



# UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

PO Box 1689  
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## Minutes

### Board of Directors Meeting

February 24, 2026, at 12:00 pm  
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

#### ATTENDANCE BOARD

Caty Clifton  
Kathy Thew, Vice President

Nick Nash, President  
John Thomas (via Zoom)

#### ATTENDANCE STAFF

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

#### ATTENDANCE - VISITORS

None

#### CALL TO ORDER

Board President Nick Nash called the regular Board Meeting to order at 12:07 pm.

#### CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated that we have Board Members Caty Clifton, Nick Nash, and Kathy Thew in the office, and John Thomas on Zoom, so we have a quorum. She also stated that Judy Bracher was excused.

#### APPROVAL OF THE AGENDA

Caty Clifton moved to approve the agenda as presented. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

#### PUBLIC COMMENT

None.

#### MINUTES

Board Meeting: January 22, 2026 & Board Retreat: January 31, 2026 – Kathy Thew moved to accept both sets of minutes as presented. Caty Clifton seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

#### CALENDAR UPDATE

Heather Estrada reminded the Board that there are two (2) screenings of “The Librarians” coming up in March – March 5<sup>th</sup> will be at the Pendleton BMCC campus and March 9<sup>th</sup> will be at the Hermiston BMCC campus. There will be a panel discussion following each screening, which will include Heather and Kristin Williams (BMCC Library Director), along with Stephanie Partida (March 5<sup>th</sup>) and Cecili Longhorn (March 9<sup>th</sup>). Heather also let the Board know that she would be out of the office on March 16<sup>th</sup> for a family funeral.

#### CORRESPONDENCE

Heather Estrada shared that James Simpson (Pendleton PL) had dropped off some LEO information; Dustin Schock (Ukiah P/SL) shared a poster for the Inland NW Choral concert

in Ukiah; and Annette Kubishta (Helix PL) sent some things. It was noted by Board Members that these are nice things to see.

## REPORTS

### FINANCIAL STATEMENTS & BANK RECONCILIATIONS – January 2026

Caty Clifton noted that we have a pretty healthy balance and some things that we've previously mentioned are up and down. Caty Clifton moved to approve the January 2026 financial statement, subject to audit. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

### STAFF MONTHLY REPORTS

Heather Estrada shared that her biggest takeaway from the SDAO conference was the succession planning session that Deborah of HR Answers led. Heather noted that it is critical for all the staff members since we all do such different things, and we have been discussing this. It was noted that critical functions for each position need to be documented, then we will look at any necessary cross-training. Nick Nash suggested that we might also think about succession plans like we do the emergency plan; what does it look like if something happens to one of the staff members... contacts information, etc.

Heather also shared that the library directors noted definite interest in grant writing workshops and possible collaboration amongst themselves. Heather suggested doing 2 sessions a couple of weeks apart with the first as presented information and the second session being more of a collaborative approach of sharing. Nick Nash and Heather looked at some dates and will explore location for the workshops.

Heather then asked if there were any questions or comments regarding Monica Hoffman's or Dea Nowell's reports. Caty Clifton said thank you to Dea on AI sharing and accessibility. Caty also said, "good job everyone!"

### BOARD TRAINING: SDAO BEST PRACTICES UPDATE

Heather Estrada shared that the SDAO best practices this year includes Public Meetings Law Training for part of the 10% discount. And SDAO's training (approximately 30 minutes in length) has been approved by the Oregon Government Ethics Commission. Heather suggested doing the training together at an upcoming Board meeting with a short agenda, so we all do it together and then we can repeat it every 2 years so that everyone stays updated on the requirement. The Board Members present were amenable to the idea.

## OLD BUSINESS

### URBAN RENEWAL AREA – FEB. 17<sup>TH</sup> MEETING

Heather Estrada noted that she and Kathy Thew attended the meeting. They both noted that there was no mention of disagreement with the County Assessor's numbers. Heather stated that the Urban Renewal Agency voted it in, so the 45 days have started. It was noted that they are taking an optimistic approach. Heather noted that she posted an updated East report from Melissa Ince this morning on the Board's SharePoint site. Heather shared what she thinks we should ask them to provide for the District. The paperwork needs to be submitted to the City by April 8<sup>th</sup>. There was discussion over whether there will be a follow-up meeting. It was suggested that every Board Member sign the submitted request.

## NEW BUSINESS

### POLICY – Fiscal Agent Policy

It was noted how short this policy was. Dea Nowell asked if the Board would like to know the history of this policy and shared it when the Board said yes. With no suggested

changes, Kathy Thew moved to approve the policy as written. Caty Clifton seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

#### GOOD OF THE ORDER

Heather Estrada shared that she was going to Disney World.

#### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be at 5:30 pm on Thursday, March 19, 2026, which is a bit earlier in the month than usual because of Spring Break being the usual week of the Board meeting.

#### ADJOURN

Nick Nash entertained a motion to adjourn the meeting at 1:02 pm. Kathy Thew so moved, and John Thomas seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, Kathy Thew, and John Thomas). The meeting was adjourned at 1:02 pm.

Respectfully submitted by Dea Nowell