



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

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**Minutes**

**Board of Directors Meeting**

January 18, 2018 at 5:15pm  
Pendleton Center for the Arts, Board Room  
Pendleton, Oregon

**ATTENDANCE BOARD:**

Kara Davis

Michelle Munro, Vice President

John Thomas

Miriam Gilmer

Hilary Stoupa, President

**ATTENDANCE STAFF:**

Erin McCusker, District Director

Dea Nowell, Technical Services Manager

**ATTENDANCE – VISITORS:**

None.

**CALL TO ORDER:**

Board President Hilary Stoupa called the Board Meeting to order at 5:17 pm.

**CALL THE ROLL & ESTABLISH QUORUM:**

Roll was called by Erin McCusker with 4 Board Members -Michelle Munro, Hilary Stoupa, Miriam Gilmer and John Thomas present [at the time] thus there was a quorum. Kara Davis arrived later in the meeting.

**APPROVAL OF THE AGENDA:**

There were no changes or additions to be made to the posted agenda.

**PUBLIC COMMENT:**

None.

**MINUTES** - John Thomas moved to approve the December 14, 2017 minutes as presented.

Miriam Gilmer seconded the motion. The motion passed with 3 votes. Michelle Munro abstained as she was not present.

**CALENDAR UPDATE:**

OLA is the same week as the April Board meeting, Erin McCusker asked if it could be changed. The consensus of the Board members present was to move it to April 26th, making it the 4th Thursday in April, instead of the 3rd Thursday.

**CORRESPONDENCE:**

There was no correspondence other than items on the agenda.

**REPORTS**

**FINANCIAL STATEMENTS DECEMBER 2017:**

The December financial statement was discussed. Erin McCusker explained that Milton-Freewater did not cash a tax distribution check from October, seems to have been lost, and so a stop payment was made (\$35) and a check reissued. She also explained about what

occurred with the first paycheck direct deposit (bill pay) -- the bank clears the funds the day it is "set up" instead of the date of payment, thus precipitating one of the agenda items about changing the pay date. An adjusting entry for this month's "direct deposit" was made by Dickey & Tremper, as noted on the bank reconciliation summary. Erin also noted that she is working with Dickey & Tremper on a procedure to make sure she knows how much needs to be transferred to the bank for checks being cut, as we almost didn't have enough there for paychecks due to her being out of the office with the courier run between Christmas & New Year's Day. There was discussion regarding timing of checks needing to be signed. Hilary Stoupa suggested that Erin give the Board a heads up when bills are being taken to Dickey & Tremper, so it gives the Board a better idea as to when signers might be needed. Miriam Gilmer moved to accept the December 2017 financial statement as received, subject to audit. Michelle Munro seconded the motion. The motion passed unanimously by the 4 Board members present.

#### DIRECTOR REPORT:

Erin McCusker stated that the staff's quarterly report format has changed. This will give more consistency between the staff and also assist in gathering statistics needed for later. The staff plans to move to reporting monthly rather than quarterly. Erin noted that she will also be using this new format. Erin asked that the Board to let her know if there is something they would like to see in her report that they are not seeing. It was noted that we are working on Results Oriented Job Descriptions and that the position purpose statement from those will be included on each of the reports.

Erin shared a bit about running the courier the week between Christmas and New Year's Day. She also shared about some of the other meetings and site visits she had listed: meeting with Banner Bank to clarify permissions with bill pay, the Library Directors' meeting, a phone conversation with Barbara Lund-Jones at Umatilla County Historical Society regarding the historical materials grant, new library director orientation with Athena PL & Ukiah Library directors, touring the new office building with Al Plute, and her meeting with Umatilla County Assessor Paul Chalmers. Regarding the office space Erin noted that the new office building space may work and that the space is still pretty rough. The cost will go up a bit (about \$25/month), though we are hoping to hold Board meetings there and so that will save us some money. Al Plute stated he would like us to be moved by the end of March. Kara Davis asked if Erin had checked into other locations and suggested it may behoove us to do so. Kara & John Thomas suggested a person to contact that may be able to help direct us to some other possible locations to check out. Erin also noted that the meeting with Paul Chalmers was really good and that she now has a contact at the State as she seems not to be receiving everything she should be. Paul Chalmers suggested a meeting with the library directors and the Board to share information about how tax law affects what is collected for the District may have value, so a meeting has been set up for Monday, February 5th at 1pm at the Pendleton PL meeting room.

Erin reviewed the projects she is currently involved in and their progress. There was a discussion regarding the Dolly Parton Imagination Library project. Erin noted that there is concern out there about the how, though there is interest as well. She further noted that she shared with the library directors that she is interested in working on this as a county wide project.

When the Board members were asked for feedback of the report layout, Hilary Stoupa noted that she really liked it.

**STRATEGIC PLANNING PROCESS:**

Erin McCusker stated she has met with a couple more libraries, otherwise nothing more on this.

**BOARD TRAINING:**

**CHANGES TO PUBLIC RECORDS LAW:**

Kara Davis stated that she checked our policy against the new changes and we are pretty good in terms of already following it. Time period is the only thing we need to document in the policy. Erin McCusker has drafted the policy update and will send out the Board for review.

**OLD BUSINESS:**

**ACH DIRECT DEPOSIT:**

Erin McCusker stated that she and Dea got payroll checks deposited. She noted that confirmation for this by Dickey & Tremper is initialed by the check signers. She further noted that Dickey & Tremper suggested the change of pay date to keep it all in the same pay period.

**AUDIT DOCUMENTS:**

Erin McCusker passed out the audit documents at the beginning of the meeting. The consensus of the Board was to table discussion on this till next month's meeting. Erin noted that she would like to look at the audit in light of next year's budget.

**NEW BUSINESS:**

**PAY DATE CHANGE TO LAST BUSINESS DAY OF THE MONTH:**

As already noted Dickey & Tremper has suggested in order to create clean financials they need to keep the payroll in the current month so that the money for checks won't be pulled in the month before. Erin McCusker spoke with our PERS contact and it will be fine to do this. This way time earned in one month will be paid out the same month. It will also mean that we will have 13 payrolls in 2018 because of this change. Discussion followed.

Kara Davis moved that the pay date change to the last business day of the month, effective January 31st. John Thomas seconded the motion. The motion was unanimously approved.

**POLICIES & PROCEDURES:**

**UCSLD FINANCIAL MANAGEMENT:**

Erin McCusker reviewed and addressed areas that questions or concerns had been raised about regarding pieces in the draft. She removed the surplus property portion and is updating the current Surplus Property Policy. It was noted that we can't accept this policy before the Surplus Property Policy is updated and approved since there is a link between them, and the same is true of the Travel Policy. Miriam Gilmer suggested adding a line to bullet D under IX. District Assets and Capital Outlay, "Such evaluation shall be presented to the Board to use as they make their decision." There was discussion about removing shelving under Capital Outlay, and the consensus was to leave it in for now, due to the moving of the office. (Erin noted that she is meeting with our local insurance agent tomorrow and has a question to ask him about volunteers being covered by workers' comp for the move.) Erin will send all three policy drafts out for next month's meeting.

**PUBLIC RECORDS LAW:**

Erin McCusker noted that she updated our current policy with time periods in the new law and recommended by SDAO and will send out for next month's meeting.

**BUDGETING OVERVIEW:**

Erin McCusker informed the Board after meeting with Paul Chalmers, Umatilla County Assessor, that it looks like we received about a 4% increase this year. He advises that we should look at budgeting conservatively, at possibly a 2% increase for next year, depending upon collection. Erin said she told the library directors at their meeting that we have a set levy rate and the taxable value of the district is not rising much each year, so the reality of that is that scenario is that we will not receive a big rise in tax payments and to plan their budgets accordingly. A notification will go out to the libraries.

**BOARD RETREAT:**

Dates were looked at by the Board members and decided upon - February 10th, 8 am-noon, location yet to be determined.

**PHONE PROPOSAL FOR DEA'S OFFICE:**

Erin McCusker stated that this began as a proposal for Dea's office and has expanded to the District Office staff as a whole, partially due to the timing of the office move, but also because the current phone systems are not keeping up with current work processes. Erin reviewed the information contained in a document that she passed around (UCSLD Proposal to move to Cellular Phone System), which included a proposal from Verizon. Following some discussion, the consensus of the Board was that the approach is good; however they would like to see additional proposals.

**CHAMBERS OF COMMERCE MEMBERSHIPS:**

Erin McCusker shared that we have been receiving bills for renewal: Pendleton Chamber of Commerce membership is \$170, Milton-Freewater's is \$70, Umatilla's (for 5 or less employees) is \$120. There was a consensus of the Board that no one thinks we are getting much in return for these memberships currently. Kara Davis moved that we let the Chamber memberships lapse. Michelle Munro seconded the motion. The motion was unanimously approved.

**GOOD OF THE ORDER:**

None.

**NEXT DISTRICT BOARD MEETING:**

The next meeting will be February 15th at the Pendleton Center for the Arts Board Room. And the Board retreat will be on February 10th.

**ADJOURN:**

Hilary Stoupa called for a motion to adjourn. John Thomas moved to adjourn the meeting. Michelle Munro seconded the motion. The motion passed unanimously. Meeting was adjourned at 7:24 pm by Board President Hilary Stoupa.

Respectfully submitted by Dea Nowell