



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Minutes
Board of Directors Meeting
December 17, 2020 at 5:30 pm
via Zoom
[Pendleton, Oregon]

ATTENDANCE BOARD:

Caty Clifton (via Zoom)
Nick Nash, Vice President (via Zoom)
Hilary Stoupa (via Zoom)
John Thomas (via Zoom)

ATTENDANCE STAFF:

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

ATTENDANCE - VISITORS:

Jennifer Costley, Pendleton PL Director
Mark Rose, Hermiston PL Director
Kathleen Schmidtgall, Weston PL Director

CALL TO ORDER:

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

CALL THE ROLL & ESTABLISH QUORUM:

Erin McCusker called the roll and noted four Board members were present, thus there was a quorum. [Kara Davis texted earlier to say she may not be able to make it to the meeting.]

APPROVAL OF THE AGENDA:

No changes.

PUBLIC COMMENT:

None.

MINUTES:

Board Meeting: November 19, 2020 - Hilary Stoupa moved to accept the minutes as presented. Caty Clifton seconded the motion. The motion passed unanimously.

CALENDAR UPDATE:

Erin McCusker noted there is only the addition of the January 12, 2021 Tax Distribution Review Public Meeting.

CORRESPONDENCE:

Erin McCusker stated there was nothing besides the usual correspondence, such as tax receipts.

REPORTS:

FINANCIAL STATEMENTS

November 2020:

Erin McCusker commented any purchases made have been for basic things, such as printer cartridges. Caty Clifton stated that she noticed we had received a lot of our

budgeted tax revenues. Caty Clifton moved to accept the November 2020 financials subject to audit. Hilary Stoupa seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS:

Erin McCusker stated that we are all still busy and have a lot going on. She did pass on to the Board since we are a part of the Sage Library System that the System Administrator, Beth Ross lost her husband very unexpectedly a couple of weeks ago. She sent her a card from the District. Erin asked if there were any questions on the reports and there were none. Erin did share that Monica Hoffman is doing parent nights last night and tonight via Zoom and is very excited to be interacting with the kids after no direct interaction for so long.

OLD BUSINESS:

TAX DISTRIBUTION REVIEW:

Erin McCusker started off by thanking everyone for hanging in there with us in this process. She additionally thanked Caty Clifton for all her assistance, knowledge, and history, as well as Dea Nowell for her historical knowledge and research. We are looking at scenarios tonight and Erin will move forward with whichever ones the Board wants populated with the most current information we have for the public meeting in January. Ruth Metz will be facilitating that meeting. The formula is the first step in a process that will also include updating the agreements. Erin reiterated the process moving forward, with the formula being utilized in the FY2022-23 budget cycle for the first time. The agreements will be updated over the next several months with the formula being included in the agreement. There will be a period of phasing in of changes (especially for any large changes). She reviewed the process of this particular iteration/phase being that the goal is to have a clear and distinct formula that follows the values the Board wants to guide how the tax dollars are distributed (defined at their retreat in March) – equity, consistency, objective criteria, replicable, sustainability, transparency, viability, a formula that would not build competition into the criteria, focus on the Library District as a system, keep the role of the Board and Director neutral, and KISS (keep it simple).

Erin further noted that determining population is a key component and quite a bit of work went into this. She worked with PSU to get zip code numbers in the County. The formula components have been reviewed by several professionals: Ruth Metz (library consultant & facilitator for the project), Gary Parker (BMCC math professor), and Charles Rynerson (PSU). Ruth Metz and Gary Parker both felt they were mathematically and logically sound, and Charles Rynerson felt the population portion was sound. Erin noted that every ten years PSU can certify the population in the zip code boundaries, and the UCSLD can adjust zip code population yearly based on city population; it is a pretty reliable adjustment. She noted that Meacham city limits appear to be updated every ten years with the census, not yearly like all the other cities. The certified city population numbers are vetted through the cities and are released every December 15th. Erin then proceeded to walk through the population tab worksheet with explanations. She then walked through the base formula elements tab worksheet, which she noted is the foundational conception for local and District partnership. She noted that the District funding has grown steadily through the years. It was additionally noted that fluctuations in population will affect distribution. Erin commented that the last time population percentages were adjusted was in FY2012-13 and things have changed a lot since then. With the proposed funding formulas, we would be shifting away

from service population to zip code population and thus there will be some bottom-line changes for everyone.

