



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

PO Box 1689  
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Minutes  
Board of Directors Meeting  
December 16, 2021, at 5:30 pm  
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

**ATTENDANCE BOARD**

Jubilee Barron (via Zoom)  
Caty Clifton  
Sharone McCann (via Zoom)  
Nick Nash, President  
John Thomas, Vice President (via Zoom)

**ATTENDANCE STAFF**

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

**ATTENDANCE - VISITORS**

Rachael Reynolds, Umatilla County Tax Assessor (via Zoom)

**CALL TO ORDER**

Board President Nick Nash called the Board Meeting to order at 5:30 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Erin McCusker called the roll and stated John Thomas, Jubilee Barron, and Sharone McCann were present on Zoom; Caty Clifton and Nick Nash were present in the office; thus, there was a quorum, with all the Board members present.

**APPROVAL OF THE AGENDA**

Nick Nash noted the only change to the agenda was to move the Board Training first since Rachael Reynolds was here.

**PUBLIC COMMENT**

None.

**BOARD TRAINING: TAX REVENUE INFORMATION - ASSESSOR, RACHAEL REYNOLDS**

Rachael Reynolds, Umatilla County Tax Assessor, spoke to the Board regarding compression and answered questions regarding compression. She noted that compression is very complicated. When asked what conditions make it worse, Rachael responded when Real Market Value and Assessed Value begin to get closer. She commented if the economy is good and real market value is good then compression stays low. She also noted that going for a supplemental levy can affect compression. When asked advice for us to maintain the health of the District, Rachael suggested we keep our conservative 2% growth in budgeting. She also noted that we'll know about as quickly as she does if we have an issue. When asked about Community Service Fees, Rachael noted that the Commissioners are the ones to speak with in terms of questions regarding Community Service Fees.

**MINUTES**

Board Meeting: November 18, 2021 – Erin McCusker noted that a typo and a couple of little things such as punctuation were found in the draft. Jubilee Barron moved to accept the minutes with these corrections. Caty Clifton seconded the motion. The motion passed unanimously.

#### CALENDAR UPDATE

[See under New Business.]

#### CORRESPONDENCE

Erin McCusker noted for correspondence a letter was received from the Hermiston Planning Department regarding an area of Hermiston being annexed. Erin received an email from Mark Rose that she wanted the Board to be aware of, in addition Mark called Perry Stokes, fiscal agent of Sage Library System, regarding whether Hermiston could be billed directly for Sage rather than through the District. After Erin spoke with Perry, it was determined that it could be done with some additional work, though suggested we wait on beginning that process till next year due to our changing from service population to zip code population. Erin also noted that we received our liability insurance packet, and that she had signed the SDIS longevity rate credit.

#### REPORTS

##### FINANCIAL STATEMENTS - November 2021

Erin McCusker commented that we were able to get the financial statement a week early. She noted that with 92% of taxes collected by the County and us being at 87%, though we haven't seen the Community Service Fees funds yet, we are doing okay in terms of the budgeted tax receipts. John Thomas moved to approve the financial statement [for November 2021] pending audit. Caty Clifton seconded the motion. The motion passed unanimously.

##### STAFF MONTHLY REPORTS

Erin McCusker reviewed the reports from staff. She stated that the Dolly Parton Imagination Library is now funded through the United Way of the Blue Mountains and is now open to the whole county – it is very exciting. She stated that we are now signing up new children from all over the county every day. An article regarding this new development with the program will be coming out from the United Way. She also noted that she had been contacted by the library consultant with Helix School District regarding doing some OSLIS training and was asked to teach a couple of quick sessions to teachers. (OSLIS - Oregon School Library Information System - is a K-12 website providing access to quality licensed databases within an information literacy framework.) Erin noted that she would like to put something together for librarians to use for training on OSLIS as well.

Caty Clifton raised kudos to each staff member for their work, as notated in their staff report.

#### OLD BUSINESS

##### CITY-DISTRICT AGREEMENTS

Erin McCusker stated she had put something in the SharePoint site today - she had reworked the funding model overview and it will go up on the website tomorrow. She has also spoken to Tammy Malgesini, East Oregonian, regarding doing a news article related to this topic, in an effort to be proactive and transparent. She noted in the cover letter that will go to the City Managers/School Superintendent that she is willing to come speak at their Council meetings, etc. The Board gave some suggestions to Erin regarding this, especially referring to the last part of the funding model overview, under “Going Forward

- a Note from the District Director". Erin asked if there were any suggested changes to the cover letter to please get that input to Erin right away as they will go into the mail tomorrow.

There was a request from Jennifer Costley, Pendleton Public Library Director to change the term cataloging to cataloging support. After some discussion it was suggested that the language be adjusted a bit to cataloging services in Appendices A & C.

Caty Clifton moved to approve the drafted letter to Hermiston regarding the adjustment, and to approve the language change from cataloging to cataloging services in Appendices A & C. John Thomas seconded the motion. The motion passed unanimously.

#### COMMUNITY NEEDS ASSESSMENT

Erin McCusker shared that she put together a schedule/timeline for the community needs assessment. It looks like this: in January will begin compiling data; in January will hold a Board retreat to clarify goals and decide how to do collection (surveys, focus groups, etc.); February to March will be information gathering and library component; early April will hold another Board retreat and do analysis, an example of which is Strengths, Weaknesses, Opportunities and Threats (SWOT), then Erin will compile information and find what the themes are and what our strategic questions are moving forward; at the April 28<sup>th</sup> Board meeting we'll have an outline of strategic questions and some of the work plan goals, though probably won't have the full strategic plan ready. Erin noted that she takes an uncomplicated and clear approach to strategic planning.

#### NEW BUSINESS

##### AUDIT DRAFT - CORRECTIVE ACTION

Erin McCusker stated that the audit had come back. The auditor didn't accept the paper trail we had with website prices from several websites; she wanted bids and specific quotes. Sharone McCann moved to accept the audit draft. John Thomas seconded the motion. The motion passed unanimously. Caty Clifton moved to approve the corrective action plan regarding the deficiency noted in the June 30, 2021, audit report: not in compliance with bidding requirements, by ensuring that future purchases requiring bids will have documented quotes received from prospective suppliers. John Thomas seconded the motion. The motion passed unanimously.

##### POLICY REVIEW: DISTRICT PATRONS WHO MOVE WITHIN THE COUNTY

Erin McCusker noted that she and Dea Nowell reviewed the District Patrons Who Move Within the County policy and there are no suggested changes. John Thomas moved to accept the reviewed District Patrons Who Move Within the County policy. Jubilee Barron seconded the motion. The motion passed unanimously.

##### CALENDAR UPDATES:

- BOARD RETREATS - JANUARY AND APRIL
  - January 15, 2022, 9am-noon (District office)
  - April 9, 2022, 9am-noon (District office)
- BUDGET COMMITTEE MEETING
  - Erin asked the Board members to send dates they can't meet on Tuesdays or Thursdays in April, so she can coordinate with Lay Budget Committee members on a date for the Budget Committee meeting
- BUDGET HEARING MEETING
  - May 26, 2022, Board meeting

##### GOOD OF THE ORDER

Everyone was wished merry Christmas and happy holidays.

**NEXT DISTRICT BOARD MEETING**

The Board will hold a retreat Saturday, January 15, 2022, 9:00 am to noon in person at the District office. The next Board Meeting will be January 27, 2022, at 5:30 pm in person at the District office and via Zoom connection.

**ADJOURN**

John Thomas moved to adjourn the meeting. Jubilee Barron seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:30 pm by Board President Nick Nash.

Respectfully submitted by Dea Nowell