UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
Strengthening our community libraries

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Minutes
Board of Directors Meeting
June 18, 2026, at 5:30 pm
District Office (425 South Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD
Judy Bracher
Nick Nash, President
John Thomas
Caty Clifton
Kathy Thew, Vice President

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 Board Meeting to order at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM
Heather Estrada stated we have five (5) Board Members, all in the office: Judy Bracher, John Thomas, Caty Clifton, Nick Nash, and Kathy Thew, so we have a quorum.

APPROVAL OF THE AGENDA
Caty Clifton asked to add a short business topic to the agenda – about disaster planning, water conservation, etc. It was determined to place it under Old Business – disaster planning review. Caty made a motion to approve the agenda with the change. John Thomas seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

PUBLIC COMMENT
None.

MINUTES
Board Meeting & Budget Hearing: May 28, 2026 – Kathy Thew moved to approve the minutes from the last meeting as presented. Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

CALENDAR UPDATE
Heather Estrada reminded the Board that we have a couple of parades coming up: July 4th – Stanfield & Echo, which she needs some help with; and July 11th – Athena, Caty & John (?) will help with.

Heather also noted that Tuesday, June 23rd there will be a formal Umatilla County meeting regarding the Umatilla URA, and Heather will be out of town, it would be good to have some Board members there. More information will be provided under Old Business.

CORRESPONDENCE

Heather Estrada shared that the Wilsonville Dolly Parton Program Partners reached out after they had visited a retirement home in which they visited with a gentleman who wants to fund 3 children for a year in a smaller community in Oregon outside of Wilsonville, and Umatilla County was selected.

REPORTS

FINANCIAL STATEMENTS & BANK RECONCILIATIONS – May 2026

There were no comments from the Board. Heather Estrada mentioned that we are right where we want it to be. We are over taxes; however, we have a resolution later in the meeting to address this. Nick Nash entertained a motion. John Thomas moved to approve the financial statement, subject to audit. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas). Caty Clifton moved to accept the bank and pool balances subject to audit. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

STAFF MONTHLY REPORTS

Heather Estrada noted that she and Dea [Nowell] had met with Linn Benton Lincoln ESD's Cybersecurity team and have received their free assessment follow-up report, though neither have taken/had time to read through it yet. Heather noted that it is one of her goals for next FY and will be doing so. She noted that she participated in the Weston parade and that it was a nice parade. She also shared about the homework she has been doing as a part of the grant training she participated in that Nick Nash did for the libraries in the last few weeks. She also shared that the library district in Grant County passed, in case anyone had not heard that info. Heather shared that we hired a teen intern, Grace Warner, the day before; and that she talked to Dickey & Tremper about how best to pay the intern – they urged to pay as an employee rather than as a contractor. Heather also stated that she had gone to the Weston City Council meeting earlier in the week; and Heather shared with the Board about the financial support given all the libraries by their cities.

Heather asked if there were any comments or questions regarding the other staff reports. Caty Clifton stated, "great stuff, chock full of great stuff and productivity."

BOARD TRAINING

Heather Estrada shared the SDAO list of trainings and asked the Board to brainstorm interest from the list for upcoming trainings, or suggestions for future trainings. Some of the ideas suggested were mandatory reporting; local budgeting and finance (specifically where the money comes from and how it is gathered up, specifically special payments) – maybe invite Robert Pahl to come and share; disaster preparedness (we support all these resources out there and how do they protect those resources and serve the public); we talked about putting together an employee handbook – maybe report the decisions that Heather makes regarding these things; anything on evaluating your executive director (questions that might be helpful).

OLD BUSINESS

URA MEETING – JUNE 23RD, NEEDS ATTENDEES

Heather Estrada read the front page of the letter she received from the County regarding enterprise zones. It looks like we are going to lose some money in reference to these, however this is not the Umatilla URA, which Heather at first thought it was. She stated that the Board members don't need to go to this if they don't want to. She further stated that we are waiting on Umatilla to pass their budget, before we know anything more about the funding request we made.

FIT UPDATE
Heather Estrada stated the GovDeals window closed at 6 pm tonight. At the moment, she does not know how much the top bid was. She also noted that she is not sure what occurs next, especially since she will be out of the office next week – she noted that she would send an email to her contact at GovDeals to let them know she'd be out of the office next week.

