



**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

May 22, 2025, at 12:00 pm

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

ATTENDANCE BOARD

Caty Clifton, President

Kathy Thew, Vice President

Nick Nash

John Thomas

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 12:00 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated we have 4 Board Members in person in the office: Kathy Thew, John Thomas, Nick Nash, and Caty Clifton, so we have a quorum. It was noted that Judy Bracher is very ill and was excused.

PRESENTATION OF THE FY2025-2026 BUDGET APPROVED BY THE UCSLD BUDGET COMMITTEE ON April 17, 2025

The documents were shared in the packet and Heather Estrada noted that she just moved all the information over from the "Proposed" column to the "Approved by Budget Committee" column.

COMMENTS

There were no comments.

QUESTIONS AND PUBLIC COMMENTS

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

CLOSE BUDGET HEARING

Caty Clifton entertained a motion to adjourn the budget hearing. Kathy Thew moved to adjourn the budget hearing. Nick Nash seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, John Thomas, and Kathy Thew). Caty Clifton closed the Budget Hearing at 12:02 pm.

REGULAR BOARD MEETING

CALL TO ORDER

Board President Caty Clifton called the regular Board Meeting to order at 12:03 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada noted it was the same as during the budget hearing and that we have a quorum.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT

None.

MINUTES

Budget Committee Meeting: April 17, 2025 - John Thomas moved to approve the minutes of the April 17, 2025, Budget Committee meeting as presented. Nick Nash seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

Board Meeting: April 17, 2025 - Caty Clifton noted that she was not present, but noted it shows her as adjourning the meeting - it needs to be corrected to Kathy Thew adjourning the meeting. Nick Nash moved to approve the April 17, 2025, meeting minutes with the minor edit. Kathy Thew seconded the motion. The motion passed with three (3) Board Members voting for, and one (1) Board Member abstaining due to not being present at the meeting (voting for: Nick Nash, John Thomas, and Kathy Thew; abstaining: Caty Clifton).

CALENDAR UPDATE

Heather Estrada stated that there are quite a few days that staff members are going to be out of the office, from now through the month of June. She would be out the first week of June and working from the beach the third week. She stated that Dea Nowell would potentially be out the second week June. And she additionally stated that Dea & Monica Hoffman were going to be out of the office on several Fridays.

CORRESPONDENCE

None.

REPORTS

FINANCIAL STATEMENTS & BANK RECONCILIATIONS - March 2025 & April 2025

Caty Clifton stated that the financial statements look normal, and good overall. Heather Estrada stated that there was nothing startling. Caty entered a motion to approve the financial statements for March and April 2025 and the accountants' reports, subject to audit. Kathy Thew moved thus and Nick Nash seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

STAFF MONTHLY REPORTS

Heather Estrada gave a few highlights from her report. She noted that the in-service committee just wrapped up and asked the Board if they had any input from the last in-service since most of them had been there. Kathy Thew was there only in the morning and thought that the senior technology presentation was fabulous. She shared that she has made copies of the flyers and has been passing them out all over, with suggests that if anyone is interested to check in at the Stanfield Library. Caty Clifton stated she is thankful for all the work of Heather and the committee, also to the City of Pendleton for hosting us.

Heather shared that she attended the Oregon Humanities training and that it was very good. She stated that Jennifer, James, and Stephanie were also there. Heather also shared that the staff did a tabletop exercise focusing on ransomware while Dea Nowell was here.

We came up with a few things to look into – such as SDAO and what they would have available and also that we don't have any servers, but what about the cloud – security of, etc. John Thomas asked if we were familiar with the IT service in the City of Hermiston? Caty Clifton asked that the Board be included in the next tabletop exercise that we do. Caty Clifton noted in conclusion that we need to make a note in the file regarding what was discussed and the questions raised.

Heather noted that she turned in the application for the State Library Board. Wendy Cornelisen said it would be quite a while before she heard anything back. Heather also noted that the Wildhorse Foundation grant is all wrapped up, and that she has also sent in the final paperwork for the Roundhouse Foundation grant.

Heather shared that Monica Hoffman received a strange request for a basket for a fundraiser at Pioneer Relief Nursery. Heather and Monica talked about it and Heather wanted to bring it to the Board since we don't have a policy regarding it and it could be considered somewhat similar to the OES sponsorship in terms of marketing, if we put TakeOff/District stickers on everything in the basket. Nick Nash moved to allow up to \$200 of marketing monies to be spent on books, etc., for a basket for the Pioneer Relief Nursery fundraiser. John Thomas seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

Heather also shared that she has five (5) parades on our calendar for summer parades: June 28th in Umatilla (am), July 4th in Stanfield (am), July 12th in Athena (am), August 2nd in Hermiston (pm), and September 6th in Pendleton (am). The Board Members talked about who might be available for each parade. Heather also noted that she already participated in the Adams' Day parade.

Caty Clifton noted from the other staff reports that Monica went to OLA and had some good exchanges there. She also noted that she likes the new format for story time stats as it is very easy to read; and added "good on her for all she does". She noted that Dea had been here for in-service, etc., and noted all the Sage work she has been involved in and how it benefits us all – thanks.

BOARD TRAINING: PUBLIC MEETING LAW TRAINING OPTIONS AND REQUIREMENTS
Heather Estrada gave a reminder, mostly for John Thomas and Judy Bracher who have about 6 weeks left in their current term, that there are/were some in-person and virtual options for the Public Meeting Law training with the Oregon Government Ethics Commission (OGEC) coming up. John noted he is registered for the June 6th (virtual) training. Nick Nash and Caty Clifton both noted that they had attended an in-person training recently and it had been worthwhile, well done, and had good handouts. Kathy Thew noted that she would rather do in-person training than virtual training.

OLD BUSINESS AUDITOR NEWS

Heather Estrada shared that the auditors said they would take us. The audit would be something like \$9,000 and if we were interested in a multi-year contract it would be a 3% increase. Heather said, yes please, we would like to do the multi-year contract. Someone asked what the name of the auditors and Heather could not remember off the top of her head. The auditors' name is Anderson, Boylan, Ramos, P.C.

Caty Clifton stated we are coming up on the 40th anniversary of the District next November

[2026]. A suggestion was made to have a party in every library.

REMINDER THAT THE STRATEGIC PLAN IS ON WEBSITE, AND WE ARE OPEN TO INPUT THROUGH NEXT MONTH

Heather Estrada reminded the Board that the strategic plan draft is on the website and that we are open for input from anyone for the next month. The plan will be on the next agenda for discussion and adoption.

NEW BUSINESS

RESOLUTION NO. 2024-2025-02: RESOLUTION FOR ADOPTING THE FY25-26 BUDGET, MAKING APPROPRIATIONS, IMPOSING THE TAX AND CATEGORIZING THE TAX PER ORS 294.456

Caty Clifton read resolution no. 2024-2025-02. Following the reading, John Thomas moved to adopt resolution no. 2024-2025-02, adopting the budget, etc. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, John Thomas, and Kathy Thew). Nick Nash moved to adopt the resolution for making appropriations. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, John Thomas, and Kathy Thew). Afterward Dea Nowell, noted that actually all four (4) pieces are included in the resolution and thus have been adopted.

POLICY REVIEW - PREVENTING DISCRIMINATION AND HARASSMENT POLICY -&- HARASSMENT COMPLAINT FORM

The policy and form were reviewed and it was stated that they look good. Kathy Thew moved to approve the review of the policy and form with no changes. John Thomas seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

Heather Estrada clarified that we do not currently have a paid leave policy, but it is on the SDAO best practices list for this year, so we will need to do one.

ALSP UPDATE

Heather Estrada stated that all the ALSPs have been received except for four (4). She will follow up with the four (4) libraries which we have not received them from.

GOOD OF THE ORDER

Nick Nash noted that the next meeting in June, is also the first day of the Jackalope Jamboree and he may not be available for the meeting.

Heather Estrada shared that the day of the July Board meeting the State Library Board will be meeting in town and she has been invited to join them for dinner. After a bit of discussion, it was decided to move the time of the July meeting to noon to accommodate that.

John Thomas noted that June and July is when we do the survey for performance review.

Heather noted that she has a daughter graduating next week and she will be going to Georgetown to study nursing. She also shared that she will be going to Shriners one day next week with her oldest daughter.

Kathy Thew shared that she received a message a week ago Monday from Sharone. Sharone got married a week ago outside the Maricopa Library at White Tank. Her new name is Sharone McCann Hendricks and Kathy passed around a wedding picture that Sharone shared.

Kathy Thew shared her disappointment regarding John Day possibly losing their library. There followed a bit of conversation about the library elections around the State this week.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on June 26, 2025, at 5:30 pm.

ADJOURN

Caty Clifton entertained a motion to adjourn the meeting. John Thomas moved to adjourn, and Nick Nash seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, John Thomas, and Kathy Thew). The meeting was adjourned at 1:15 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell