



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

PO Box 1689  
425 S Main Street  
Pendleton, OR 97801

Phone (541) 276-6449

**Minutes**  
**Supplemental Budget Hearing & Board of Directors Meeting**  
February 25, 2021 at 5:30 pm  
via Zoom  
[Pendleton, Oregon]

**ATTENDANCE BOARD:**

Caty Clifton (via Zoom)  
Nick Nash, President (via Zoom)  
Hilary Stoupa (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:**

Cecili Longhorn, Stanfield PL Director (via Zoom)  
Sharone McCann (via Zoom)  
Jim Reger, Ukiah School District Superintendent (via Zoom)  
Mark Rose, Hermiston PL Director (via Zoom)

**SUPPLEMENTAL BUDGET HEARING**

**CALL TO ORDER:**

Board President Nick Nash called the Budget Hearing to order at 5:33 pm per ORS 294.438 & 294.453 noticed in the East Oregonian on February 18, 2021.

**CALL THE ROLL & ESTABLISH QUORUM:**

Erin McCusker noted that all 4 Board Members were present, thus there was a quorum.

**PRESENTATION OF THE PUBLISHED SUPPLEMENTAL BUDGET BASED ON THE RECEIPT OF EXTRA TAX DOLLARS OF WHICH 80% MUST BE DISTRIBUTED TO THE CITIES AND ONE SCHOOL DISTRICT IN THE UCSLD:**

Erin McCusker shared budget spreadsheets to explain the anticipated increase of \$152,749 and expenditures based on the receipt of extra tax dollars and community service fees of which 80% must be distributed to the libraries via the agreements.

**COMMENTS:**

Caty Clifton asked for clarification on the amount and how it was derived. Erin McCusker noted that the community service fees check has already been received which was above what we budgeted for; and the amount for tax receipts is based upon what has already been received this fiscal year, plus a best guess on what we will receive through the rest of the year based on historical information of what we have received through the remaining months over the last few years.

**QUESTIONS AND PUBLIC COMMENTS:**

There were no public questions or comments at the meeting. Additionally, Erin McCusker stated that there had been nothing submitted in writing or by phone from the public prior to the meeting.

**CLOSE BUDGET HEARING:**

Hilary Stoupa moved to close the Budget Hearing and move to the regular Board meeting. Caty Clifton seconded the motion. The motion passed unanimously. Board President Nick Nash closed the Budget Hearing at 5:44 pm.

**BOARD OF DIRECTORS MEETING**

**CALL TO ORDER:**

Board President Nick Nash called the Board Meeting to order at 5:45 pm.

**CALL THE ROLL & ESTABLISH QUORUM:**

Erin McCusker noted the same as for the Budget Hearing and that we had a quorum.

**APPROVAL OF THE AGENDA:**

No changes. John Thomas moved to approve the agenda as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT:**

None.

Introductions were made and everyone was welcomed.

**MINUTES:**

Board Meeting: January 28, 2021 – John Thomas moved to accept the minutes from the January 28, 2021 meeting as presented. Hilary Stoupa seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE:**

Nothing at this time.

**CORRESPONDENCE:**

Erin McCusker stated right after the last meeting we received a tax lot map from the City of Hermiston with another annexation notice. She stated that if anyone was interested in any of the sessions from the SDAO conference that she had a login that was available to view them, plus we have slides from several of the sessions available on the Board SharePoint site. Erin also stated that a letter was received from Mark Rose last Friday that the Board has received a copy of regarding the tax distribution review process. The Board by consensus chose to table any response to Mark Rose's letter until the Board Retreat when the process will be evaluated.

**REPORTS:**

**FINANCIAL STATEMENTS**

January 2021:

Erin McCusker commented on a few items that have recently been paid, etc. She noted that Jennifer Costley has asked if Pendleton Public Library could use the \$250 for technology that was allocated to them last year that they did not think they needed but realized following the last in-service that they could utilize if the Board was willing. There was no dissension to this from Board Members. Caty Clifton moved to approve the January 2021 financial statement subject to audit. John Thomas seconded the motion. The motion passed unanimously.