There are two elements to this funding: base threshold amount (to support a base level of funding) and the remainder amount. Erin ran through the base threshold criteria elements with explanations. She then walked through the 3 scenario tab worksheets that are populated with a theoretical county and communities, one of which only utilizes the district funding the unincorporated population area. Erin noted that we can adjust any of the areas. Jennifer Costley noted, in chat, that none of the FTE's in any scenario shows the wage of an MLS librarian, which the larger libraries will and should be employing, and she sees that as a flaw. Jennifer also commented that she is concerned about the population number and how the formulas do not create a big difference between similar sized populations that are on either side of the breaks, though it may show better when the actual numbers are put into the scenarios. Erin stated that it is a challenge for the Board in that there are 12 different entities who vary in how they operate and function. With all the disparate variables and requirements, the UCSLD cannot fund on all of what the libraries are doing or want to do. Erin further stated the District is to provide, as clearly as we can, a balanced per the population funding. We are charged with the best use of these funds in the way we can clearly, transparently, and mathematically do that. It may not always be considered "fair." This formula has been analyzed and worked and reworked. The Board can make adjustments as they determine. It is fact-based, replicable, and reviewable. It ensures service to the unincorporated areas and seamless service across the County. It shows that working collectively is better for the whole. This is the first piece of building sustainability in the District, which will be a future collective discussion.

Hilary Stoupa noted her appreciation of the work that has gone into this and all the effort that has been put into it. She found it helpful using the made-up district and entities. (Erin noted that this was Nick Nash's suggestion.)

Nick Nash asked if there was a motion to move forward. Not hearing any, Nick made some requests for additional information: a nuts-and-bolts justification for size categories (population), FTE categories, collections categories, and O&M figure rational, noting that there are some shifts in numbers among the different categories. He noted he thinks this will be very helpful when we move to public comment. Erin stated that there will be a more in-depth executive summary when the public info. goes out with filled-in data. Caty Clifton tried to explain and fill in some of the detail. Some elements of the scenarios match up with the original threshold criteria funding model the District started with, and also with the tiers of similar size libraries that were seen in the adjustment years. She also noted that the FTE funding is an aspirational funding level (mid-range). She commented hats off to Erin for lots of good work on this. There followed some discussion about which of the scenarios to populate with current data. John Thomas moved to direct Erin to populate all 4 scenarios for the January 12th public meeting. Caty Clifton seconded the motion. The motion passed unanimously.

Erin stated that the information will be sent out the beginning of January and with an executive summary answering questions. Nick thanked all the library directors for coming.

NEW BUSINESS:

RESIGNATION OF KARA DAVIS:

Erin McCusker had shared Kara Davis' email formalizing her resignation from the Board effective the end of December 2020 on the SharePoint site. Erin noted that she has put some feelers out, however, has not had any real responses yet. Hilary Stoupa moved to regretfully accept Kara Davis' resignation from the Board. John Thomas regretfully seconded the motion. The motion passed unanimously.

NEW OFFICERS DESIGNATED:

Vice President Nick Nash stated it looks like he will be moving up to Board President and we will need a Vice President and asked for any volunteers. John Thomas volunteered. Hilary Stoupa nominated John Thomas for Board Vice President. Caty Clifton seconded the nomination. The voted passed with 3 affirmative votes (and John Thomas abstaining from the vote).

Erin McCusker noted that if each of the Board Members would email their thoughts for Kara, she will transfer them into a card for her.

NEXT DISTRICT BOARD MEETING:

The next Board Meeting will be on January 28, 2021 at 5:30 pm. And the Public Meeting on Tax Distribution Review will be on January 12, 2021 at 5:30 pm. Both meetings will be via Zoom.

GOOD OF THE ORDER:

Caty Clifton extended thanks to all the staff of the libraries and the District for all the hard work they have done this year to keep services available as much as possible during such uncertain times. She also extended wishes for all to have a safe and good holiday. This was the consensus of all the Board Members. Erin McCusker noted that she will pass that information along to the libraries.

ADJOURN:

Hilary Stoupa moved to adjourn the meeting. John Thomas seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:19 pm by Board Vice President Nick Nash.

Respectfully submitted by Dea Nowell