



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Minutes
Board of Directors Meeting
June 21, 2018 at 5:15 pm
Pendleton Center for the Arts, Board Room
Pendleton, Oregon

ATTENDANCE BOARD:
Miriam Gilmer
Hilary Stoupa, President

Michelle Munro, Vice 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 5:15 pm.

CALL THE ROLL & ESTABLISH QUORUM:
Roll was called by Erin McCusker with 3 Board Members - Miriam Gilmer, Michelle Munro and Hilary Stoupa - present, thus there was a quorum.

APPROVAL OF THE AGENDA:
There were no changes to the agenda.

PUBLIC COMMENT:
None.

MINUTES:
Since Miriam Gilmer was not present at the May meeting, the minutes were tabled until the next meeting.

CALENDAR UPDATE:
None.

CORRESPONDENCE:
Erin McCusker noted that the Historical Materials grant reimbursement was received today.

REPORTS

FINANCIAL STATEMENTS MAY 2018:
Erin McCusker noted that there was nothing unusual with the financial statement. She further noted that she has a meeting next week with Rob Tremper to set up the accounts for next fiscal year and make sure everything is wrapped up for this fiscal year. Michelle Munro moved to accept the May 2018 financial statement, subject to audit. Miriam Gilmer seconded the motion. The motion passed unanimously.

[Board Members initialed banks & pool balance sheets, as well as the financial statements.]

STAFF MONTHLY REPORTS:

Erin McCusker noted that Monica Hoffman has wrapped up the school year and is working on clean-up, etc., though she still has some sites that are operating, so she is doing story time for them. July 1st she will have 7 more hours per week due to the Blue Mountain Early Learning Hub grant. She helped Erin round up musical instruments, etc., for summer reading programs. Monica is also helping with summer reading programs at some of the libraries. May 25th Monica provided a booth at the Pendleton Farmer's Market.

Erin noted that she went out to Ukiah and helped with weeding and collection development at the Library. They found that there are numerous call number issues that will be going to Dea Nowell to work on. Erin noted that Dea is a part of the Sage Cataloging Mentor group and is Sage Council vice chair, which means she does the minutes for those meetings. Erin further noted that Dea helped get Erin's email & calendar on her phone via iCloud.

DIRECTOR REPORT:

Erin McCusker reviewed her report, noting that there were a lot of meetings this past month. There was a courier call, in which Becky Dougherty (Ione PL Co-director) and Kathy Street (Oregon Trail Library District Director) agreed to chip in to work out those 2 weeks that IMESD isn't running the courier. It was noted as a part of this new courier agreement Athena PL will be getting a larger crate and there will be some small increases in cost. If Sage Library System gets their LSTA grant for courier costs the 2 day/week service will be covered by Sage, if not we are budgeted for it. Rob Naughton (IMESD) again stated they would like to have just one contract. Erin noted that she has also been working on the billing processes with Mark Rose at Hermiston PL to make sure things work correctly all around with bills, etc.

There have been Dolly Parton Imagination Library related meetings and calls with potential funders the first part of the month. Erin stated if libraries other than Stanfield PL & Pendleton PL decide to come on they will need to do fund raising as well. Erin noted that it is not being fully announced, as the project it is not fully funded yet.

Erin met with other special districts in the County regarding the SIP & Community Service Fees. More information on this later in the meeting.

The budget documents for FY18-19 have been submitted. And Erin noted that the move is just about done.

Erin attended a couple of webinars prepping for marketing next year. She also has been attending the webinars for the EAP supervisor certificate that is now being offered. It is good information, though nothing earth shattering in terms of new information so far. Erin also stated that she signed up for a Risk Management Forum with SDAO in Ontario on Aug. 16th, though she should be back in time for the Board meeting.

Erin noted that they just got word that the LSTA grant regarding Friends groups has been approved, so she will begin working on it as well. She noted that one of the results of this grant is a manual of best practices created through working with the Center for NonProfit Stewardship. They will also work with the individual Friends groups in the district.

Erin also summarized her progress on projects and some upcoming events/activities.

