



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

PO Box 1689
425 S Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Minutes Board of Directors Meeting

January 22, 2026, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

Caty Clifton
John Thomas

Kathy Thew, Vice President

ATTENDANCE STAFF

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

ATTENDANCE - VISITORS

None

CALL TO ORDER

Board Vice President Kathy Thew called the regular Board Meeting to order at 5:33 pm.

CALL THE ROLL & ESTABLISH QUORUM

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

APPROVAL OF THE AGENDA

Heather shared that we had received the December financials. Caty Clifton moved to approve the agenda, adding December to the financial statements. John Thomas seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Kathy Thew, and John Thomas).

PUBLIC COMMENT

None.

MINUTES

Board Meeting: December 18, 2025 - Caty Clifton moved to accept the December 18th minutes as presented. John Thomas seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Kathy Thew, and John Thomas).

CALENDAR UPDATE

Heather Estrada noted that the Board Retreat is scheduled for next Saturday, however Judy Bracher has a funeral to attend at 1 pm - is everyone okay if we move it to the morning, 9 to noon? Heather has already spoken with Nick Nash and Rachael Reynolds, both of whom can be available in the morning. The retreat will be held at the State Room of the Bow and the agenda will be out soon.

Heather also noted that it was recently brought to her attention that the April Board Meeting is currently scheduled for the night before the District In-Service. She laid a few options out of moving the Board Meeting and scheduling the Budget Committee Meeting. The Board Members present chose Tuesday, April 28th at 5:30 for the Budget Committee

Meeting, followed directly by the Board Meeting. Heather also noted that she would be out of the office on Monday and Tuesday next week.

CORRESPONDENCE

Heather Estrada shared that Monica Hoffman received a nice thank you note from Sherwood Heights Elementary School for filling in at their literacy night. Heather also shared that she received a nice note from Ericka Brunson-Rochette after Heather had emailed some notes of encouragement to several State Library of Oregon staff members. Additionally, she shared that we received another annexation notice from Hermiston.

REPORTS

FINANCIAL STATEMENTS & BANK RECONCILIATIONS – December 2025

It was noted that this statement shows us halfway through the year. Heather Estrada stated that it looks like we are on track. Caty Clifton noted that there were no fund notations on any of the pages. Heather will follow up on this with the accountants' office, as there is a new person running the financial statements. John Thomas asked about the Community Service Fees at 130%. Heather responded that the auditor said we just need to do a supplemental budget by the end of the year to adjust this. Caty asked if there was a way to find out what the amount might be up front and from what? It is a question we can ask Rachael Reynolds at the Retreat. Caty Clifton moved to approve the December 2025 financial statement, subject to audit. John Thomas seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Kathy Thew, and John Thomas).

STAFF MONTHLY REPORTS

Heather Estrada reviewed her report a bit. And then asked if there were any questions or comments regarding Monica Hoffman's or Dea Nowell's reports. Caty Clifton asked Dea a question about the AI training she was going to attend and if there was information available that would be appropriate to pass on to the libraries. Dea noted that she had shared the information regarding the webinars either during site visits in November, and/or following up at the beginning of December. Caty stated about Monica's report that it is astonishing how many sites she gets out to and regarding the training the trainer events she participates in – it is very good impact and gets her and the District out into the communities.

BOARD TRAINING: SDAO TRAINING IN PENDLETON (APRIL 14/15) AND SURVEY

Heather Estrada noted that SDAO has posted that there will be a regional training summit in Pendleton April 14th and 15th – however they have not put out the scheduled topics yet, only the dates. Heather also noted that she doesn't recall what the survey was about that she listed.

OLD BUSINESS

URBAN RENEWAL AREA – JAN. 20TH MEETING

Kathy Thew shared that after attending the meeting she is starting to understand some of the words. She also noted that the presenter [who is their consultant] did a good job. Kathy also stated it sounds like all the money is being used in the City. Heather Estrada shared that they don't know how they are going to fund the Urban Renewal Area yet, thus the following up meeting on February 17th. She noted that she had a lot of thoughts sitting there listening; she said it clarified the big picture. Caty Clifton commented that from reading through the packet there are 10 entities being impacted and some are going to be more adversely affected than others, such as the fire district and UCSLD. It was noted that they are forecasting – there are no guarantees that the data center will continue throughout the time frame. Heather shared that they will be presenting to the County once it is all put together, which according to their schedule is in May. She again noted it was helpful to get more information, and she plans to attend the next meeting on February 17th to show we are

listening. Heather also shared that toward the end of the meeting the School Superintendent, Heidi Sipes, said that though they are not fully affected because of back filling from the State, there are other districts here that are more impacted. Heather commented that she believes it is worth presenting our view/perspective to the Urban Renewal Agency rather than through Melissa.

STREAMLINE UPDATES (DocAccess)

Heather Estrada asked Dea Nowell to share a bit about DocAccess. Dea shared that DocAccess is another of Streamline's products which was developed to assist with burdensome and costly remediation for accessibility. She noted that we will be paying \$35 per month for the service that creates accessible documents and allows for translation of our documents into over 100 languages, plus more. The product has just come out of beta testing and we have been following this for a while. When nearly an entire day was spent on remediating the current audit and it still wasn't fully accessible due to the number of difficult tables, we decided it was time to seriously talk about it. We requested a meeting with our Streamline Account Manager regarding it, and he had everything laid out with page count and costs. We figured it was a winner and decided to sign a 3-year contract which gives us a 30% discount over cost of a 1-year contract. We will pay for this annually.

NEW BUSINESS

APPROVE BUDGET COMMITTEE MEMBERS FOR 2026

Heather Estrada shared that she had contacted the two (2) Budget Committee Members whose terms expired June 30, 2025. Cade Burnette said he would serve another term, and Mary Finney stated that she recommended we ask someone else, though she would continue another term if needed. Heather contacted Lili Schmidt in Milton-Freewater to ask if they had a patron who loved budgets and spreadsheets who might be interested in serving on our Budget Committee and she sent Heather Mike Charlo's name, and he agreed to serve.

REVIEW BUDGET CALENDAR

Heather will double check the dates with the April 28th Budget Committee meeting date. Heather also noted that she will be doing the State's budget training virtually this year, as it is being presented first this year, rather than the last as in previous years. John Thomas moved to approve the Budget Committee Members and the Budget Calendar as presented and being double checked in terms of dates. Caty Clifton seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Kathy Thew, and John Thomas).

APPOINT BUDGET OFFICER

John Thomas moved to appoint Heather Estrada as the Budget Officer for FY26-27. Caty Clifton seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Kathy Thew, and John Thomas).

POLICY – Travel Per Diem Policy

Caty Clifton noted the use of the word "feasible" in the policy – it was noted that it allows for flexibility and each situation to be looked at. After no other comments were made on the policy as written, Caty moved to note that the Travel, Training, Per Diem and Lodging Policy had been reviewed as of today's date. John Thomas seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Kathy Thew, and John Thomas).

GOOD OF THE ORDER

Heather Estrada shared that JD Kindle had delivered posters and tickets to be passed out through the libraries for the March 7th Mother Goose concert.

NEXT DISTRICT BOARD MEETING

It was reminded that the next Board Meeting will be at noon (12:00 pm) on a different day of the week than usual - Tuesday, February 24, 2026.

ADJOURN

John Thomas moved to adjourn the meeting at 6:49 pm, and Caty Clifton seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Kathy Thew, and John Thomas). The meeting was adjourned at 6:49 pm.

Respectfully submitted by Dea Nowell