



# UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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## Minutes Board of Directors Meeting

March 19, 2026, at 5:30 pm  
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

### ATTENDANCE BOARD

Caty Clifton  
John Thomas

Nick Nash, 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 5:31 pm.

### CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated that we have Board Members John Thomas, Nick Nash, and Caty Clifton in the office, so we have a quorum. She also stated that Kathy Thew and Judy Bracher were excused.

### APPROVAL OF THE AGENDA

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

### PUBLIC COMMENT

None.

### MINUTES

Board Meeting: February 24, 2026 – John Thomas moved to accept the minutes as presented. Caty Clifton seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, and John Thomas).

### CALENDAR UPDATE

Heather Estrada shared that Monica [Hoffman] is doing courier next week, and Heather will be off next week. Heather also shared that Dea [Nowell] is taking off the end of next week and the beginning of the following week as they celebrate her mom's 94<sup>th</sup> birthday.

### CORRESPONDENCE

Heather Estrada shared that she received a nice thank you note from Jennifer [Johnson] after she asked Heather to write a recommendation for an education program she is applying to attend. Heather also shared some information from an email she received from the Oregon Intellectual Freedom Committee which especially relates in schools – there was a bill passed last year that makes it illegal to discriminate against protected classes. Heather also shared from the February Oregon Dolly Parton Imagination Library newsletter:

the bill codifying funding for the program across Oregon was signed by the Governor, statistics show that 35% of children overall are signed up in Oregon, there has been a 35% increase in registrations since the statewide launch, and she and Cecili [Longhorn] were spotlighted in the newsletter.

## REPORTS

### FINANCIAL STATEMENTS & BANK RECONCILIATIONS – February 2026

Heather Estrada noted that she had just received the February financial statement today. Caty Clifton noted she quickly reviewed it today and everything made sense. Heather noted that the deficit in the Resource Sharing Fund is only on paper – she paid the courier bill and submitted a request for reimbursement for a significant amount of it. Additionally, she requested that the accountants transfer some funds from the General Fund, which obviously did not occur prior to the close of February. Otherwise, Heather noted that things look fine. Caty Clifton moved to approve the February 2026 financial statement, pending audit. John Thomas seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, and John Thomas).

### STAFF MONTHLY REPORTS

Heather Estrada asked those that attended the screenings of *The Librarians* for their observations. Nick Nash stated the Pendleton turnout was good and the audience in Hermiston was excited and engaged. Caty Clifton stated that she was impressed with the Pendleton event. Heather shared that Kristin Williams commented that she would like to do more collaborating together. Nick commented that he thought Heather and Kristin did an excellent job, and that it would be a good collaboration.

Heather also shared that succession planning is continuing and that Dea [Nowell] is working on it as well. Heather will also have some Board succession planning information coming soon. Heather noted that tomorrow Monica [Hoffman] is doing another train the trainer event with IMESD, it was one that had been rescheduled from January. Caty Clifton stated good work, everyone.

### BOARD TRAINING: SDAO TRAINING – APRIL 14-15

Heather Estrada shared more information about the upcoming SDAO training on April 14<sup>th</sup> & 15<sup>th</sup> in Pendleton, both days from like 9-4. The first day is board governance training, and the second day is HR and legal/risk management training. Heather is planning to attend. If anyone wants to attend let Heather know. When asked about a deadline to sign up, Heather said probably April 13<sup>th</sup>, or whenever it fills up.

## OLD BUSINESS

### URBAN RENEWAL AREA – SHARE PROPOSAL

Heather Estrada noted that she'd shared the draft proposal with the Board and stated that after she had sent it, Melissa Ince had sent some templates that can be used or not. After a bit of discussion about whether we should use the template(s), it was determined to use the template, fill in information, adding "see attached" in the boxes and attach the document, as well as the vendor quote. Following there was wordsmithing and clarifying of the proposal document and drafting the cover letter which will include Board Member signatures. It was also recommended that we add this like we do the list of things that the District pays for out the 20%; that the software is being paid for by the Umatilla URA.

### GRANT WRITING WORKSHOP

Heather Estrada shared that the May 16th date is set at the Rainbow, and she is looking at, possibly, OMG for the June 6<sup>th</sup> date since we won't need tech for that date.

## NEW BUSINESS

### REMINDER OF BUDGET TIMELINE

Heather Estrada reminded the Board that the Budget Committee meeting is set for Tuesday April 28<sup>th</sup>. She also shared that after the date was set that the newest lay person on the Budget Committee will not be able to attend on Tuesdays, because it is also Milton-Freewater City Council meeting night; thus, Heather is making a note that Tuesdays are not available next year. There was some discussion about whether we needed to change the date for this year, and Heather said she has not heard from anyone else that they cannot make it, so strongly urged to not change it.

### ALSP PRIORITIES – REVIEW AND UPDATE

Caty Clifton asked, do the libraries address these in the ALSPs, as the statement in the Priorities reads “... shall specifically address each area of the following...”? Heather Estrada stated that some really do. Heather noted that the cover letter addresses some of this also and she also notes it at the Director’s Meeting prior to the due date. John Thomas moved to mark the ALSP Priorities as reviewed. Caty Clifton seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, and John Thomas).

### COURIER VEHICLE – IMESD

Heather Estrada shared that IMESD doesn’t want to use the car anymore, Rob [Naughton] said beginning July 1<sup>st</sup>. The question was raised about whether that meant that we would be selling the car – Heather replied yes. If they want to raise the price of the contract due to this, the Board noted that it doesn’t make sense to raise the price when the car hasn’t been utilized every week it has been available to them.

### POLICY – Information Security Policy

Nick Nash stated that multi-factor authentication isn’t required on his email. Dea Nowell stated that she would look into it. John Thomas moved to approve the policy as written. Caty Clifton seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, and John Thomas).

### GOOD OF THE ORDER

Caty Clifton shared some photos of the Walla Walla St. Patrick’s run with her granddaughter. And Heather Estrada shared a couple of pictures from her half marathon earlier in the month. It was commented that the Mother Goose Concert was very good, though not as many people attended as was hoped for, though there were lots of babies and young children there.

### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on Tuesday, April 28, 2026, directly following the Budget Committee Meeting which begins at 5:30 pm.

### ADJOURN

John Thomas moved to adjourn the meeting at 6:55 pm. Caty Clifton seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, and John Thomas).

Respectfully submitted by Dea Nowell