



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
425 S Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Minutes
Board of Directors Meeting
January 27, 2022, at 5:30 pm
via Zoom
[Pendleton, Oregon]

ATTENDANCE BOARD

Jubilee Barron (via Zoom)
Nick Nash, President (via Zoom)

Caty Clifton (via Zoom)
John Thomas, Vice President (via Zoom)

ATTENDANCE STAFF

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

ATTENDANCE - VISITORS

None

CALL TO ORDER

Board President Nick Nash called the Board Meeting to order at 5:31 pm.

CALL THE ROLL & ESTABLISH QUORUM

Erin McCusker called the roll and stated John Thomas, Jubilee Barron, Nick Nash, and Caty Clifton were present, thus, there was a quorum. Erin noted that Sharone McCann sent word earlier that she would not be able to attend tonight.

APPROVAL OF THE AGENDA

No changes.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: December 16, 2021 & Board Retreat: January 15, 2022 – Caty Clifton asked that the acronym SWOT, on page 3 of the December minutes, be spelled out. Caty Clifton then moved to accept both sets of minutes with this one correction. John Thomas seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

None

CORRESPONDENCE

Erin McCusker noted there were several items of correspondence. Donna Cohen, a librarian who spoke at a recent in-service, is working on an LSTA (Library Services and Technology Act) grant, through the State Library of Oregon, with another group who has a 501c3 and would be the grantee. This grant is to demonstrate the value of civic engagement with adults, and she asked if we had any libraries that would like to participate in this. Three libraries responded that they are willing to participate (Pendleton, Athena, and Stanfield). Erin will set up the registration and reminders, and the libraries will do the marketing for the programs, etc. The grant is due February 15th.

Michelle Gomez, from Blue Mountain Early Learning Hub (BMELH), contacted us regarding partnering with the libraries for World Read Aloud Day, in which the libraries can do a program anytime during the month of World Read Aloud Day and receive free books to distribute. Erin wrote an article regarding this that was in today's paper [and posted on the website]. We are glad that they are wanting to work with us.

Erin noted that we received public records requests from Oregon Open the Books again regarding staff members, as well as for our vendor information. Erin sent them the staff information and our 2021 general ledger to meet the requests.

Erin reported that we have, to date, received 3 signed agreements from cities: Weston, Adams, and Pendleton.

Jennifer Costley, Pendleton Public Library Director, sent an email to Erin following her presenting the new agreement to the City Council and then receiving several calls and questions regarding the changes in Pendleton's distribution. In the email Jennifer asked, "When you receive the tax distribution estimates for the year do you also receive a breakdown of where the district revenue is coming from?" Erin shared the email and her response on the Board's SharePoint site in which she stated, we do not track this information. Erin noted that a few years ago Paul Chalmers (the County Assessor) pulled together some information, which showed "over 50% of our district funding comes from the unincorporated portion of the District." And, during the funding model review and update, the discussion was had about the fact that "we are not a 'return to source' District and so we don't look at those numbers, nor do they figure into the funding model for distribution." Erin went on to state in her reply, "The Board reconfirmed that they will distribute based on zip code area population and the funding model will adjust to population changes and not the assessed or market value. With the current funding model, development will eventually create changes in the distribution as population numbers change."

John Thomas asked when the meeting with Hermiston officials was scheduled. Erin noted it was last Thursday and that Nick Nash and Caty Clifton were in attendance with her. The three gave a re-cap/summary of the meeting.

REPORTS

FINANCIAL STATEMENTS - December 2021

Erin McCusker commented that we've gotten in quite a bit of money and paid several of the large bills (such as Library2Go, courier, and Sage) out of the Resource Sharing (expenditures for the member libraries) fund. Erin noted that in the General Fund under Special Payments, Tax distribution to cities is at 92.4% of budgeted amount and that hopefully we won't have any issues where we need to do a supplemental budget this year. Caty Clifton noted that with the Community Service Fees, for which we've received more than anticipated, that it may be good for us to follow up on, especially with all the development currently going on in the County. Erin noted it was interesting that it was more this year, as she hadn't heard anything from the County Counsel, Doug Olson. John Thomas moved to approve the December 2021 financial statement subject to audit. Jubilee Barron seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Erin McCusker noted that we've all been busy, as you can see from our reports. She noted that omicron has again impacted the TakeOff program, as Monica is not able to be in the sites at the moments, however several sites have begun doing virtual parent nights (Monica has had 2 this week). Erin noted that Dea is doing extra work in Sage with RDA, a

cataloging protocol, and giving access to the group with our Zoom meetings. Erin reported that we didn't do much in terms of courier deliveries during the holiday break as we received no deliveries from outside the 2-county area. Erin announced some exciting news, in case anyone had not heard: United Way of the Blue Mountains has become the 501C3 entity funding the Dolly Parton's Imagination Library program for all of Umatilla County children.

Erin also commented on the Meeting of the Directors held on January 12th. The Continuing Education committee is working on the spring in-service and have contacted someone to be a speaker. They have stated they would like this to be an in-person in-service, however Erin stated that masking would be mandatory, except when eating. The Collective & Countywide Programming & Services committee is working on a summer reading countywide program idea. There is a survey out regarding changing the date/time for the Meeting of the Directors so that more would be available to participate.

Erin gave the Board a quick update on her upcoming dates out of the office. And then mentioned that the CS Jackson Historical grant is now open for the libraries. She noted that we are trying to be as flexible as possible in the purchases.

OLD BUSINESS

COMMUNITY NEEDS ASSESSMENT

Erin McCusker stated that she has begun to look at data collection, as identified by the Board. She shared some of the ways this could be done, including some of the pros and cons of each method based upon our current climate/situations with the pandemic. The Board Members offered some additional input regarding these identified areas. Also reviewed were some sample questions, with input from the Board Members. It was noted that there will be some sort of introduction to the written survey itself.

NEW BUSINESS

CS JACKSON HISTORICAL GRANT

Erin McCusker noted this was spoken of earlier in meeting. [Also included in the packet.]

FY2022-2023 BUDGET FIGURES FOR LIBRARIES

Erin McCusker shared the proposed letter to the libraries in the packet. She sends a similar letter each year to the libraries with distribution estimates for their budgeting purposes. Caty Clifton suggested we include a note on the first page that states the estimate of tax receipts comes from the County Assessor's office.

GOOD OF THE ORDER

None.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be February 24, 2022, at 5:30 pm.

ADJOURN

Nick Nash moved to adjourn the meeting. Caty Clifton seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:00 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell