



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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**Minutes**

**Board of Directors Meeting**

February 21, 2019 at 5:15 pm

Pendleton Center for the Arts, Board Room  
Pendleton, Oregon

**ATTENDANCE BOARD:**

Michelle Munro, Vice President  
John Thomas

Hilary Stoupa, President (via GoToMeeting)

**ATTENDANCE STAFF:**

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

**ATTENDANCE - VISITORS:**

None

**CALL TO ORDER:**

Board Vice President Michelle Munro called the Board Meeting to order at 5:15 pm.

**CALL THE ROLL & ESTABLISH QUORUM:**

Erin McCusker noted there was a quorum with 3 Board Members present.

**INTRODUCTIONS:**

None.

**APPROVAL OF THE AGENDA:**

Erin McCusker noted that she should have removed Budget Committee Organization under New Business as it was left over from last month's agenda. John Thomas moved to approve the agenda with the edit. Hilary Stoupa seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT:**

None.

**MINUTES:**

January 17, 2019 minutes - Erin McCusker stated that Hilary Stoupa had made comment that the spacing did not hold using Word Online. Erin noted that the approved copy will have proper spacing, etc. John Thomas moved to accept the January 17, 2019 minutes as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

January 26, 2019 Board Retreat minutes - The minutes were tabled since Michelle Munro was not at the retreat and so thus there was not a quorum available to approve them.

**CALENDAR UPDATE:**

None currently. Erin McCusker noted that she and Dea Nowell would be working on it on Friday.

## CORRESPONDENCE:

Nothing that wasn't typical, Erin McCusker said.

## REPORTS:

### FINANCIAL STATEMENTS NOVEMBER 2018 & DECEMBER 2018:

Erin McCusker stated that it looks pretty good. She noted that she had just sent invoices to Sage and Hermiston PL for courier reimbursements. Also noted that we are in the process of doing the historical grant. Some questions have come up about new formats, such as video games based on the Oregon Trail. There is a new director at the historical foundation and so after this round of grants, Erin will be approaching them about these new formats. Erin noted where we are with Community Service Fees & Current Taxes received (above 100%). She recently attended a Department of Revenue, Local Budget Law training and was told that even if the special payments are pass through funds, the District still needs spending authority through the budget appropriation. So we would have to do a supplemental budget if above the budgeted, appropriated amount. Erin noted that she will be budgeting differently in the next year, to get closer to the actual amount. She will explain this to the Library Directors at their next meeting in March.

John Thomas asked how others like us do this. Erin noted that Lincoln County Library District doesn't distribute money each time funds come in, rather 1-2 times per year and only a set amount. Erin noted that this may come up in the tax distribution discussion (rolling over extra for next fiscal year). There was much interest by the Board and Erin regarding a different method of distribution, not so much the formula piece at this point as the how it is distributed - a more methodical approach.

Erin also noted that the courier was a bit higher than we budgeted for. She is requesting from IMESD what they are planning for next year so she can budget for it. Part of the increase had to do with increasing the bin size at Milton-Freewater PL. Hilary Stoupa asked about postage as it is approaching 100%. Erin noted that she purchased 2 rolls of stamps before the price went up and had sent out the new agreement and termination letters via certified mail.

Hilary Stoupa moved to accept the January 2019 financial statement subject to audit. Michelle Munro seconded the motion. The motion passed unanimously.

### STAFF MONTHLY REPORTS:

Erin McCusker noted that Monica Hoffman continues to be busy. She noted that Monica just submitted the BMELH grant quarterly report. Erin pointed out that on the second page of Monica's report is a note of appreciation and picture from one of the providers Monica serves, in case anyone missed it. Erin further noted that Monica had found out about World Read Aloud Day being celebrated on February 1 and made some announcements, as well as gave out free books and had a celebration of this at the sites she served that day.

Erin noted that Dea Nowell has been working a lot with the libraries this month adding items for them. Erin also noted that she and Dea had attended several webinars together recently, including Streamline Website Bootcamp which was 8 weeks of half-hour sessions. The series just wrapped up this week with a session on Google Analytics. Hilary Stoupa asked Dea about the small library webinar she recently attended and what she found out. Dea noted that the big take away was, more or less, "right-sizing" programs for the libraries'/communities' size and finding out what the community needs/wants and addressing that.

#### DIRECTOR REPORT:

Erin McCusker spoke about attending the SDAO conference in Sunriver. Erin stated that the conference was really good, and she learned a lot. She stated that there were a lot of special district library directors and staff there. She talked about the make-up of the Special Districts Association Board and how the special district libraries are part of the at-large caucus. She stayed in a house with several library directors and this was just prior to legislative day in Salem, which Erin did not attend.

Erin noted that she didn't have much time to work on drafting the vision statement. The libraries in the district all held a food for fines program from February 1-16. One bad thing regarding, Erin did press releases and flyers for the whole county, however only articles were put out for Hermiston PL & Stanfield PL; Erin is working with the EO to make sure to get the full story out to the community. John Thomas commented there was recently a good article on Coos County not charging children's fines. Erin noted that the library directors have had discussions about this and some are for it and some are unsure. Erin stated she received a nice note of thanks from MaryKay Dahlgreen, Director of the Lincoln County Library District.

