



**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**

February 22, 2024, 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 (via Zoom)

**ATTENDANCE - VISITORS**

none

**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 that we currently have Sharone McCann, John Thomas, Caty Clifton, and Kathy Thew present in the office, thus we have a quorum with four (4) Board Members present. [Nick Nash arrived a few minutes later].

**APPROVAL OF THE AGENDA**

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

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting: January 25, 2024 - Kathy Thew moved to approve the January 25, 2024; minutes as presented. Sharone McCann seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE**

Heather Estrada stated she would be out of the office March 6-8, attending local budget law training in Albany on March 6. She also shared that Dea Nowell will be coming the Tuesday of Spring Break, and that Monica Hoffman is going to Hawaii next week.

**CORRESPONDENCE**

Heather Estrada commented that she had nothing in writing, though she shared that she had received an email from Lili Schmidt (Milton-Freewater PL Director) asking for budget numbers early as she had to have her budget information submitted on the 20<sup>th</sup>. She was thankful to receive the projected information early.

**REPORTS**

**FINANCIAL STATEMENTS - January 2024**

There was some discussion regarding helping out library directors with reimbursements to attend directors' meetings if there is money available in the resource sharing fund, especially when on the opposite side of the County. The Board's consensus was if it is a matter of coming or not, and there is not a city vehicle available and they would need to drive their personal vehicle, yes we could help out with mileage reimbursements.

Nick Nash made a motion to approve the January 2024 financial statements and reconciliations, subject to audit. John Thomas seconded the motion. The motion passed unanimously.

#### STAFF MONTHLY REPORTS

Heather Estrada shared that she is thankful for the flexibility of her schedule. Additionally, she shared that she has been attending the BMCC book club and that it is nice to attend an academic discussion of the book that caused such an uproar last fall. She noted that the in-service and summer reading committees are underway – in-service will be April 5, with the current plan of it being in Weston. She stated that she enjoyed the SDAO conference. She also stated that she met with Jordan (Overground – our internet provider) following the SDAO conference as she had received a strange email while there from him. It is really for Ukiah and some of the projects in the works there; Jordan didn't understand how we work. Nick Nash noted that he has a conflict of interest on this topic, as he is working with Jordan on grants with Ukiah. It was also noted that Dea Nowell and Monical Hoffman have had a lot going on.

Board workshop logistics: Prodigal Son is not available as there is a state basketball tournament that weekend and they will not be taking any reservations. Following a bit of discussion, it was decided to see if the Arts Center Board Room is available for the workshop and go out for an early dinner following.

#### BOARD TRAINING: SDAO CONFERENCE UPDATE AND DISCUSSION

Heather Estrada noted that something that she, Nick Nash, and Sharone McCann talked about is "internal control policy" following one of the sessions at the SDAO conference. Heather noted we have a Financial Management Policy, though it is not really an internal control policy per se. After a bit of discussion, it was suggested that a graphic format added at the bottom of the Financial Management Policy would be helpful and would address this.

Sharone shared that there was nothing earth shattering or particularly new that she learned at the sessions she attended, though they made her think about things again. She thinks that is helpful for everyone.

Nick shared some things for us as a Board to look forward to – training on public meeting law, Paid Leave Oregon policy/process (he will be sharing what he puts together for his work). He also stated he is thankful to be on this Board with kind and reasonable Board Members – the conference reminded him that not all boards are like that. The question was raised if Budget Committee Lay Members may need to take the public meeting law training as well. It was suggested that it might be helpful to mention this to them at the upcoming meeting in case it is necessary.

#### OLD BUSINESS

##### SICK LEAVE POLICY APPROVED. FUND POOL TO BEGIN?

Sharone McCann moved to approve funding the new sick leave pool at 40 hours. John Thomas seconded the motion. The motion passed unanimously. Caty Clifton commented about the tracking administrative job that goes along with this, and Heather Estrada noted that she had sent everything to Rob Tremper for input and has heard nothing back from him yet; though she will be doing the tracking as it is our job not the accountants' job.

## STRATEGIC PLAN DISCUSSION IN PREP FOR WORKSHOP

Heather Estrada reminded the Board that next year we will be creating a new strategic plan. Cathy Clifton shared she is not sure what the first direction and dates really mean – what are we trying to do here? John Thomas stated that the County already compiles information on most fronts, so we don't have to recreate this, maybe just direct to there. The question was brought forward for the workshop – how are we doing with this? Also to clarify some things that are vague.

## ALSP PRIORITY INPUT FROM BOARD TO TAKE TO DIRECTORS IN MARCH

It was suggested that ALSP is spelled out in the first paragraph. John Thomas shared his suggestions for changes and along with discussion by the Board the following was the reworded priorities:

1. Early Childhood Program: Focused on early childhood literacy that gets children ready to learn.
2. K-12 Youth Programs: Focused on development of a lifelong relationship between the youth and the public library and providing relevant services.
3. Adult Programs: Focused on continuing education, social connections, and outreach to seniors and the homebound.
4. Professional Development: Focused on identifying and providing specific training for staff, board and volunteers that will enhance skills, services, and programs.
5. Technology: Focused on increasing the library's web presence and technological resources which provide local community members' access to the Internet, and the opportunities it offers.
6. Welcoming Atmosphere: Focused on developing a library environment that is friendly, dynamic, and a welcoming center of community life.
7. Effective Library Board: Focused on developing a committed and effective board, that is actively engaged in the governance and planning for the library's mission.
8. Friends/Volunteers: Focused on utilizing the Friends group and Volunteers as active and effective resources to assist and support with delivery of library services.
9. Community Relations & Partnerships: Focused on establishing the library as a vital presence in the community.

Heather Estrada stated she would like to take this to the next Directors' meeting on March 13 and soft talk it up, especially numbers 7 and 8. This edited list will be available the first of the week for review and response before then.

John was thanked for his work on this.

A couple of questions shared to cast vision and spark thoughts: What is the vitality/health of your Friends group? and how many are effective and are they a 501c3?

## SALARY EXAMPLES TO SHARE IN PREP FOR WORKSHOP

Heather Estrada gathered a variety of how several in our area of the state do salary schedules and shared it on the Board's SharePoint site. These are presented as a starting point of discussion, as it is something that the Board must do. It was reminded that we only have three (3) staff positions, and we'll have to determine what to do for today and/or for moving forward. There are a lot of pieces to think about. There was a bit of discussion following that included: we need to look at the historical record and pay situation through

the years and adjust accordingly; where does the math come from – comparables; don't we have to consider what we have to work with; organizations say what's important to them through the budget; want to set something up so it is helpful for next time we have to hire and going forward; our most alike district is Lincoln County Library District, however everything is much higher in Lincoln County.

#### NEW BUSINESS

##### CREDIT CARD LIMIT RAISE

Heather Estrada noted that this topic was raised because she couldn't use her credit card most of last month due to renting housing for 2 conferences, etc. It was also noted that there was recently a fee for going over by a few dollars, rather than it being declined. The current limit is set at \$1,500 for each of the staff positions. There was discussion about how much would be enough on each of the cards, and it was reminded that we only have the capacity to spend when we need to.

Kathy Thew moved to increase the credit card limit to \$5,000 for Heather Estrada as the District Director, and \$3,000 for both Dea Nowell's and Monica Hoffman's positions. John Thomas seconded the motion. The motion passed unanimously.

##### CITY COUNCIL VISITS

Heather Estrada stated she is going to Athena's City Council on March 14<sup>th</sup>. Caty Clifton stated she would go if she is in town. Heather stated that she still needs to get to both Pendleton's and Hermiston's City Councils though neither library director goes very often. It was suggested that Heather just state she is going on a particular date and show up.

##### AUTO INSURANCE INFORMATION AND QUESTIONS

Heather Estrada noted that she is priming the pump here. Heather noted that Michael, our insurance agent brought this up & Heather brought it to the Board – is it the Board's understanding that the liability on the courier car and we don't really know who is driving it, does our contract with the ESD address this? It was noted if the insurance policy interprets that way – so it would be a question for the insurance agent to answer. Heather stated that we currently pay \$240 per year for insurance on the courier car (Fit) plus gas and maintenance, she would like to float the idea of keeping this vehicle for a while if we purchase a new vehicle next year. And then we swap our oldest vehicle for the courier vehicle when we replace the next one. Heather is thinking of a non-plug-in hybrid. Often there is not a vehicle available when needed like when we attended the SDAO conference and it cost about \$400 for mileage reimbursement.

##### GOOD OF THE ORDER

None.

##### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on March 28, 2024, following the 5:30 pm Budget Committee Meeting.

##### ADJOURN

John Thomas moved to adjourn the meeting. Kathy Thew seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:35 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell