



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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**Minutes**  
**Board of Directors Meeting**  
January 23, 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 5:17 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. [Kara Davis dropped off some paperwork and left as she was ill.]

**PUBLIC COMMENT:**

None.

**APPROVAL OF THE AGENDA:**

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, December 19, 2019 – Hilary Stoupa noted she made a formatting correction online. Nick Nash moved to approve the December 19, 2019 minutes as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

Tax Distribution Review Meeting #1, January 13, 2020 – The minutes were just posted on the SharePoint this afternoon. Hilary Stoupa moved to table the approval of minutes pending opportunity to review them. Nick Nash seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE:**

None.

**CORRESPONDENCE:**

Erin McCusker noted a piece of correspondence received, dated December 6, 2019, regarding Stanfield and Echo cities creating an enterprise zone. The notice states they were to have a meeting on January 7<sup>th</sup>, of which Erin was unable to attend. Nick Nash noted that

Umatilla County gave them a thumbs up, so this will probably move forward as presented. Caty Clifton noted that these are some things to watch in terms of population areas and impact on library service in regard to both distribution and services. Nick noted that these are nice mechanisms for bringing business, etc., into the communities.

## REPORTS:

### FINANCIAL STATEMENTS

December 2019:

Erin McCusker noted the December 2019 financial statements are not available yet due to illness and staffing changes at Dickey & Tremper. Erin noted that everything is normal in terms of cash flow. She will get the financials posted on the SharePoint site shortly after she receives them.

Audit: Erin stated that the auditor could not come to tonight's meeting. Erin will be picking up the audit documents next week when she is on the west side of the county. There were no issues with the audit, and it has been submitted to the State. Erin will get the final audit copy posted on the Board's SharePoint site.

### STAFF MONTHLY REPORTS:

Erin McCusker reviewed Monica Hoffman's report and stated that she had 9 story times yesterday due to recent snow days. Caty Clifton asked if the Ready to Read grant report was online. Erin explained about how the reporting was done this year and said she would check to see if we could get a copy to post for the Board's review. Caty also asked about the cross training. Erin said that the cross training is going really well. Monica has a good base knowledge of the billing process and filing structures. There is ongoing training on the administrative processes of the UCSLD. Erin reviewed Dea Nowell's report and Caty commented on how glad she was to see she is able to take in some training and how she appreciates Dea's services to the Board and to the libraries. Erin reviewed her report and highlighted a couple of areas, such as the Library Director's Meeting, meeting with Lili Schmidt who is now the new director at Milton-Freewater PL and having updated the travel procedures document online with the new year's rates. She noted that the formula proposals are due by February 3<sup>rd</sup> and she will be getting them up on the SharePoint site before she leaves town for a local budget law meeting and the SDAO conference. There was a question and brief discussion regarding academic qualifications at libraries. Hilary Stoupa asked about the comment "good feedback on the first Tax Distribution Formula Review meeting". Erin noted that what she heard was pretty general overall, though there were a couple of comments about it not being good in terms of the online component.

### BOARD TRAINING – SDAO Offerings:

Erin McCusker stated earlier that she has not received the SDAO best practices list for this year yet, though she believes it will be made available at the SDAO conference. One of the upcoming trainings is a regional Risk Management seminar on June 17 at Pendleton's Red Lion. Erin is planning to attend this and asked if any of the Board is interested in attending to let her know.

Erin passed out the link on how to sign up for the Homelessness trainings through the State Library.

Erin also noted that she is beginning to get information from the upcoming SDAO conference offerings and will get this information posted on the SharePoint site when it is all gathered. Additionally, Erin noted that she would let the Board know of any upcoming SDAO Board trainings, though it appears that they are moving more into the arena of consulting type work with boards.

## OLD BUSINESS:

### UPDATE ON TAX REVENUE DISTRIBUTION REVIEW:

There was much discussion regarding the January 13<sup>th</sup> review meeting, including format with utilizing an online component and how to improve that portion. Erin McCusker noted that she felt the overall tenor of the meeting went well, though she would have liked more input from the libraries. She did state that the way the template is structured does allow for input in addition to what was received through the meeting. Caty Clifton brought up her proposal which she emailed the Board and staff on Jan. 14<sup>th</sup>, which not everyone had seen. Some discussion followed regarding how everyone saw this process playing out and some of the things that they, as a Board, would like to keep in mind in terms of guiding principles: baseline amount of money needed to run a library, avoiding any discretionary decisions needing to be made in a formula, how to explain in agreements (being super clear/black and white), how population is determined is key, we all need to decide/agree on what is an authoritative source, if we agree to continue to review agreements every 3 years that adjustment in budgets would need to be set per 3 years or would need to be only changed within small adjustments so as not to negatively impact library/city budgets, applied principles to keep from creating contention.

### PERSONNEL POLICY:

Due to time limitations and Kara Davis not being present, though she dropped off some suggestions, the Personnel Policy was tabled till next meeting. Erin McCusker noted that she would be looking at Kara's suggestions.

## NEW BUSINESS:

### FY2020-2021 BUDGET CALENDAR:

Erin McCusker handed out a proposed FY2020-2021 Budget Calendar. The dates for the Budget Committee meeting and second notice publishing of Budget Committee meeting were intentionally blank to poll for dates of availability. After some discussion regarding dates, Erin noted she will try for Monday April 13, followed by Tuesday April 14 or Thursday April 16 at 5:30pm. She will poll the Budget Committee lay members for availability. It was noted that we need one new member to replace Caty Clifton since she is now on the Board – the suggestion of Mary Finney's name was raised. Erin will look at term expirations for lay members to be sure, however we may need another suggestion as well – she will let the Board know.

### GOOD OF THE ORDER:

Caty Clifton thanked everyone for their patience in bearing with her as tries to understand all of the history and formulas. Additionally, John Thomas and Hilary Stoupa noted that transparency is very important to them throughout this process.

### NEXT DISTRICT BOARD MEETING:

The second Tax Distribution Review Meeting will be February 10, 2020. The next Board Meeting will be February 27, 2020.

### ADJOURN:

Hilary Stoupa moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:04 pm by Board President John Thomas.

Respectfully submitted by Dea Nowell