLD.

Erin McCusker is spending much time on the budget development. She explained that she wants the budget to be clarified in the sense of spending general fund moneys on district office activities and needs, with the resource sharing money being spent on library activities specifically and the Take Off fund will be changed to Outreach and cover activities that serve the public directly. Changing Take Off to Outreach provides more flexibility for how these funds are spent.

Traveled to Baker City for a Project Outcome training to fulfill the Oregon Library Association grant. She will travel to Ontario to do another training and will have completed her grant responsibility. She will work with UCSLD libraries to train them to use the service for better evaluating programs and services.

Erin McCusker met with Al Plute to review the new space and timeline.

The budget committee meeting will be Monday, April 16 and Erin McCusker will leave for the Oregon Library Association Conference the next day.

#### STAFF MONTHLY REPORTS:

The staff monthly reports were sent out via email. There were no specific questions or comments regarding them.

#### STRATEGIC PLANNING PROCESS:

Erin McCusker handed out the typed notes of the Board Retreat and shared the strategic issues that will be foundational to the goals and activities that are created –

- Dynamic Partnerships
- Accessible Services to diverse populations where they are
- Centralized and increased communication avenues – marketing, PR, online information, etc.
- Professional development to build capacity of staff in district

#### BOARD TRAINING:

Strategic Investment Program and Community Service Fees. Erin McCusker shared information with board about this program and what she has been learning about these types of projects. There are three tiers of money in the program. The first tier adds \$25,000,000 into the tax value of the county; we will receive the share of that based on our levy, just as usual. Tier 2 is the Community Service Fee portion – the agreements we signed. We will receive these in a similar way to how we currently receive windmill dollars. (Erin McCusker will change windmill budget line to Community Service Fees to reflect this). We signed three agreements – two agreements were covered by one contract for two tax areas. This was confusing and for those districts that are not in both tax code areas like the library district, there will be some confusion in how to determine their shares. We are in both tax code areas, but the single contract means there is less money to split – Instead of \$500,000 per tax code area, it is \$500,000 per the one contract. Erin McCusker contacted Doug Olsen at the County and asked for clarification on the process. She shared with Mr. Olsen that it would be have been a good process to have all of the affected districts sit down and discuss the contracts and agreements and to get clarity on what is happening. She also asked about Tier 3 money and was told that by statute the money comes to the county and they don't have to distribute it out to the districts. Erin

McCusker asked that if the county has statutory authority over the Tier 3 moneys could they choose to distribute it to the affected districts. After her call with Mr. Olsen, Erin McCusker was notified that there would be a meeting with all the affected districts to clarify the process and how the money will be distributed. She is appreciative of other affected districts talking about the situation and sharing information. It continues to be a discussion. Erin McCusker encouraged the board to send any questions as she tries to get up to speed.

OLD BUSINESS:

DIRECTOR PERFORMANCE APPRAISAL

Erin McCusker sent out the performance appraisal process that was approved for the staff. She will send the ROJD as soon as it gets done. Budget and other activities have been the priority.

NEW BUSINESS:

POLICIES & PROCEDURES:

SURPLUS PROPERTY DISPOSAL POLICY:

There were no concerns about the surplus policy proposal. Kara Davis moved to accept the surplus policy as presented. John Thomas seconded the motion. The motion passed unanimously.

BUDGETING OVERVIEW & BUDGET COMMITTEE APPROVAL:

The budgeting process is moving along. The calendar has one change - the Budget Hearing will be on May 24<sup>th</sup> prior to the Board Meeting.

Erin McCusker received a letter from Greg Holden resigning from the budget committee. John Thomas moved and Michelle Munro seconded to accept the resignation of Greg Holden from Budget Committee roster. Motion passed unanimously.

John Thomas moved to approve the current budget committee roster as presented, Kara Davis seconded. Motion passed unanimously.

UCSLD PHONE SYSTEM:

Michelle Munro moved to change the phone system for UCSLD to the Verizon government plan that was quoted to the district and John Thomas seconded. The motion passed unanimously.

OFFICE MOVE:

Erin McCusker asked SDAO to review the lease for the new office and they said that it was fine. Erin McCusker and Al Plute met and signed the new lease. Mr. Plute said that the new rent amount of \$560 would begin in June as the office won't be completely ready by April 1. Mr. Plute is having keys made and Erin McCusker and staff can get into the space with measurements of their desks, shelves, etc. to determine where things will go. Mr. Plute's staff will move the UCSLD office items - UCSLD staff will pack.

GOOD OF THE ORDER:

SDAO Board training - May 1 at Red Lion in Pendleton. Board members will get in touch with Erin McCusker if they want to attend.

NEXT DISTRICT BOARD MEETING:

The next meeting will be April 26<sup>th</sup> at 5:15 at the Pendleton Center for the Arts Board Room.

ADJOURN:

Kara Davis moved to adjourn. John Thomas seconded the motion. The motion passed unanimously. Meeting was adjourned at 7:01 pm by Board President Hilary Stoupa.

Respectfully submitted by Erin McCusker & Hilary Stoupa