



**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

November 26, 2024, at 5:30 pm

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

ATTENDANCE BOARD

Caty Clifton, President
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 President Caty Clifton called the regular Board Meeting to order at 5:31 pm.

CALL THE ROLL & ESTABLISH QUORUM

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

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT

None.

MINUTES

Board Meeting: October 24, 2024 - John Thomas moved to approve the October 24, 2024, minutes as presented. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Kathy Thew, and John Thomas).

Special Board meeting: November 12, 2024 - Kathy Thew moved to approve the November 12, 2024, special Board meeting 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 reminded the Board Members that the next Board meeting would be December 19, 2024 - a week earlier than usual due to Christmas.

CORRESPONDENCE

None.

REPORTS

FINANCIAL STATEMENTS & BANK RECONCILIATIONS - October 2024

Heather Estrada noted that we've only had the October 2024 financial statement for about 30 hours. She also noted that we have not yet received the bank reconciliations. John Thomas moved to approve the accountant's financial report for October 2024, pending to

audit. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Kathy Thew, and John Thomas).

STAFF MONTHLY REPORTS

Heather Estrada shared a couple of highlights from her report. She noted that the all-District in-service was good, and the committee's work has recently wrapped up. Heather also noted that she went to the Pendleton City Council, which was good, and they were very accepting and thought we were wonderful. She noted that we have received 6 of the 12 agreements, and that some are waiting for the new calendar year, as there will be new council members on board. Heather also shared that she and Caty Clifton met with Byron Smith, who was more congenial than expected; and noted that each side has completely different vantage points and that is unlikely to change. Byron invited Heather to the City Council meeting in January or after; and he also noted that he would like to see any future agreement(s) in advance.

When asked if there were any questions or comments about Dea Nowell's or Monica Hoffman's reports, Caty Clifton noted lots of great work, and thanks for documenting that work for the record. Heather stated she also noted to Hermiston the work that Dea and Monica do in the Hermiston area.

BOARD TRAINING: REVIEW BOARD DUTIES AND RESPONSIBILITIES POLICY SECTION 4-6

The Board reviewed sections 4-6 of the Board Duties and Responsibilities Policy. Caty Clifton noted that we have had sub-committees or ad-hoc committees in the past, however we only have one committee which is a standing committee - the Budget Committee. Caty also noted that the administration section in this policy is an important area. Dea Nowell noted a typo in 5.3 A - Board's instead of Boards. The Board Members present felt this was all good to review. Caty also noted under reimbursements that Kathy Thew can be reimbursed for travel to Board meetings if she wishes. Caty also noted under ethics that it is helpful and encouraged to attend training on ethics within the first couple of years of a term.

Heather Estrada stated that she will not be going to the SDAO conference this year in person; though she may jump on virtually to a session or two, and will offer Judy Bracher an invitation to join her.

The Board will continue reviewing this document next month beginning with section 7. It was asked that it be noted that sections 4-6 were reviewed tonight; and the consensus of those present was there are no substantive changes in sections 4-6, except the noted typo.

OLD BUSINESS

UPDATE ON CITY AGREEMENTS

Heather Estrada shared earlier that we have received six (6) signed agreements to date. She also noted that she will probably be attending the Adams City Council meeting in January.

BEST PRACTICES - CERTIFICATES FOR PUBLIC MEETINGS LAW

Heather Estrada noted that she left this on the agenda for Judy Bracher. Heather also noted that Dea Nowell did the 2.5-hour Oregon Government Ethics Commission Public Meetings Law training today. During the training it was stated that each elected official needs to take this training by the end of their elected term.

UPDATE ON CAR INSURANCE OPTIONS

Heather Estrada shared that we are still waiting for a response from IMESD on this after sharing the suggestions from our attorney. They are having their legal team review it, though it has been stated that they really don't want to have multiple different contracts.

STREAMLINE UPDATE

Heather Estrada shared that Streamline is the website platform that we use and was designed especially for special districts. She also noted that the cost has been reasonable. Heather shared that accessibility is creating another issue, which Streamline is on the front lines proactively assisting with which means the cost is going up. The Department of Justice is calling for consistency across all websites and the date that we must meet for that is by April 26, 2027. Heather also noted that we are looking at adding a portal, which is an intranet (not a public interface) which we are looking to use for the District library directors. There have been litigation costs for some entities already due to accessibility issues, Streamline noted that the average amount for a web accessibility claim in 2023 was \$39,000. We want to stay ahead of this and have already met with Streamline regarding it and our options moving forward. It will require additional work on our website to remediate documents being posted so they are readable by screen readers, etc., and any videos will need to have closed captioning. The nice thing is that any current document that does not meet this requirement can currently be archived [prior to DOJ's deadline], which Streamline includes a request form for each document in the archives for meeting this need, if requested. Streamline also provides differing levels of indemnification for the different levels of service. One nice thing is that we get the benefits of the new level without additional cost until our next billing cycle, which is July 1, 2025. Caty Clifton noted that this will impact Dea's workload.

NEW BUSINESS

ACCEPT CITY BUDGETS FY24-25

John Thomas moved to accept the city budgets for FY2024-25. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Kathy Thew, and John Thomas).

POLICY REVIEW - COLLECTION DEVELOPMENT POLICY

Heather Estrada noted that this policy is specific to the District's TakeOff collection, as that is our only collection of materials. Caty Clifton noted the point in the policy about libraries having their own collection development policy. Heather stated that she has been talking with the library directors regarding policies this year, including collection development policy. The Board suggested Monica Hoffman review this policy and send back comments to the Board. Heather will bring this policy back to the Board in December, along with another policy to review.

DATE FOR BOARD RETREAT

Heather Estrada began the discussion by noting this is a beginning point for selecting a date for the Board Retreat. She noted that January 11, February 1, and February 22 were good dates for her. John Thomas noted that the January date may not work for him. Heather noted that February 1 was her first choice, Caty Clifton noted that date was okay for her, and John stated he would double check his work calendar regarding this date. The date will be set at the December Board meeting. Heather suggested that the Retreat be a half day with lunch, as we've done the past few years with topics to include grant options, more money for libraries options, and strategic plan thinking - as our next strategic plan should begin FY2025-26.

GOOD OF THE ORDER

Heather Estrada stated that she is going to Mexico on Friday. John Thomas stated it is the holiday season.

Caty Clifton commented: stay safe and remember those you've lost.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on December 19, 2024, at 5:30 pm.

ADJOURN

Kathy Thew moved to adjourn the meeting. John Thomas seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:50 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell

DRAFT