#### BOARD TRAINING - SDAO CONFERENCE REVIEW:

Erin McCusker noted that best practices checklists have been sent out and she found out that every district gets different lists of best practices than other districts each year. This year ours includes public records, policy and training, and board practices assessments. There is some training available for the board practices assessments with limited number available, so Erin signed up right away and needs to submit 2 possible dates. After a bit of discussion, it was decided to put in for the June and August Board meeting dates.

Erin won a basket from WHA (an insurance agent will come to deliver it). She picked up some information on what to do in a disaster. She talked spoke with a representative of government surplus auctions regarding the used car we will have available in a couple of years and found out they take only a small percentage of the sale. .

Erin reviewed some of the sessions she attended. Pay Equity, Are You Ready? is one she attended and found out that this was lost in the transition of directors. She will be working on the process and making sure we are in compliance with the law.

Board Recruitment session was really good, however the background of the speaker was more aligned with the non-profit sector. Some of the items discussed were boards having discussions about what are good board member characteristics, what aren't, and that the relationship between the board and the executive director is vitally important. Some things to think about are what sectors in your community do we need to look at or focus on -- we have a broad county.

Internal Controls - Erin noted that we are working on our processes and feels we're doing a good job.

The PowerPoints and handouts from the sessions at the conference have been loaded to the Board's SharePoint site. Topics include: Privacy in an online world, the Legislative Session, Pay Equity, Board Recruitment, etc. Erin noted she made copies of the SDAO Board Member Handbook, as well.

#### OLD BUSINESS:

#### PLAN FOR REVIEW OF DISTRIBUTION PERCENTAGES:

Erin McCusker revised the Proposal for Review of the Tax Distribution Process per the input from the Board Members at the last meeting and forgot to bring the document to the meeting. She updated the process using the information from the Board at the last meeting. She will get it posted for the Board.

#### BUDGET COMMITTEE:

Erin McCusker stated she had heard back from Budget Committee Members Jean Hemphill and Kim Mills, who both stated that the second week of April was okay for them to meet. She left messages for the other committee members and will be following up with them. Erin queried the Board Members availability the second week of April. Hilary Stoupa noted her schedule was open, John Thomas noted that Tuesday was okay, but would be out of town on Wednesday and Thursday. The only change to the Budget Calendar will be the date of the Budget Committee Meeting.

#### BOARD OF DIRECTORS ELECTION:

Erin noted that no one has come in to get an application for election. Michelle Munro noted she is not planning to run again. She suggested maybe a poster in libraries and/or city offices you want/need people from would be a good idea. Michelle also noted that she has been talking to some folks about the elected positions.

Erin McCusker noted that she will make a flyer and get it out. She stated that she has not received any suggestions from the library directors yet. Michelle suggested that an announcement could maybe be posted on Facebook pages. March 21 is the filing deadline.

#### CALENDAR OF FY2019-20 BUDGET PROCESS:

Erin reviewed the letter she sent to the library directors regarding budget amounts for the libraries, stating that it is a best guess at this point in time and that the Budget Committee has not yet met, nor has the FY2019-20 budget been set yet. In the letter she explained that the current year tax revenue amount is based upon a 4.96% increase over the amount received by end of December 2018; the previously levied taxes are about the same; the windmill moneys will decrease, probably about 15%; and that the new community service fees based on the SIP agreements will be a set amount for 15 years. She showed the breakdowns for each library and the District based on the current formulas. She also noted which costs and fees the District will continue to cover out of the 20% we hold back for the District. She will post the letter for the Board on the SharePoint site.

#### NEW BUSINESS:

#### SUPPLEMENTAL BUDGET DETAILS AND PROCESS:

Erin McCusker reviewed the budget details and process for the supplemental budget with the Board. Erin figures it will be about 1.7% increase in tax revenues over the currently budgeted amount. Grants were increased (historical grant) or not expected (Pacific Power grant for Dolly Parton which should have gone to the Pendleton PL Friends). Erin plans to talk with the State Department of Revenue to make sure everything is in the right place and how best to do this process. She is hoping to have the budget hearing on Tuesday, March 21<sup>st</sup>, however she is not sure if this is possible since the Board won't be able to approve it before, unless a special meeting is called.

#### LSTA GRANT ACTIVITIES:

Erin McCusker noted that this is an update, no decisions are necessary as noted in the purpose outcome of the agenda. Erin stated that we need to let them know if

we're planning to spend it all. There is one more payment with Center for Nonprofit Stewardship and there are two regional trainings coming up: March 9 in Baker City and May 4 in Pendleton. There will be some travel costs and printing costs. Michelle Munro asked Erin where the information about the trainings is at. Erin said she had just gotten the information and that Jess Hampton is going to be sending it out. Erin noted that she could send it out to who she has contacts for.

**GOOD OF THE ORDER:**

Hilary Stoupa asked the date of the In-Service. Erin McCusker replied April 5<sup>th</sup> in Pendleton. Erin McCusker stated that in the winter months the library directors' meetings are being held in Pendleton at their request, with rotating hosts.

**NEXT DISTRICT BOARD MEETING:**

The next Board Meeting will be March 21, 2019 and will possibly include the Supplemental Budget Hearing. Erin McCusker stated she would try to get things together for it.

**ADJOURN:**

John Thomas moved to adjourn the meeting. Hilary seconded the motion. The motion passed unanimously. Meeting was adjourned at 6:49 pm by Board Vice President Michelle Munro.

Respectfully submitted by Dea Nowell