



**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

February 23, 2023, at 5:30 pm

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

ATTENDANCE BOARD

Caty Clifton, Vice President (via Zoom)
Nick Nash (via Zoom)

Sharone McCann (via Zoom)
John Thomas, President (via Zoom)

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 5:33 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada called the roll, stating that John Thomas, Caty Clifton, Sharone McCann, and Nick Nash were present via Zoom. Heather noted we have a quorum. It was noted that Jubilee Barron stated at Saturday's work session that she was scheduled to work tonight.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT

None.

MINUTES

Board Meeting January 26, 2023: Sharone McCann noted that Caty Clifton's name was misspelled as Cay in one location in the draft minutes [top of page 3]. Nick Nash moved to approve the January 26th minutes, pending the correction. Sharone McCann seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

None.

CORRESPONDENCE

Heather Estrada stated that she had received multiple comments regarding the column in today's newspaper. She read a portion of an email received from Terry Dallas, former owner of Armchair Books. Heather noted that Monica Hoffman came up with the hook for the article.

Heather also noted that she received an email from Mark Rose yesterday stating that he had tried to attend the Board's work session on Saturday; Heather noted that she forgot to start the Zoom session. Heather sent an email reply to Mark with an apology, and a copy of the agenda and drafted minutes from the session.

REPORTS

FINANCIAL STATEMENTS - December 2022 & January 2023

Heather Estrada stated that it looks to her like we are on track from what she can make out from the budget. Caty Clifton commented on the fact that we are 30% over revenue on the Community Service Fees and that some of the interest is up. She asked if we will need to adjust the budget based on increased revenue or is it just based on expenditure? Caty also noted that we may want to get together with the accountants regarding format and/or structure of the reports for future financial statements. Caty Clifton moved to accept the financials subject to audit. Sharone McCann seconded the motion. Dea Nowell asked if the motion is intended to include both the December 2022 & January 2023 financial statements? Caty amended her motion to accept the December and January financials subject to audit. Sharone McCann seconded the amended motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada noted Dea Nowell will be here March 28-April 13. She will be here for in-service, April 7th, and she has sent out a proposed site visit schedule to the libraries (she is waiting on responses from 2 individuals to finalize it). She is also planning to touch base with Kristin Williams at BMCC, as she is also her cataloging mentor. Caty Clifton noted the increased volume of contacts with some libraries - she thanked Dea for her timely responses to the libraries.

Heather noted that Monica Hoffman is the chair-elect for the OLA Children's Services Division and will be presenting at the OLA conference in April. Heather suggested that the Board would probably like to hear from her as well. John Thomas stated he would like to see in our public record what her position is and what she is doing. Monica is thinking about it and may possibly be at the March, or April, Board meeting. Heather also noted that Monica will also be conducting the Children's Services Division's annual book auction fundraiser online as part of her duties as chair-elect.

Heather stated that she attended the Local Budget Law session in Albany earlier this month and found it very helpful. She is planning to attend the virtual trainings as well, to pick up on things she may not have caught in the day-long live session. She stated that she then attended the SDAO conference a couple days later in Sunriver. She said it was good to see the big picture and encourages the Board Members to attend in the future. She stated that the keynote on generations was very interesting and noted a new concept of stay interviews versus an annual performance review, it seems to be a way to reframe conversations with employees. She also attended sessions on Oregon budget law and Eileen Eakins' session. She came away with thoughts regarding what we are getting from our providers, like our accountant, and having a conversation about what we want and their process - streamlining things - and on how our budget is built. She noted her biggest recommendation from the conference is that Board Members attend in the future - as the majority of attendees were board members. The next conference will be held in Seaside February 8-11, 2024, with registration occurring in November/December 2023 - John Thomas, Nick Nash, and Caty Clifton all noted interest in attending. Heather also commented on the SDAO academies for employees and board members. She put the brochures for each on the SharePoint site. She would like to sign up for the employee's academy and needs approval from her immediate supervisor. She noted that some training sessions are available online and some are in-person trainings. Nick Nash moved to support Heather doing this. Sharone McCann seconded the motion. The motion passed unanimously.

Heather stated that her visits with the library directors are complete. She met with Dave Slaght yesterday and he spoke quite openly and frankly. She stated that her next big

project will be preparing a 5-minute presentation on the District and putting together a schedule for City Council visits. Caty Clifton asked Heather about the ending date of her report – February 13th. Heather noted that she will probably report mid-month to mid-month, from the time the Board packet goes out till the next packet goes out.

Heather stated she is proposing a different timesheet format since she is exempt from the rest of the staff, as she finds it more helpful for tracking and flexing her time. Nick Nash commented that if it helps Heather track and makes sense, he is for it. Heather noted that it has been difficult to try to flex her time this month with the travel, training, conference, Board work session, all while being new and trying to stay on top of it all this month. Caty Clifton noted that she is fine with this, however would like us to review the policy on paid leave and flex time – do we have that lined out in the policy for exempt employees? It was noted that we may not have a clear policy stated for exempt employees. Caty noted there are some exceptions for certain situations for exempt employees. Nick asked can we allow Heather to flex some of this month's hours into March? We need to look at our policies and be very clear about this... for next month's meeting. Caty noted her general understanding is that it should be within the month. Nick Nash moved to allow use of this timesheet to track Heather's daily hours. Caty Clifton seconded the motion. The motion passed unanimously. Nick Nash moved to allow the hours from February 2023 to be flexed into March 2023. Caty Clifton seconded the motion. The motion passed unanimously. Nick thanked Heather for bringing these concerns forward to the Board, as they may not otherwise know about them.

BOARD TRAINING – SDAO CONFERENCE UPDATE AND DISCUSSION

This was covered in part of Heather Estrada's monthly report.

OLD BUSINESS

RESOLUTION IS SIGNED FOR COLUMBIA BANK TRANSFER – READY FOR ACTION

Following a bit of discussion, John Thomas & Nick Nash agreed to meet on March 6th at 11:15 am at Columbia Bank to take care of this. John noted that he would stop at the office to pick up the resolution before going to the Bank.

REDO GUARANTOR ON CREDIT CARDS

Heather Estrada gave an update on the process of redoing the guarantor on the credit cards. She was told they need two years of financials, Heather has emailed regarding what form those need to be in: audit, fiscal year-end financial statements, etc., and is waiting for a response. It was clarified that the guarantor would be Umatilla County Special Library District. Heather noted that she has received her credit card and we are finally able to use all we need to. It appears redoing the guarantor will be a long-term process. The Board thanked Heather for her diligence in tracking this through process.

ERIN MCCUSKER PROPOSAL

Heather Estrada commented that she thinks Erin McCusker is almost done with the community needs assessment report. Erin has been checking with us; in fact, she emailed today asking for some history for the report, and Dea Nowell quickly responded by sending her the updated District highlights document. Heather thinks Erin may have the report completed by the next Board meeting.

NEW BUSINESS

BUDGET PROCESS

Heather Estrada shared that she has sent the budget projections out to the libraries. She is now beginning to focus on the budget.

CITY COUNCIL VISITS

Heather Estrada stated she is planning on putting a short presentation together and inviting some, or all, of the Board Members to join her at City Council meetings as those are scheduled.

GOOD OF THE ORDER

None.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be March 23, 2023, at 5:30 pm.

ADJOURN

Nick Nash moved to adjourn the meeting. Sharone McCann seconded the motion. The motion passed unanimously. The meeting was adjourned by Board President John Thomas at 6:34 pm.

Respectfully submitted by Dea Nowell

DRAFT