DISASTER PLANNING REVIEW
Caty Clifton stated we are in a severe drought currently and it looks like it will continue. Additionally, we have had several fires around the area recently. Refreshing our disaster planning process and tabletop exercise – what role does the library play with respect to water, heat, and fire potential; and how can we help the libraries with their roles as cooling centers, with water savings and education regarding, etc.? Heather Estrada suggested maybe we have an informational conversation with the libraries regarding this since there will be no Directors' meeting until August. Heather stated that she will talk with Dustin [Schock, Ukiah] about what he did with the school/library being the headquarters/center for the fire up by them and ask the libraries to bring their disaster plan to the next meeting. The question was asked whether the libraries advertise that they can, or do, play a role as a cooling station; as well as about assistance with rolling blackouts, such as the cities having a generator available for the libraries to use, if necessary.

NEW BUSINESS
GUADALAJARA – ALA-FIL
Heather Estrada stated that Nick Nash led a lovely grant workshop and gave the participants homework to do. Heather has been working on her project: attending the Guadalajara book fair again and getting more materials for the libraries that need/want them. She wants to do more fundraising, etc., this time and has been brainstorming where else to raise money. She ran the idea past Altrusa in Pendleton and they said yes. She already applied for the ALA-FIL grant and is a recipient. She wanted to ask the Board about her going again – the consensus of the Board members was that yes, she should plan to... Nick Nash noted that a benefit of going around the County to all the Altrusa and Rotary meetings would also be that Heather would be educating them about the District as well. There was talk about who else in the County might be interested in going. Caty Clifton noted she would be interested in going and helping.

DOLLY PURCHASE FOR IMESD?
Heather Estrada shared that IMESD really wants to, and is, pushing the Dolly Parton Imagination Library. She also shared that they would like a Dolly and they can't buy one. We could buy one for them using some of our marketing money to purchase it. The consensus of the Board was: yes, please do.

POLICY – INFORMATION SECURITY – ACCEPTABLE USE
Heather Estrada noted that the highlights were for suggested areas to look at changes regarding. The password number we have done some changes, but they are not reflected here – 16 instead of 10, and we are now using a password manager. Under Mobile Devices there was discussion regarding the first statement and it was noted that the Board uses personal phones, tablets, etc. It was noted that they have given themselves approval to use such. It was suggested to add the world "personal" in front of mobile devices. The question was asked what does approval mean? It means we are acknowledging when reading and signing the acceptable use policy (signing constitutes approval). Cathy Clifton noted that we are daylighting our practices.

RESOLUTION NO. 2025-2026-03 – TRANSFER OF FUNDS FROM GF – SPECIAL PAYMENTS
Nick Nash read Resolution 2025-2026-03 Authorizing the transfer of funds from General Fund Contingency to General Fund Special Payments lines for FY2025-2026, per ORS 294.463. Following the reading, John Thomas moved to adopt the resolution as read. Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas). [Kathy Thew will sign the resolutions.]

RESOLUTION NO. 2025-2026-04 – DECLARING 2010 HONDA FIT SURPLUS FOR DISPOSAL
Nick Nash read Resolution 2025-2026-04 Resolution declaring 2010 Honda Fit surplus for disposal. Following the reading, Caty Clifton moved to adopt the resolution as read. Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

RESOLUTION NO. 2025-2026-05 – CAPITAL RESERVE FUND RENEWAL
Nick Nash read Resolution 2025-2026-05 Resolution of the Umatilla County Special Library District re-authorizing the Capital Reserve Fund. Following the reading, Judy Bracher moved to adopt the resolution. John Thomas seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

ALSP UPDATE
Heather Estrada stated that we are still missing a couple of plans yet. She also noted what we have are on SharePoint. It was reminded that she was speaking of the plans themselves; and that the reviews would be in the fall and that the Board had agreed to be out in the field at libraries for the reviews.

GOOD OF THE ORDER
None.

NEXT DISTRICT BOARD MEETING
The Board will be meeting at 5:30 pm on Thursday, July 23, 2026.

ADJOURN
Caty Clifton moved to adjourn the meeting. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas). The meeting was adjourned at 7:05 pm.

Respectfully submitted by Dea Nowell