



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

PO Box 1689  
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**Minutes  
Board of Directors Meeting**

November 16, 2023, at 5:30 pm

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

**ATTENDANCE BOARD**

Caty Clifton, President  
Nick Nash  
John Thomas

Sharone McCann, Vice President  
Kathy Thew

**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 Board Meeting to order at 5:30 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada stated that all five (5) Board Members were present in the office, thus we have a quorum.

**APPROVAL OF THE AGENDA**

Caty Clifton noted a minor edit under New Business – the dates listed for the acceptance of the State Library statistical reports and the ALSP/Strategic Plan Reviews should read FY2022-23. Nick Nash moved to approve the agenda as amended. John Thomas seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting: October 26, 2023 – Nick Nash moved to approve the October 26, 2023; minutes as presented. Kathy Thew seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE**

Heather Estrada noted she is planning to attend the Helix Library Board meeting on November 30 and the Weston Library Board on December 5, which will be Kathleen Schmidtgal's last meeting as she is retiring at the end of the calendar year. She commented that as part of grand jury duty last week they toured EOCC and that was very interesting as she had never been there.

**CORRESPONDENCE**

Heather Estrada commented that there was no correspondence.

**REPORTS**

FINANCIAL STATEMENTS – October 2023

Heather Estrada commented that the financial statement for October is not yet ready due to our early meeting date this month. She mentioned that the back statements are on the Board's SharePoint site though.

#### STAFF MONTHLY REPORTS

Heather Estrada noted her biggest thing lately was the in-service. She thinks it went fine. She reviewed the evaluations with the Board, and it was noted that all the responses were positive responses. Heather shared that they had their last EDI cohort on Monday in Eugene and that the timing was good for Heather, as it brought things back in specifics and she got some ideas for moving forward with it. Caty Clifton stated that Heather did a fantastic job – developing, facilitating, and delivering a fantastic program. Heather stated she is still catching up with email, etc., though making progress.

Heather said that Dea Nowell was here and super helpful with in-service, from putting together the PowerPoint to running the tech end. Heather also stated it was good for her to see the library staff face to face. Dea commented that she had an aha moment while traveling and visiting with someone when they mentioned that she does consulting and realized that she does indeed do some of that – the Board concurred.

Heather commented that Monica Hoffman is back in the swing and that things are beginning to settle down with work related pieces.

Caty Clifton again expressed thanks to the staff for all the reports – she finds them very helpful.

#### BOARD TRAINING – SDAO TRAINING ON LEAVE..

Heather Estrada commented that she meant to pull some things out of some videos on leave and didn't get to it. She did comment on the SDAO Conference; she will be going to Molalla on Friday of the conference for the high school swimming finals. She also has been looking into lodging reservations and verified with Board Members attending that they were okay with an Airbnb rather than a hotel, as the cost savings would be significant.

#### OLD BUSINESS

##### EMERGENCY PLAN UPDATE

Heather Estrada stated that Caty Clifton gave some notes on updates to the emergency plan. They included things like grouping response procedures by topic, as well as a couple of additional topics. She suggested that the plan have version numbers and be reviewed or refreshed annually, and that monthly safety topics could highlight these topics as well.

##### SICK LEAVE POLICY DISCUSSION

There was much discussion among the Board and Director regarding possible approaches to this topic. Heather Estrada noted that she would also have Rob Tremper look over whatever we propose for feedback; as well as legal counsel if needed, etc. Some of the comments from the Board included: adding additional hours under certain situations is helpful and succinct; leave pool idea; do we want to move forward with writing a new draft policy while continuing to research concurrently; do we need to consider value of sick leave based on different employee salary or does it matter (a token hour – in regards to hours, not to value); do we know what other districts use; starting with a number of hours (such as forty (40) hours); leave donation limitations; should we list out exhaustion options first; we need to study Paid Leave Oregon and explore all options – bring all options to bear and number appropriately, how to donate into a pool – end of year, periodically, etc.; ability to donate all hours over cap until drop below; catastrophic situation can donate accordingly (need-based); ongoing seems to be the only thing that makes sense due to small staff and capacity); relations strong among the three (3) employees – could cause some potential tension; need to budget for...; out of box thinking in terms of recruiting new employees –

looking forward to future, good plus; last year speaking of salary – sick leave benefits are part of it all. The consensus of the Board during and following the discussion was to concurrently draft a policy while studying the legality of it, and the possibility of seeding a pool.

#### NEW BUSINESS

##### NICK'S OFFER OF GRANT WRITING HELP

It was noted that Caty Clifton, following the last Board meeting, had concerns about Nick Nash's offer to help the libraries with grant writing due to his business. Checking the box, this will be from Nick as a citizen and Board Member, not as a businessman. Nick stated yes that was his intent, pro bono as a citizen – he was planning to do a presentation, which he doesn't see as a huge contribution. Kathy Thew moved that this had been discussed and the Board is giving their approval to Nick Nash helping the libraries with fundraising and grant writing. John Thomas seconded the motion. The motion passed with four (4) Board Members' approval; Nick Nash abstained from the vote.

##### ACCEPTANCE OF FY2022-23 STATE LIBRARY STATISTICAL REPORTS

Heather Estrada shared with the Board where these are located on the Board SharePoint site in a folder titled "Library Submissions" and broken down by fiscal year submissions. Heather noted that we currently have statistical reports from 8 libraries, and another was received from a library, but not in a format that is workable for us, so the State Library staff are working on that. Heather noted that a couple more may have come in that she hasn't seen since she sent out a reminder. Nick Nash made a motion to accept the State Library statistics that have been received, with several pending. John Thomas seconded the motion. The motion passed unanimously.

##### ACCEPTANCE OF FY2022-23 ALSP/STRATEGIC PLAN REVIEWS

There was conversation about the logistics of where these are stored – website and/or SharePoint. Dea Nowell noted that we only post two (2) fiscal years reports on the website. For clarification, it was noted that this is the written portion of the review that can be posted on the website for public review. It was noted that we give wide latitude as to the presentations themselves, but we need some sort of written piece for public presentation on our website. Heather Estrada noted that she will be sure to put it out front next year as a reminder. Sharone McCann moved to accept the reviews we have in hand and directed Heather to ask again for the missing ones. Nick Nash seconded the motion. The motion passed unanimously.

##### ACCEPTANCE OF FY2023-24 FINAL BUDGETS FOR LIBRARIES

Heather Estrada noted that we have received FY2023-24 budgets from Helix, Hermiston, Pilot Rock, and Stanfield libraries. John Thomas moved to accept the four (4) budgets received. Kathy Thew seconded the motion. The motion passed unanimously.

##### GOVERNING DOCUMENTS AND POLICY REVIEW – EDI & A AND UPDATES: SICK LEAVE POLICY

Heather Estrada noted that this was discussed earlier in the meeting.

##### GOOD OF THE ORDER

Caty Clifton shared two things. She was a substitute teaching history today in the Athena/Weston School District and noted that CTUIR came to the schools today and along with their Native American club did a drumming circle and dance, with a drum built for it. She also commented on two stories in the EO on November 11<sup>th</sup> – on Paid Leave Oregon, and the Helix story which had a quote by Heather Estrada; Caty said thanks to Heather for her professional handling of the issue, especially for a non-issue.

Everyone was wished a happy Thanksgiving.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on December 28, 2023, at 5:30 pm.

ADJOURN

Kathy Thew moved to adjourn the meeting. Sharone McCann seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:270 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell