



**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**

April 18, 2024, at 5:30 pm

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

**ATTENDANCE BOARD**

Caty Clifton, President  
Nick Nash

Sharone McCann, Vice President  
Kathy Thew

**ATTENDANCE STAFF**

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

**ATTENDANCE - VISITORS**

none

**BUDGET HEARING**

**CALL TO ORDER**

Board President Caty Clifton called the Budget Hearing to order at 5:32 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada stated we have Board Members Kathy Thew, Sharone McCann, and Caty Clifton present in the office for the Budget Hearing, so we have a quorum. It was noted that Nick Nash was on his way, and that John Thomas was excused due to work.

**PRESENTATION OF THE FY2024-2025 BUDGET APPROVED BY THE UCSLD BUDGET COMMITTEE ON March 28, 2024**

Heather Estrada shared the documents. She commented that the Notice of Budget Hearing document is a bit confusing as the numbers are all rolled together in a different form, though everything matches in totals between the forms. She also noted that there were no changes from the Budget Committee approved numbers. Heather also reminded the Board that they can make some changes before adopting the budget.

**COMMENTS**

There were no comments made other than it looked fine.

**QUESTIONS AND PUBLIC COMMENTS**

There were no questions or public comments received prior to, or at, the Budget Hearing.

**CLOSE BUDGET HEARING**

Caty Clifton closed the Budget Hearing at 5:38 pm.

**REGULAR BOARD MEETING**

**CALL TO ORDER**

Board President Caty Clifton called the regular Board Meeting to order at 5:39 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada stated again that that we currently have Board Members Kathy Thew, Sharone McCann, and Caty Clifton present in the office, so we have a quorum. It was again noted that Nick Nash was on his way, and that John Thomas was excused due to work.

## APPROVAL OF THE AGENDA

Kathy Thew moved to approve the agenda as presented. Sharone McCann seconded the motion. The motion passed unanimously. [Nick Nash arrived.]

## PUBLIC COMMENT

None.

## MINUTES

Budget Committee Meeting: March 28, 2024 – Sharone McCann moved to approve the March 28, 2024; minutes as presented. Kathy Thew seconded the motion. The motion passed unanimously by the four (4) Board Members present.

Board Meeting: March 28, 2024 – Kathy Thew moved to approve the March 28, 2024; minutes as presented. Sharone McCann seconded the motion. The motion passed unanimously by the four (4) Board Members present.

## CALENDAR UPDATE

Heather Estrada shared that OLA is next week and that Monica Hoffman would be leaving on Tuesday and Heather would be leaving on Wednesday to head to OLA. Heather noted that she would be presenting Monica's award early Friday morning at breakfast and that Monica's husband and oldest daughter would be attending. Heather also noted that on May 2<sup>nd</sup> she would be attending the Helix Library Board meeting.

## CORRESPONDENCE

Heather Estrada shared that every Friday Greta Bergquist, Youth Services Consultant at State Library of Oregon, gives a shoutout about what's going on in the State in youth services. Last week Greta's shout out was about her trip to Eastern Oregon, and specifically about Amanda at Adams PL. Heather read Greta's shoutout to the Board. Heather also stated that she had conversations with four (4) library directors her first day back following her vacation.

## REPORTS

### FINANCIAL STATEMENTS – February 2024

Caty Clifton shared she was thankful to see the general ledger this month. Nick Nash made a motion to approve the February 2024 financial statements, subject to audit. Sharone McCann seconded the motion. The motion passed unanimously by the four (4) Board Members present. Heather Estrada stated that next month we should have the March and April financial statements.

### STAFF MONTHLY REPORTS

Heather Estrada shared that she thought the in-service went well. She read through all the surveys this week and there were no negative comments. Caty Clifton shared that she spoke with a couple of attendees following in-service and one comment that stuck out was from Brendan from Milton-Freewater PL, he said it as the best one ever; and when Caty asked him why that was, he said because it wasn't rushed. Heather commented that was part of the committee's goal.

Heather also shared that both Helix and Adams have a lot going on, with similar issues though with different situations and set of players. Heather shared that unfortunately, the Helix City Clerk/Recorder was unable to attend the previously scheduled Library Board meeting at the last minute, so the meeting has been rescheduled for May 2<sup>nd</sup>. Heather noted that at the previous meeting she was able to speak with the library board and answer questions that they had regarding UCSLD, etc. Heather also shared that she attended the Adams City Council meeting Tuesday night via Zoom be available to clarify any mistruths

that were stated regarding the meeting she had last month with city staff regarding the agreement, etc.

Caty Clifton noted it was great to have Dea Nowell here for in-service. Caty also noted that it looks like Monica Hoffman is really cranking it up; Heather shared that Monica is giving out books right now as well.

BOARD TRAINING: BOARD REVIEW, WHAT IT SHOULD LOOK LIKE? WHAT WE WANT TO DO.

Heather Estrada shared that public meeting law training is one of the focuses of SDAO's best practices this year. They are to have custom training on Vector Solutions/SafePersonnel; however, Heather cannot currently find it. The question was also raised again as to whether this training would count for the State's official training that is being required for all public officials to take, though has not yet been created. Heather will ask SDAO where to find this training.

Heather also stated that board review is also a SDAO thing this year, but she could not find it either, and has reached out to SDAO asking about it and hasn't heard back yet. Caty Clifton shared that it does not need to be an onerous process. She shared what the Board previously had done. Heather said she would look some more and/or ask SDAO regarding this process.

Heather shared that another calendar event is May 14<sup>th</sup> there will be another SDAO training in town with varying different categories of people presenting, such as MaryKay Dahlgreen as a SDAO senior consultant and Laurie from HR Answers. She is planning to attend.

#### OLD BUSINESS

##### SALARY SCALE FLESHED OUT

Heather Estrada shared that she added the fiscal year to the schedule and that the COLA is not shown in the figures in the scale but is in the budget. She also shared the separate document as requested, this being a supporting document with detailed information regarding what the intentions were behind creating this salary scale and the way it came to be this way. There was conversation regarding the availability of these documents. The salary scale was adopted at the previous Board meeting, and the consensus of the Board was to have these available in the files, documented in the minutes, and post the salary schedule on the website when we have a staff vacancy so it is readily available.

##### HELIX LIBRARY BOARD SECOND TRIP, MAY 2

Heather Estrada shared that unfortunately, the Helix City Clerk/Recorder was unable to attend the previous meeting, at the last minute; so, the meeting has been rescheduled for May 2<sup>nd</sup>. Heather noted that at the previous meeting she was able to speak with the library board and answer questions that they had regarding UCSLD, etc.

#### NEW BUSINESS

##### RESOLUTION NO. 2023-2024-02: RESOLUTION FOR ADOPTING THE FY2024-2025 BUDGET, MAKING APPROPRIATIONS, IMPOSING THE TAX, AND CATEGORIZING THE TAX PER ORS 294.456

Caty Clifton read through Resolution 2023-2024-02: Resolution for Adopting the FY2024-2025 Budget, Making Appropriations, Imposing the Tax, and Categorizing the Tax per ORS 294.456. Kathy Thew moved to adopt Resolution 2023-2024-02 as read. Nick Nash seconded the motion. The motion passed unanimously by the four (4) Board Members present.

GOOD OF THE ORDER

Nick Nash shared about his Rogue River Trail hike last month. Sharone McCann shared about purchasing a house in Arizona. Kathy Thew has a granddaughter graduating next month. And Katy Clifton shared that next Monday at 7 pm is the annual Friends of Weston Library meeting with local historian Matt Wood as guest speaker.

**NEXT DISTRICT BOARD MEETING**

The next Board Meeting will be on May 23, 2024, at 5:30 pm.

**ADJOURN**

Kathy Thew moved to adjourn the meeting. Sharone McCann seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:48 pm by Board President Katy Clifton.

Respectfully submitted by Dea Nowell

DRAFT