



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

PO Box 1689
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Pendleton, OR 97801

Phone (541) 276-6449

Minutes

Board of Directors Meeting

September 24, 2026, at 5:30 pm

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

ATTENDANCE BOARD

Judy Bracher
Nick Nash

Caty Clifton
John Thomas, President

ATTENDANCE STAFF

Heather Estrada, District Director

ATTENDANCE - VISITORS

None

CALL TO ORDER

Board President John Thomas called the Board Meeting to order at 5:36 pm.

CALL THE ROLL & ESTABLISH QUORUM

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

APPROVAL OF THE AGENDA

Nick Nash made a motion to accept the agenda. John Thomas seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, and John Thomas).

PUBLIC COMMENT

None.

MINUTES

Board Meeting: August 27, 2026 - Caty Clifton moved to approve the minutes of the last meeting as presented. Nick Nash seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, and John Thomas).

CALENDAR UPDATE

Heather Estrada asked the board to move the October 29, 2026, Board meeting, AND November 19th, 2026, Board meeting to noon on those dates. The board agreed. Additionally, Heather reminded the Board there will be two more ALSP review meetings; Oct. 12, 2026, at 5:30 pm in Echo, and Oct. 27, 2026, at 5:30 pm in Pilot Rock.

CORRESPONDENCE

Heather Estrada shared that we received three new donations to the Dolly Parton Imagination Library this month. We also received more annexation properties from the City of Hermiston.

REPORTS

FINANCIAL STATEMENTS & BANK RECONCILIATIONS - July & August 2026

Heather Estrada shared and board had no questions. Caty Clifton made a motion to approve pending audit, and Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, and John Thomas).

STAFF MONTHLY REPORTS

Heather Estrada that the fall In-service is Nov. 6th in Athena. All interested board members are invited. Parade season is over. It was successful and Heather was thankful for the teen intern's (Grace Warner) help this year. The Audit is done and turned over on Heather's end and board members should check their board email for a form from the auditors. There was some discussion about the successful ALSP meeting this week and what a great job the library directors in Adams, Athena, Milton-Freewater, and Ukiah are doing. It was noted how nice it was that many of the directors stayed to support one another. Dea did not do a report this month due to her mother's death and the board was very happy with all Monica had to report for August.

BOARD TRAINING

Heather Estrada and the Board discussed Board Leadership and staff roles, the difference between them. Caty suggested a self-led assessment for the Board to tackle next month.

OLD BUSINESS

LIBRARYIQ UPDATE

Heather Estrada stated that the LibraryIQ process is moving, with the company working with Beth Ross of SAGE to set up the libraries. Heather and Dea will have a startup meeting with IQ once Dea return from leave.

NEW BUSINESS

DEA SICK LEAVE DONATION

Dea has donated 24 hours of sick leave to Monica Hoffman with prior board approval.

STATE LIBRARY OPEN HOUSES

Heather Estrada shared the State Library of Oregon is hosting occasional open houses. The next one is October 29th, which does not work for Heather, but she would like to attend a future one. She invited the board and they agreed it would be a good trip. Heather will get future dates out as soon as they are available.

Nick Nash asked if Scott is still the Director of Risk Management? Heather Estrada stated she would check on it, though thought that maybe Brad Eastman's name should be here instead of Scott Neufeld, since he is our designated contact. It was asked if "loss control" is the same as "safety"? Caty Clifton moved to accept the policy with the change of [contact] name. Nick Nash seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, and Kathy Thew).

POLICY - PERSONNEL POLICIES - PG. 1-5

The Board read through the first 5 pages of the personnel policies with no suggested changes. Will continue to work through these pages and approve once all have been reviewed.

GOOD OF THE ORDER

Caty Clifton shared that she is getting away for a hike for the first time in many months.

NEXT DISTRICT BOARD MEETING

The Board will be meeting at 12:00 pm on Thursday, October 29, 2026.

ADJOURN

Judy Bracher moved to adjourn the meeting. Caty Clifton seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, and John Thomas). The meeting was adjourned at 6:39 pm.

Respectfully submitted by Heather Estrada

DRAFT