



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

PO Box 1689
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Pendleton, OR 97801

Phone (541) 276-6449

Minutes

Board of Directors Meeting

September 25, 2025, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

Judy Bracher
Nick Nash, President
John Thomas

Caty Clifton
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 Nick Nash called the regular Board Meeting to order at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated that all five (5) Board Members were present in the office, so we have a quorum - Kathy Thew, John Thomas, Judy Bracher, Nick Nash, & Caty Clifton.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT

None.

MINUTES

Board Meeting: August 28, 2025 - Judy Bracher moved to accept the August 28th minutes as presented. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

CALENDAR UPDATE

Heather Estrada shared that she would be out of state October 16-17, and in John Day on the 21st for the LEO Board/annual meeting, and for those who can stay for the Grant County Court (Commission) meeting where they will be having the second (2nd) public hearing regarding library funding. She and Stephanie Partida will drive over for the LEO meeting and probably not stay for the Grant County public hearing as it would make it a really long day. Heather also stated that she spoke with Wendy Cornelisen today - because of State budget shortfalls, all of the State Board meetings will be on Zoom throughout the rest of the year. Heather noted that since we have advertised the October 23rd meeting at noon we will keep it there, but she will not be traveling after the meeting for the State Library Commission meeting now. Caty Clifton stated that she won't be at that meeting, or the ALSP Review meeting on Monday either.

CORRESPONDENCE

Heather Estrada shared that the “zombie people” had asked if they could sell things outside the office during Round-Up, and brought a thank you note this week. She also shared there were more City of Hermiston annexation notices received. Heather also stated that she had received a nice email from Dave Slaght, of Echo, regarding his having heard about her state committee appointment. She noted she found out there had been a State blast on Elkhorn Media regarding the upcoming appointment after she visited Dickey & Tremper and Suzie commented on it as well.

REPORTS

FINANCIAL STATEMENTS & BANK RECONCILIATIONS – July 2025 & August 2025

There wasn't much comment about the financial statements, other than Caty Clifton noticed that one of the funds was in the negative; Heather Estrada stated that she had not yet asked Dickey & Tremper to transfer funds yet, so it was just on paper. Caty noted that she figured that was the situation. Nick Nash entertained a motion to accept the financial statements for July and August, pending audit. John Thomas moved, and Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

STAFF MONTHLY REPORTS

Heather Estrada shared that someone from the State Library was coming to in-service – Ericka Brunson-Rochette. Heather also announced to the Board that the fall in-service will be held November 7th at Milton-Freewater PL from 9 am to 3 pm. She shared that the Dress-Up parade was much better and shared about all the library folks, etc., who were there joining her. Heather also shared on October 6th that she will be meeting with Dave Stockdale at Umatilla in the late morning and Dave Slaughter at Echo in the early afternoon.

Nick Nash asked if there were any thoughts on other staff reports. Caty Clifton stated, “great reports” and John Thomas added, “always good”.

BOARD TRAINING: SDAO academy, Board academy info.

Heather Estrada stated that she had completed the SDAO Academy and showed the Board her certificate. She also shared the SDAO site with what she had just finished and stated that there is also a companion program for Boards. It has a self-tracking worksheet to track trainings and there are 3 different levels for Boards completing different modules. There was a bit of discussion about the importance of these and what it shows the public in terms of how seriously we take our service to the community.

OLD BUSINESS

STAFF PERFORMANCE REVIEWS WRAPPED UP FOR THE YEAR

Heather Estrada stated that Dea Nowell's review was completed this week, and Nick Nash is reviewing the paperwork to sign it.

NEW BUSINESS

SENATE CONFIRMATION HEARING

Heather Estrada shared that the Senate confirmation hearing for her appointment to the State Library Commission is scheduled for Monday, September 29th at 3 pm. She shared that she debated about attending in person, though the hearing is only supposed to last about 90 seconds, but since the legislature is still in special session, she isn't sure of where it will be completed in time for the scheduled hearing, so will be attending instead via Zoom. Heather did send a note to her District legislators as was suggested –

Representative Leby's staff responded within a couple of hours and asked for a bio, so Heather sent them that.

POLICY – Public Records Management Policy & Public Records Procedure & Public Records Request form (review)

Heather Estrada stated that serendipitously she received a public records request today via email asking for a great deal of financial pieces. She said the first thing she did was ask Dea Nowell whether it was legitimate, and Dea shared that she recalled a similar request a few years ago that Erin McCusker responded to. Dea suggested that Heather search Erin's email to find how she responded as a starting point. Heather found part of it and will utilize some of it in her response.

Heather noted that there is much overlapping between these three (3) documents. Caty Clifton stated that it looked fine to her. Nick Nash asked if we should raise the cost? \$25 per hour is less than the hourly wage of any of the staff that would be addressing these requests. Thus, the Board suggested \$40 per hour, which is only addressed in the procedure document. There was a question as to what a "true copy certification" is – it was determined that it is a notarized copy. At which point there was a bit of discussion of the cost of a notary – one of the Board Members shared that notary rates are typically less than \$20. There was also note of "actual fees" being noted for any accountant or attorney fees charged to UCSLD. Caty Clifton moved to approve the policy for Public Records Management, Procedure, and request form as suggested with the raise of staff cost. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, John Thomas). The documents will be updated/reviewed 9/25/25.

GOOD OF THE ORDER

None

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on October 24, 2025, at 12:00 pm.

ADJOURN

Nick Nash entertained a motion to adjourn the meeting. John Thomas moved to adjourn the meeting and Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, John Thomas). Nick Nash adjourned the meeting at 6:17 pm.

Respectfully submitted by Dea Nowell