BOARD TRAINING:

Erin McCusker noted she thought it would be good to give some information about the Dolly Parton Imagination Library for Board training since a fair amount of time has gone into this program. She noted that all the public libraries in Umatilla County have an opportunity to be a part of this program, however Pendleton PL & Stanfield PL were the

only two libraries ready to get started with this. The Rippey Foundation has offered a grant to pay half the cost for children in rural counties for 3 years. The cost of the program is \$25/child/year, so with the Rippey Foundation grant, it would be \$12.50/child/year for the first 3 years. Erin noted that the Oregon Trail Electric Cooperative has agreed to pay for children in Harney, Malheur, Baker & Union Counties to be part of this program. Unfortunately in Umatilla County we don't have one electric cooperative, but many, and Erin has been in contact with some of them. She noted we will have a diversity of funding for this program in our County. Erin is currently working on a brochure for fundraising efforts that will include a logo from the Dolly Parton Imagination Library based on their approval of the brochure. The only cost to the District will be the registration brochure, which will be available to any of the public libraries in the County to utilize, if they choose to join the program. Pendleton Friends of the Library, who holds a 501c3 designation, has agreed to handle the finances.

OLD BUSINESS:

STRATEGIC PLANNING:

Erin McCusker noted she is looking for someone on the Board who is willing to work back and forth with her on writing out the rest of the strategic plan document. Hilary Stoupa volunteered. Erin stated if anyone else is interested in doing this, to please jump in as well. Erin noted she is hoping to have the document ready for the July meeting.

DIRECTOR PERFORMANCE APPRAISAL:

Erin McCusker stated that she has her self-assessment mostly done. She has run through her goals for the last year, though none were formally set. She had a couple of questions for Board Members regarding benchmarks and goals. She ran through what she had in mind and asked that if there were items the Board would like her to work on to let her know.

BUDGET COMPLETION:

Erin McCusker reported that the budget paperwork has been filed with the County. Everything was turned in pretty early this year.

OFFICE MOVE:

Erin McCusker shared that the office move is pretty much completed, there are only a few things left at the other office location, which are awaiting some shelving being purchased and installed in the storage closet. The internet is running well, and pictures/bulletin board have been hung. Erin noted that Monica Hoffman is ready to start a weeding project, as it has never really been done, other than piecemeal based on damaged materials, etc. Erin invited the Board Members to come by and see the new space.

NEW BUSINESS:

SIP AGREEMENT:

Erin McCusker stated that the districts represented in the recent SIP agreements got together to work out an arrangement for the community service fees. She noted that the County took themselves out of any Tier 2 payment. She gave a bit of background about this whole process, in that the County has one agreement which covers 2 separate tax code areas which includes different groups of tax districts. There are several districts that are in both tax code areas, including UCSLD. What the group chose to do was take out what Umatilla City would get from the total and then split out the remaining money. Doug Olsen, Umatilla County Counsel, said that it couldn't be done that way and had to be done by tax code area. Erin suggested that the Board rescind the prior SIP agreements for the data centers (approved in December 2017) and approve the 2 new SIP agreements [Vadata Data Center McNary/Bonney Sites & Vadata Data Center Westland Site]. Miriam Gilmer moved to rescind the prior SIP agreements for the data centers and approve these 2 new agreements for Vadata Data Centers at the McNary/Bonney site & the Westland site.

Michelle Munro seconded the motion. The motion was approved unanimously. Hilary Stoupa signed the agreements. Erin noted that payments will begin in December 2019 and will be distributed to the libraries like the windmill money. The amount will be the same every year for 15 years, unlike the windmill money which is diminishing each year, and then these sites will be added to the County tax rolls.

AUDITOR CONTRACT:

Erin McCusker stated that the auditor engagement letter looks like the previous contract. She did call and asked if they would be willing to come and present the audit to the Board, and was told yes they would be. After talking about the specifics of the engagement letter, Miriam Gilmer moved to accept the engagement letter with Barnett & Moro as presented. Michelle Munro seconded the motion. The motion was approved unanimously. Erin McCusker will sign the engagement letter.

GOOD OF THE ORDER:

None

NEXT DISTRICT BOARD MEETING:

The Board Meeting will be July 19th at 5:15 pm at the Pendleton Center for the Arts Board Room.

ADJOURN:

Michelle Munro moved to adjourn the meeting. Miriam Gilmer seconded the motion. The motion passed unanimously. Meeting was adjourned at 6:40 pm by Board President Hilary Stoupa.

Respectfully submitted by Dea Nowell