**STAFF MONTHLY REPORTS:**

Erin McCusker noted at our last staff meeting that we reviewed work plans. Monica Hoffman is currently working on inventory of the book boxes and has about 2,000 items entered. It does not look like the vaccine will be available to her under the current specifications. Dea Nowell's work is mostly ongoing, though will be serving

on the Sage cataloging RDA subcommittee when it gets restarted later this year. She will also be a part of the collective collection development and cataloging discussion in the future and is planning to do virtual site visits with the libraries in April. Erin reviewed her report and highlighted a few things. Erin contacted 4 of the Budget Committee members and Mark Peterson recommended his wife – Erin has a message in to her. The in-service committee has decided on a theme for the April 2, 2021 spring in-service: Challenging Roads Lead to Beautiful Destinations. The subcommittees of library directors have all had their first meetings and set dates and purposes for committees. She had an exciting conversation with Buzzy Nielsen, State Library of Oregon, who has asked us to be a pilot project participant using GIS data programs to help us know who we are serving and where gaps are, which helps meet an area that Erin wanted to explore in terms of needs assessment. The staff have all received new phones at no cost and we can keep the old phones as backups. She is completing a Niche Academy tutorial on trauma informed service. She and Monica will be buying a new car in the next few months; they are currently putting together a letter to go out to some dealerships. Helix PL received a microgrant through the Rural Library and Social Wellbeing project. She wrote a letter of reference for Cecili Longhorn at Stanfield PL for a leadership institute opportunity. The libraries on the west side of the County, plus Pendleton PL, each received a large donation of materials and masks from the Walmart Distribution Center, and there are many items available from these libraries for others that did not receive a donation at the District Office; there is a stipulation that these items cannot be sold, but they can be given away through programs or added to the collection. The Spring Break courier delivery schedule is currently being developed with the libraries. And Erin noted that the February EO article, which is on the Take Off! Program is in today's newspaper.

Nick Nash commented to Erin great work on empowering the library directors in doing things together and congratulations with the State Library asking us to participate, glad it helps with the needs assessment. He also commented good luck Cecili, hope you get the opportunity and good job on the application process. He offered congratulations on Dea's education piece, though he does not understand it all, he is glad that she does. He also stated good work to Monica on all she does, especially when not able to do all the things she enjoys.

Erin noted that she will be off next week on vacation and will be taking a class on Thursday mornings for the next 9 months, so will be adjusting her schedule accordingly.

#### OLD BUSINESS:

##### TAX DISTRIBUTION REVIEW:

Erin McCusker reviewed the document and process. Erin reviewed the wording in the resolution under "therefore be it resolved" noting that the process outlined allows future Boards to adjust the elements of the formula as populations and situations change and to review everything every three years when the Agreements are renewed. Caty Clifton noted she was good with the resolution, with the concession that we will work on addressing issues that have been brought forward (part of the process) and reconciling differences. Erin further noted that the language in the resolution gives the flexibility of elements talked about from the beginning of the process. Nick Nash read Resolution 2020-2021-02, Resolution of the Umatilla County Special Library District (UCSLD) Adopting a Tax Revenue Distribution Formula to be Used to Determine Tax Distributions to 11 Member Libraries and One Contracting Partner Library. John Thomas moved to accept

Resolution 2020-2021-02 as read. Caty Clifton seconded the motion. The motion passed unanimously.

**OPEN BOARD POSITION:**

Erin McCusker noted that we have not yet filled Kara Davis' position. She has spoken with one person who is willing to serve till the election, another person who could fill in and is considering it, and Sharone McCann who is in attendance tonight. Erin noted that she had not called the County today to see if there were any filings for the open seats on the next election. There are several feelers out there, but nothing more. The deadline for filing is March 18<sup>th</sup>. John Thomas noted he is planning to go down and file the beginning of next week. Sharone McCann was thanked for coming to the meeting and considering the possibility of serving on the Board. Erin noted we will probably also have one open Budget Committee position.

**NEW BUSINESS:**

**UKIAH PUBLIC LIBRARY CHANGES:**

Erin McCusker stated that she had asked Jim Reger, Ukiah School District Superintendent, to present a plan to the Board due to the changes occurring with their library director position, much like was asked of Umatilla with their recent changes. His letter with the plan was posted on the Board SharePoint site. She met with Mr. Reger and Norma Barber, former superintendent and current head teacher, last Friday to discuss all of this. Jim Reger is in attendance to clarify any questions the Board may have with the plan. Mr. Reger stated that they had started the process to replace the library director and the application process closed today. They will start interviews on Monday with the one applicant they received. He stated that they need to make sure the person also fits into the school side of things as well. They will refer to the position as a library technician in school conversation and as a library director on the public side. He further noted that they are going to try to focus more on early literacy programs. Caty Clifton noted that they have a unique service population and a unique situation. Additionally, she commented to Mr. Reger to let us know how we can be of assistance to them, and further noted that Erin is a great resource. Mr. Reger stated in closing that he will be meeting with Greta at the State Library of Oregon.

**AGREEMENT FOR LEGAL WORK WITH EILEEN EAKINS, ATTORNEY:**

Erin McCusker stated that Eileen Eakins has moved offices since she last worked with us, and thus she needs a new agreement to work with us. Erin also noted that when Ms. Eakins last looked at our agreements she asked if we would like to have her tighten some things up as she saw we had some issues there. With the new formula and the new state law governing libraries, these pieces need to be incorporated into the agreements to be legally sound, etc. Caty Clifton clarified that this would be for both the agreements – member cities and for the City of Hermiston. Caty liked that we have a history with this person. John Thomas noted he was glad she is going to join us again in this process. Nick Nash noted he is looking forward to new updated contracts. John Thomas moved to engage with Eileen Eakins again for this purpose and asked Erin to sign the agreement. Caty Clifton seconded the motion. The motion passed unanimously.

**SUPPLEMENTAL BUDGET:**

Nick Nash read through Resolution 2020-2021-01, Resolution of the Umatilla County Special Library District (UCSLD) Authorizing the Adoption of a Supplemental Budget for Fiscal Year 2020-2021 – General Fund. Hilary Stoupa moved to accept Resolution 2020-2021-01 as read. Caty Clifton seconded the motion. The motion passed unanimously.

#### BOARD RETREAT:

Erin McCusker noted that the Board Retreat will be via Zoom and could include any of the following topics: Tax Distribution Review process evaluation, training, values, sustainability, succession, strategic planning. The question was asked what the Board would like to spend the time doing. Nick Nash noted the formula review process evaluation, especially before the new Board is in place. He would like to maybe do this retreat in two two-hour blocks, with the first one before the election. John Thomas agreed with Nick's premise of the two two-hour blocks and stated he would need a couple of weeks' notice on dates. Caty Clifton stated she liked the idea of short sessions and noted her time is flexible, that mornings are better for her for clarity, but is flexible. John Thomas noted that one thing he would also like out of the process is to be able to explain in layman's terms the formula and the differences for the service of their libraries. Dates were discussed and Hilary Stoupa noted a Saturday or Thursday evening, other than the first Thursday of the month, would work for her. Saturday March 13<sup>th</sup> from 9-11 am, or a backup of Thursday March 18<sup>th</sup> from 5:30-7:30 pm, were discussed as options, if Ruth Metz is available to join us.

#### GOOD OF THE ORDER:

Caty Clifton asked a question: are librarians considered essential workers? Erin McCusker responded that the State Library was working to clarify this, however she noted she had not read the document. Erin will let everyone know when she finds something out regarding this.

#### NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be on March 25, 2021 at 5:30 pm via Zoom.

#### ADJOURN:

John Thomas moved to adjourn the meeting. Hilary Stoupa seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:15 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell