



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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**Minutes
Board of Directors Meeting**

October 26, 2023, at 5:30 pm

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

ATTENDANCE BOARD

Caty Clifton, President

Nick Nash

John Thomas

Sharone McCann, Vice President

Kathy Thew

ATTENDANCE STAFF

Heather Estrada, District Director

Dea Nowell, Technical Services Manager

ATTENDANCE - VISITORS

Jennifer Costley, Pendleton PL Director (via Zoom)

James Simpson, Pendleton PL Assistant Director (via Zoom)

CALL TO ORDER

Board President Caty Clifton called the Board Meeting to order at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated the Board Members present in the office were Sharone McCann, John Thomas, Caty Clifton, and Kathy Thew, so we have a quorum. It was further noted that Nick Nash would be here soon.

APPROVAL OF THE AGENDA

Heather Estrada noted one update. Jennifer Costley and James Simpson will be joining us, via Zoom, at 6:30 pm to give their ALSP review. John Thomas moved to approve the agenda with the addition. Kathy Thew seconded the motion. The motion passed unanimously with four (4) Board Members present.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: September 28, 2023 - Kathy Thew moved to approve the September 28, 2023, minutes as presented. Sharone McCann seconded the motion. The motion passed with three (3) Board Members voting in favor. John Thomas abstained since he was not present at the meeting.

ALSP Review Meeting: September 19, 2023 - Caty Clifton moved to approve the September 19, 2023, minutes as presented. John Thomas seconded the motion. The motion was passed unanimously with the four (4) Board Members present.

ALSP Review Meeting: October 5, 2023 - John Thomas moved to approve the October 5, 2023, minutes as presented. Kathy Thew seconded the motion. The motion was tabled until later in the meeting since there were not enough Board Members present who attended the meeting to pass the motion without Nick Nash present.

ALSP Review Meeting: October 12, 2023 – Sharone McCann moved to approve the October 12, 2023, minutes as presented. John Thomas seconded the motion. The motion passed with three (3) Board Members voting in favor. Kathy Thew abstained since she was not present at the meeting.

CALENDAR UPDATE

Heather Estrada updated the Board regarding her upcoming plans of attending city council and/or library board meetings. Heather also noted that Stanfield PL is doing the Great Oregon Book Read and has invited Echo PL to join in – there are three (3) dates scheduled in November and December. The Great Oregon Read book is *Together: the healing power of human connections in a sometimes lonely world* / Vivek H. Murthy. Heather also stated that she will be off tomorrow.

[Nick Nash arrived at the meeting.]

MINUTES

With Nick Nash's arrival, the Board came back to the minutes of the ALSP Review Meeting: October 5, 2023. Nick Nash moved to approve the October 5, 2023, minutes as presented. John Thomas seconded the motion. The motion passed with three (3) Board Members voting in favor. Sharone McCann and Caty Clifton abstained since they were not present at the meeting.

CORRESPONDENCE

Heather Estrada shared an annexation notice received from the City of Hermiston. She also noted that the EO Go! magazine that appears in Thursday's newspaper will be moving to Tuesdays since they told her the EO will no longer be printing a Thursday paper. Heather's October article will appear then. Heather also commented that she has been corresponding with Greg Alexander, the editor of the Eastern Oregon Parent magazine, and she may do an article in the December issue. Several Board Members expressed encouragement of this.

REPORTS

FINANCIAL STATEMENTS – September 2023

There were no comments on the financial statement. Sharone McCann moved to accept the September 2023 financial statement, subject to audit. John Thomas seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada commented on a couple of items of her report. She noted that she has attended two (2) classes that dovetail with in-service. One was sponsored by Library Journal and attended by herself, Stephanie Partida, and Amanda Hespel. And the other is the EDI cohort she is in. She noted that they have been informative and timely with lots of good resources. Heather also gave an update on the Narcan SDAO grant submission – the paperwork has been submitted and is in the system. She was informed that it often takes several months. Heather noted that the Umatilla County Health Department will be coming to in-service. She commented that she attended the recent LEO meeting in La Grande, and that Buzzy Nielsen from the State Library is visiting libraries in the area. The audit information has been turned in to Barnett & Moro.

Dea Nowell commented that she is making site visits while she is here. She made three (3) this week, will make three (3) next week including at BMCC Library, and the balance will be the following week before she heads home.

Heather noted that Monica Hoffman is now the OLA Children's Services Division chair. And that she currently has a lot going on with her family.

Caty Clifton expressed thanks to the staff for doing these reports.

BOARD TRAINING – In-Service training & SDao annual conference reminder (feb 8-11 in seaside)

Heather Estrada reminded the Board that the all-staff in-service will be held on November 3rd and that they are all invited to attend.

[James Simpson arrived at the meeting via Zoom.]

Heather also reminded the Board of SDAO's upcoming annual conference dates: February 8-11, 2024, in Seaside. She asked the Board to be seriously thinking about who will be attending so we can make plans. Caty Clifton and John Thomas noted they will not be able to attend. Kathy Thew may attend next year, however not this year. Nick Nash and Sharone McCann both stated they would like to attend and asked to be signed up for it. Heather and Dea Nowell will look a bit further at specific dates regarding preconference, etc., and be getting back to Nick and Sharone.

[Jennifer Costley arrived at the meeting via Zoom.]

ALSP REVIEW – PENDLETON PL

Jennifer Costley and James Simpson shared the library's FY22-23 strategic plan review. [Following their plan review, Jennifer and James both left the meeting.]

OLD BUSINESS

ALSP / STRATEGIC PLAN REVIEW COMMENTS

Heather Estrada reminded the Board of the comments that came out of the recent ALSP Reviews:

- Athena request for tech help from District – brainstorm ideas here
- Helix request for District offering programs

The Board asked what kind of help Athena needs, and, we are unsure exactly what offering programs means – so we need to clarify both requests.

Nick Nash noted that the community needs assessment information feedback received from the libraries was all over the place with responses from great help to moderately helpful to little help. He asked what do we do with that information? Caty Clifton stated that it will be helpful in our upcoming strategic planning work session in January.

BEST PRACTICES – WHERE ARE WE FOR SDAO

Heather Estrada stated she is ready to check all the boxes on this year's best practices checklist and submit the list to SDAO. She has a draft of the emergency plan, though it is not completely done and will, as it should be, ongoing. She shared what it looks like and offered copies to the Board for review. One thing we discovered, Heather said, is that we don't have any fireproof filing cabinets. Our largest concerns probably would originate from water coming from overhead, fire (as we are in a multiple-shared environment), and/or cyberattack. Heather commented that she has not yet reached out to the County emergency contact as she is not sure what we could offer them, assistance-wise. Nick Nash noted that the reason our libraries hung together during COVID was through Erin's leadership and pulling them together (the District was a steady, guiding hand) – that is something we can offer. Caty Clifton also noted that the libraries are a resource as well. Heather asked the Board if they felt we needed to add anything to let her know, and that the plan will possibly be on the agenda for approval next month.

NEW BUSINESS

ACCEPTANCE OF FY22-23 CITY/SCHOOL DISTRICT BUDGETS [due according to the agreements by October 10, 2023]

Heather Estrada stated that we have not received all of the budgets even though she has reminded them. What we have has been posted on the Board's SharePoint site under Library Submissions > FY23-24. We are currently missing four (4) budgets: Helix, Hermiston, Pendleton, and Stanfield. Next week she will be sending a reminder of the due date of the state statistical report submission to the District.

After some discussion expressing some serious concerns, the Board's consensus was to direct Heather to communicate that the budgets were due 15 days prior to our meeting and per the agreement funding could be affected. John Thomas moved to accept the eight (8) budgets that have been received. Nick Nash seconded the motion. The motion passed unanimously.

BEGIN DISCUSSION ON SICK LEAVE SHARING

Heather Estrada opened the topic by sharing what has been discussed among the staff. One staff member has zero (0) hours of sick leave remaining, and another staff member has quite a few hours and stated would share some of hers if we had a policy for which we could do such. Heather noted that there is quite a bit of legal stuff with this and has been doing some research regarding it. The State of Oregon has a process, and Heather has also reached out to Rob Tremper, our accountant, for input as well – though he is currently unavailable due to a family situation. If we wish to pursue this according to all she has seen, we would first and foremost need to have a policy in place. There was quite a bit of discussion regarding various approaches to this topic, and ultimately Caty Clifton suggested each Board Member review policies and options, weighing possible scenarios. The topic was tabled for tonight and will be on next month's agenda.

GOOD OF THE ORDER

Caty Clifton shared that last Saturday was Weston's Potato Show and that the associated library book sale was successful. Nick Nash apologized for being late again – there was conversation about whether we needed to bump the meeting time back a bit to help him. Nick said maybe after the beginning of the new year he'd know a bit better.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on November 16, 2023, at 5:30 pm. Reminder, this is one week earlier than normal due to Thanksgiving Day being the fourth Thursday of the month.

ADJOURN

Kathy Thew moved to adjourn the meeting. Sharone McCann seconded the motion. The motion passed unanimously. The meeting was adjourned at approximately 8:40 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell