



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
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Pendleton, OR 97801

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Minutes

Board of Directors Meeting

March 20, 2025, at 5:30 pm

District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

Judy Bracher
Nick Nash
John Thomas

Caty Clifton, President
Kathy Thew, Vice President

ATTENDANCE STAFF

Heather Estrada, District Director
Dea Nowell, Technical Services Manager (via Zoom)

ATTENDANCE - VISITORS

None

CALL TO ORDER

Board President Caty Clifton called the regular Board Meeting to order at 5:35 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated all the Board Members are present in the office: Kathy Thew, John Thomas, Nick Nash, Caty Clifton, and Judy Bracher. Thus, we have a quorum.

APPROVAL OF THE AGENDA

Caty Clifton stated that we have no financials yet, and that the Board training line was blank. Heather Estrada noted that she thought we'd talk about public meetings law under Board Training. Nick Nash moved to approve the agenda as presented. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

PUBLIC COMMENT

None.

MINUTES

Board Meeting: February 27, 2025 - Kathy Thew moved to approve the minutes of February 27, 2025, as presented. Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

CALENDAR UPDATE

Heather Estrada gave a courier update/reminder. Monica Hoffman will be doing the Thursday courier now and Judy Bracher will not be needed for that day. Caty Clifton will be assisting on Tuesday by doing the Ukiah courier run. Additionally, Heather reminded the Board that she will be out of the office March 21 through March 30, returning to the office on March 31.

CORRESPONDENCE

Heather Estrada stated that the only correspondence was an annexation notice from Hermiston, which she passed around the table, and Echo's signed agreement.

REPORTS

FINANCIAL STATEMENTS & BANK RECONCILIATIONS - February 2025

No financial statement had been received as of the day of the Board meeting, though Heather had been told earlier in the week that it was in review.

STAFF MONTHLY REPORTS

Heather Estrada shared that the in-service committee has been meeting now for quite a while. In-service will be Friday May 2nd at Pendleton PL, and Board members are invited to attend any or all of it. Heather also spoke a bit about Library IQ. Mark Rose is using this at Hermiston PL, and he shared it at a recent Directors' meeting regarding it. Other directors have noted interest in it. Heather reached out and received a quote for the whole District of \$11,000-12,000. She currently has a free trial. Heather is thinking of seeking a grant for using this product for a couple of years to see how the libraries would use it and then ask the libraries to contribute a small amount toward it going forward if it is found to be useful. Collection development would be a possible improvement from it, as the libraries could all see what each other has. Heather will be talking to the representative again in a few months.

Heather noted that she and Caty Clifton had worked on the corrections on the Strategic Plan draft that Caty had noted. And the current draft is the result of that work.

John Thomas asked about the federal executive orders regarding libraries. Heather gave the Board an update on what areas could be impacted by this. Heather and Board members spoke about what they could do and where to find resources for sharing concerns with congressman. It was suggested that everyone take actions wherever they could.

Caty noted from staff reports that Dea Nowell has been helping out widely and noticed that she has done a significant amount of work on the website accessibility project. Caty also noted that Monica Hoffman has made lots of connections through training. Heather stated that Monica is actually doing a training tonight.

BOARD TRAINING: PUBLIC MEETINGS LAW TRAINING

Heather Estrada stated that the Oregon Government Ethics Commission's public meetings law training is required to be completed at least once per term. It was also noted that the League of Oregon Cities, as well as SDAO, are fighting for a condensed version of this training that will meet the law. Heather shared that it has been stated that elected officials are the intended audience, thus budget committee members do not need to take the training.

OLD BUSINESS

UPDATE ON CITY AGREEMENTS

Heather Estrada commented that all the cities have voted to sign the agreement. We are still waiting to receive Umatilla's. It was noted that the Board should formally approve them once all have been received. Heather was asked to post what has been received to the Board's SharePoint site.

STRATEGIC PLAN DRAFT

Dea Nowell was asked to post the strategic plan draft on the front of the website for a while, as the Board would like the library directors to have easy access for the purpose of giving the Board any feedback.

UPDATE ON JD KINDLE CONVERSATION

Heather Estrada shared with the Board that JD Kindle had given her some more information on support tiers. \$1,500 would provide more advertising; and it is for 2 concerts. Nick Nash moved to submit \$1,500 toward the OES concert. John Thomas seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

NEW BUSINESS

AUDITOR NEWS

Heather Estrada shared that we received a letter from Barnett & Moro stating that they would be unable to complete our audit for FY24-25 as they had inappropriate staffing to complete it. Heather noted that she asked a friend who is an accountant for suggestions and was told that there had been a split at Barnett & Moro, with 3 accountants now in a different office - Anderson Boylan Ramos, P.C. Heather called them and was told that they would like to take us but can't say yes for sure during tax season. Heather is hopeful they will take us. She shared that we do have a plan for reaching out to another group or two if they cannot take us on.

POLICY REVIEW - PATRONS WHO MOVE AND FINANCIAL MANAGEMENT POLICY

District Library Patrons Who Move Within the County: Heather Estrada shared that the top portion of the policy was added from the Sage Circulation Policy and that we kept a bit at the bottom from the previous wording for additional clarification. Nick Nash asked about the "Notes vs Alerts" section at the bottom of the Sage Circulation Policy addition. Dea Nowell noted that this could be removed, as it is actually more procedural than policy. John Thomas moved to approve the District Library Patrons Who Move Within the County policy pending the change. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

Financial Management Policy: Heather Estrada noted that she had given the Board an earlier version of the policy last month, and that the petty cash section had been removed in the last revision. Caty Clifton commented that it is not needed then. Heather stated that all the numbers had been updated to current numbers. Nick Nash brought forward section IX D. regarding "Make any purchase... (2) of over \$500..." and wondering if that is too low; and "... (3) of over \$3,000..." being more capital outlay of sorts. After the Board discussed how this plays out, everyone felt fine about the wording. Nick Nash moved to accept their review of the Financial Management Policy. John Thomas seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

ACCESSIBILITY UPDATE FROM DEA

Dea Nowell gave an overview and update/demo of the website accessibility project she has been working on over the last few months. We started looking into this mid-November when she and Heather Estrada met with Streamline Digital Deployment, the vendor of the website platform we are using. We decided to move to the package that would provide us with additional resources and assistance. Dea noted that the push has come from the Department of Justice's Civil Rights Division issuing a final rule revising Title II of the American's with Disabilities Act (ADA) requiring state and local governments to make their websites and mobile applications accessible for people with disabilities. Special district governments have till April 26, 2027, to be "in compliance" [unless required by a state law for an earlier date]. Dea shared a bit about tagging documents properly to appear and/or work properly, especially with screen readers and other adaptive technologies, which is a lot of the push behind this project of meeting the DOJ's final rule revising Title II of the

ADA. She also pointed out to the Board that we have a “website accessibility statement” located at the bottom of the website provided by Streamline. Dea also shared some visual context of what and how she is doing this project, as well as the progress that has been made to date. Part of the process is creating “templates” that are as accessible as possible on the front side for staff utilization for on-going documents to make it quicker and easier to fully remediate documents for the website – such as Board agendas, staff reports, FY calendar overview, etc. She also noted that she has been making notes along the way as she learns things, so that she will be able to provide documentation for the future.

GOOD OF THE ORDER

Board members wished Heather safe travels and a good vacation. Caty Clifton stated that she will not be at the next Board meeting, which also includes the Budget Committee Meeting.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on April 17, 2025, beginning at 5:30 pm with the Budget Committee Meeting.

ADJOURN

Caty Clifton entertained a motion to adjourn the meeting. John Thomas moved to adjourn, and Nick Nash seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas). The meeting was adjourned at 7:09 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell