



# UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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## Minutes

### Board of Directors Meeting

August 28, 2025, at 5:30 pm  
District Office (425 S. 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 regular Board Meeting to order at 5:28 pm.

#### CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated we have a full, overabundant Board, with all five (5) - Kathy Thew, John Thomas, Judy Bracher, Nick Nash, & Caty Clifton - present in person.

#### APPROVAL OF THE AGENDA

Caty Clifton moved to approve the agenda as presented. John Thomas seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

#### PUBLIC COMMENT

None.

#### MINUTES

Board Meeting: July 24, 2025 - Kathy Thew moved to accept the July 24<sup>th</sup> minutes as presented. John Thomas seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

#### CALENDAR UPDATE

Heather Estrada shared a few upcoming items to the calendar. She, along with four (4) library directors will be traveling to New Mexico to attend the ARSL conference September 16<sup>th</sup>-20<sup>th</sup>. She also noted that the ALSR meetings have been confirmed with the library directors for September 22<sup>nd</sup>, October 13<sup>th</sup>, and October 20<sup>th</sup>. Heather then noted some conflicts she has with upcoming Board meeting dates/times. After a bit of discussion, the dates and times of the meetings were changed as follows: October 23, 2025 at *noon*, December 18, 2025 at *noon*, and February's meeting changed to *Tuesday, February 24, 2026* at 5:30 pm. There was mention of the April meeting date, however it has already been set for the fifth (5<sup>th</sup>) Thursday of the month due to OLA conference.

## CORRESPONDENCE

Heather Estrada shared that we received a letter from the Dolly Parton people. There will be a summit in October (14<sup>th</sup>-15<sup>th</sup>) that both she and Cecili Longhorn will be attending. Cecili was instrumental in getting the program started here in Umatilla County, so it makes sense to take her along. The summit is occurring because we hit statewide participation in the program, and it is a milestone. There will be dinner on the 14<sup>th</sup> with some training the following day.

Heather stated that we had also received a letter from the first lady of Oregon on the Dolly Parton summit.

And Heather also shared that she received a response from Cliff Bentz after writing to him regarding IMLS funding. She noted that nothing matches or lines up with the comments she sent.

## REPORTS

### FINANCIAL STATEMENTS & BANK RECONCILIATIONS – June 2025

Heather Estrada noted that we have the June 30, 2025, financial statement, but not the July 31, 2025, financial statement. Caty Clifton made some comments on things she noticed in the year-end financial statement. Heather noted that she has begun to work on gathering the audit materials for the fiscal year just ended. Nick Nash entertained a motion for approval of the June 30, 2025, financial statement pending audit. Caty Clifton so moved. Kathy Thew second the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

## STAFF MONTHLY REPORTS

Heather Estrada shared a few highlights from her report. The State Library Board was here last month; she attended the dinner with them and the meeting the following morning. She shared that the Umatilla County Fair parade was not her favorite parade of the season; she noted that there was no decorum from the parade viewers and that it was terrifying to drive, chaotic, and crazy. Suggestions from Board Members was to write a letter to the County Fair Board with her observations, and cc. the County Commissioners since this is their baby. She also spoke a bit about the upcoming Round-Up Dress-Up parade on September 6<sup>th</sup> and noted that Cecili Longhorn is putting packets together to hand out to parade viewers. Heather shared that she was asked by the State Library to be on the OAR review committee and accepted the invitation.

Caty Clifton thanked Heather for sending the email from Buzzy (Nielsen) to the Board. It has great information in it.

Other comments on other staff reports, included Caty stating that Monica is rocking it again. Heather shared that this week the registrations for the program have really been rolling in and keeping Monica busy. The Board also checked in with Dea on how she is doing with everything.

**BOARD TRAINING:** Please share your biggest takeaway from SDAO training with the group. Heather Estrada shared that since Judy Bracher was unable, at the last minute, to attending the training that it would be good to share the biggest takeaway from the training with her and the group, to solidify some of the things learned. Caty Clifton started by sharing that Eileen is such a great trainer and covers it all well, as well as in an interesting way. Caty also shared that she finds Eileen's words, "Districts are creatures of Statues" comforting. Nick Nash shared that the law is clear in most circumstances. He found it to be a nice reminder regarding public contracting – we don't interact with it much; however we are totally in compliance. Heather stated that she had just scanned 3 car bids for this year's audit as a part of that compliance. Kathy Thew stated that she appreciates Eileen's ability to talk

about things that are just words to Kathy. She finds it comforting that people cannot just attack you; there are rules – there are some conditions – of engagement. Heather Estrada stated that she enjoys hearing all these pieces and that this was all put in place well before she started at the District. Heather also noted that going to those types of trainings help keep us within the rails. John Thomas stated he asked about media representation at Board meetings and that she would not even begin to define media representation. He finds this to be a glaring omission in our laws. John also shared a recent example of an unintentional public meeting that occurred through text messaging with another public body.

## OLD BUSINESS

### UCSLD - END OF THE YEAR REPORT

Caty Clifton stated she felt like there were a couple of missing things in the report, such as highlighting Take-off! in the front pages, like the number of kids served, etc. Heather Estrada noted that area is of a more general high level with a page for each staff position. Caty suggested calling out some of the outputs. Dea Nowell asked if making the numbers bold would be helpful. Nick Nash suggested creating a table and separating the numbers from the text. Nick also asked if the second (2<sup>nd</sup>) page could have a full space between the paragraphs to make it easier on the eyes for reading. Both Caty and Nick said with some minor tweaks the report would be fine. Nick entertained a motion to accept this report and embellish it as was talked about. Kathy Thew so moved. John Thomas seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

## NEW BUSINESS

### STAFF PERFORMANCE APPRAISALS - UPDATE AND DISCUSSION

Heather Estrada stated that hers is done, and Monica Hoffman's is done and signed by Nick Nash. Heather also stated that Dea Nowell sent hers this week, and that they would be getting together soon.

### APPROVE LIBRARY'S ALSPs FOR FY25-26

Heather Estrada stated that all the library ALSPs for FY25-26 are now in and posted on the SharePoint site. Heather shared where they can be found on the SharePoint site: Documents > LibrarySubmissions > FY24-25 Submissions > ALSP25-26 - this is because they are due in the fiscal year prior to the start of the plan's fiscal year. Caty Clifton noted that it is a mixed bag; some are strong, some are weak, but all have plans. There was some discussion on how to gently share regarding improvement of the ALSPs. Caty Clifton moved to accept the plans that have been presented to the Board. Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

### POLICY - Public Records Management Policy (review)

There was a brief discussion regarding the policy in terms of missing some pieces. Dea Nowell noted that this is like another policy that recently was reviewed that had more than one document covering the pieces. She also reminded the Board that they reviewed one document and held on to it till all the other policy/procedure pieces were presented for review to update them. It was reminded that written notes are discoverable and can be requested. Dea shared that Erin McCusker had suggested that her handwritten Board meeting notes should be destroyed following the Board approving the meeting minutes. The Board consensus was to table further review of this policy until the rest of the public records policies and procedures come before them for review.

GOOD OF THE ORDER  
None

NEXT DISTRICT BOARD MEETING  
The next Board Meeting will be on August 28, 2025, at 5:30 pm.

ADJOURN  
Nick Nash entertained a motion to adjourn the meeting at 6:53 pm. Judy Bracher moved to adjourn, and Caty Clifton seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, John Thomas).

Respectfully submitted by Dea Nowell