



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

PO Box 1689  
425 S Main Street  
Pendleton, OR 97801

Phone (541) 276-6449

**Minutes**

**Board of Directors Meeting**

April 27, 2023, at 5:30 pm

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

**ATTENDANCE BOARD**

Jubilee Barron  
Nick Nash

Caty Clifton, Vice President  
John Thomas, President

**ATTENDANCE STAFF**

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

**ATTENDANCE - VISITORS**

none

**CALL TO ORDER**

Board President John Thomas called the Board Meeting to order at 5:29 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada noted that we have four (4) Board Members present in the office: Nick Nash, John Thomas, Caty Clifton, and Jubilee Barron; so we have a quorum. It was also noted that Sharone McCann is currently in Scotland.

**APPROVAL OF THE AGENDA**

There were no changes or additions to the agenda. Caty Clifton moved to accept the agenda as presented. Jubilee Barron seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting March 23, 2023: Nick Nash moved to approve the March 23<sup>rd</sup> minutes as presented. Caty Clifton seconded the motion. The motion passed.

Budget Committee Meeting April 25, 2023: Caty Clifton moved to approve the April 25<sup>th</sup> Budget Committee Meeting minutes as presented. Nick Nash seconded the motion. The motion passed with three (3) Board Members approving the motion; Jubilee Barron abstained as she was not present at the meeting.

**CALENDAR UPDATE**

Heather Estrada noted there were no calendar updates, however she stated that she would be out of the office tomorrow and next Thursday.

**CORRESPONDENCE**

Heather Estrada read an email she received from the PLD Chair, Haley Lagasse, regarding Dea Nowell having been nominated and selected for the Public Library Division's Pearl Award. Heather also read that the award "represents those who are like the pearl in an oyster - one who agitates, makes change over time, and is highly valued."

Heather also received a mailing from the Bonneville Association and is not sure what to do with it, as she is not sure how it pertains to us.

## REPORTS

### STAFF MONTHLY REPORTS

Heather Estrada noted that it is a bit confusing to her that the two staff members reports run on the month, however noted that she really appreciated the help Dea Nowell gave with the courier the last week of March, it allowed both she and Monica to have some time with their children. Dea also began her site visits that week.

Heather noted that Monica Hoffman had a busy month as always. And will note something more about Monica in her report.

Heather noted that she went to OLA and her biggest takeaway was the District and District libraries' staff who gave presentations. Especially Monica Hoffman – she did an awesome job with her presentation. Heather also attended the session in which Cecili Longhorn presented with two (2) other presenters; Cecili is an excellent presenter. Heather noted that unfortunately she was unable to attend Stephanie Partida's session, as she had some Board meeting work that she needed to get done. Heather felt like the District was so represented with Dea receiving an award, three (3) District and District libraries' staff presenting, and Stephanie Partida being voted onto the LEO Board.

Nick Nash noted that this reflects what we do here, as none of these presenters have had formal library training and probably wouldn't be hired in larger communities in the type of roles they currently fill. Caty Clifton stated that she really values the staff reports. Heather stated that she knows the Board would like to hear Monica present, however she is working tonight at the Milton-Freewater Elementary parent night. She will be doing so at a meeting in the near future.

### FINANCIAL STATEMENTS - March 2023

Caty Clifton made some observations: on page 3 in the General Fund the Community Service Fees are up, Unemployment is up, and Worker's Comp is up. She also asked about the small amount spent in the Outreach Fund. Heather Estrada noted that the first part of the fiscal year Monica Hoffman spends the State Ready to Read grant money and the second part of the year spends out of the District funds. Nick Nash moved to approve the financial statement, pending audit, for March 2023. Caty Clifton seconded the motion. The motion passed unanimously.

### BOARD TRAINING - BEST PRACTICES CHECKLIST

Heather Estrada stated that we have received the official list of best practices for this year. The five (5) things for receiving our discount are: affiliate organization membership – already done with OLA membership, emergency preparedness plan – samples are to be out this spring, emergency plan checklist – samples are to be out this spring, Vector Solutions training: Safety Management: Emergency Action Plans – Heather will be doing this and any Board Members who would like to are welcome to do so as well, and emergency management plan training – again Heather is planning to do this and any Board Members who would like to are welcome to do so as well.

Heather noted that SDAO used to carry our liability insurance, however can no longer afford to compete with the big companies so is now contracting through SAIF. Heather has the paperwork to fill out for the change with workers' compensation. There is no change in cost and we have no choice in change, it is just what is happening.

## OLD BUSINESS

### COMMUNITY NEEDS ASSESSMENT

John Thomas noted he spent several nights digging through all the great information and data in the report. Caty Clifton noted that she had made some editorial comments on the report and sent an email to the group asking for additional comments. No one saw the "group" email. Caty commented that overall, it was an excellent report and data. Heather Estrada asked what the Board's thoughts were of what to do with it. Caty suggested that the library packets should be made available to all the libraries with an ask; that we, the Board, would appreciate feedback on how they could use this information and what it would be useful for. She also suggested that they bring key items to their city council - thus testing it, so to speak, and helping us to refine it. Nick Nash stated that it would help us in updating this data over the years, in a reasonable manner.

Heather asked what the timeline should be and how we should proceed on this, while giving the Board Members time to look it all over. Nick asked if one month was too long. Heather noted that probably one month, on the outside, would work and would like suggestions for the guided learning piece and testing. Caty noted that she sees the key information being posted on the website and additional information sent to each of the libraries. There was some discussion of how best to deliver the packets, be it digital, printed, accessible through a portal like SharePoint, etc. It was noted that whatever method, it should be the easiest and best way to deliver the information. It was determined that the Board would have their portion done by May 18<sup>th</sup>, so that Heather has time the week before the Board meeting to do the edits and be ready to be checked and finalize the information for guided learning at the Board meeting.

### AGREEMENTS FOR LIBRARY SERVICES [ANNUAL LIBRARY SERVICE PLANS]

Heather Estrada noted that the Annual Library Service Plans are due by May 1<sup>st</sup> and we currently have eight (8) of the twelve (12) in hand.

### CITY COUNCIL VISITS

Heather Estrada stated which upcoming City Council meetings she is planning to attend and asked which Board Members would like to attend with her:

May 10<sup>th</sup> Weston (6:00 pm) - Caty Clifton

May 16<sup>th</sup> Stanfield (6:30 pm) - Sharone McCann (?) & Jubilee Barron (?)

June 6<sup>th</sup> Pilot Rock

Heather noted that she will be attending the Adams Library Board meeting on June 5<sup>th</sup>, as well as speaking June 5<sup>th</sup> at the Pendleton Rotary Club meeting, to which she was invited to speak by Nick Nash.

## NEW BUSINESS

### MEDICAL PLAN OPTIONS

Heather Estrada passed out a sheet with the CIS medical plan options breakdown which she received from our CIS contact, Lori Newsome. The breakdown is what it would look like for this year; with a 5% increase for medical, 9% increase for vision, and 0% increase for dental for next year. Caty Clifton noted that it is not a huge jump for families. The question was whether we need to change the policy and have a resolution for next month for the whole range of benefits. Heather noted that what she has budgeted for this next fiscal year would cover this and has a buffer as well. Caty moved to change the personnel policy to full range health coverage benefits with a resolution to follow next month. Nick Nash seconded the motion. The motion passed unanimously. It was asked if this would take effect July 1<sup>st</sup>, 2023, and Heather noted that Lori Newsome said it probably could since we've been members so long. Heather will confirm with Lori Newsome our desire for that to occur.

The question of COLA was raised. It is 8.7% this year for Social Security, with 7% being actually kind of a flat line. Caty Clifton noted that the Feds are using 4.6%. Nick Nash noted that we are making some progress on some things, though we still need to continue on others, like pay – step increases. Heather noted that she has not started working on this yet. Caty stated that she had pulled some things together regarding annual increases and step increases to share with Heather.

#### PERFORMANCE APPRAISALS

Heather Estrada brought forward the topic of performance appraisals as this was her first round of doing them. She is planning to copy the format from previous years for this year. In the future she stated that a STAY interview might be more helpful than a performance appraisal, as it is more holistic. Caty Clifton commented that a 2-way conversation works best. Heather asked about the peer review piece and the Board noted that they will send a request for peer review out noting Heather has only been in the position 6 months and to please take that into account when commenting. Caty suggested following the same process and maybe making adjustments/changes for next year. The Board would like to do Heather’s performance appraisal in June, and suggested to Heather she could adjust the staff appraisals based on schedules. Heather noted she likes the quarterly check-ins.

Caty brought up the idea again of the Board having an evaluation as well. Heather will check with SDAO to see what they have available, based on what was done previously for the Board with a SDAO consultant.

#### GOOD OF THE ORDER

None.

#### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be May 25, 2023, at 5:30 pm.

#### ADJOURN

Nick Nash moved to adjourn the meeting at 7:20pm. Jubilee seconded the motion. The motion passed unanimously. The meeting was adjourned by Board President John Thomas at 7:20 pm.

Respectfully submitted by Dea Nowell