



**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 27, 2025, at 11:30 am

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

**ATTENDANCE BOARD**

Judy Bracher

Nick Nash

John Thomas (via Zoom)

Caty Clifton, President

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 Caty Clifton called the regular Board Meeting to order at 11:35 am.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada stated all the Board Members are present; Judy Bracher, Caty Clifton, Nick Nash, and Kathy Thew in the office, and John Thomas on Zoom, – we have a quorum.

**APPROVAL OF THE AGENDA**

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

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting: November 26, 2024 – Kathy Thew moved to approve the November 26, 2024, Board Meeting minutes as presented. John Thomas seconded the motion. The motion passed unanimously by the three (3) Board Members who attended the meeting (voting for: Caty Clifton, Kathy Thew, and John Thomas; abstaining: Judy Bracher and Nick Nash).

Board Meeting: December 19, 2024 – Nick Nash moved to approve the December 19, 2024, Board Meeting minutes as presented. Kathy Thew seconded the motion. The motion passed unanimously by the three (3) Board Members who attended the meeting (voting for: Caty Clifton, Nick Nash, and Kathy Thew; abstaining: Judy Bracher and John Thomas).

Board Meeting: January 23, 2025 – Judy Bracher moved to approve the January 23, 2025, Board Meeting minutes as presented. Kathy Thew seconded the motion. The motion passed unanimously by the four (4) Board Members who attended the meeting (voting for: Judy Bracher, Nick Nash, Kathy Thew, and John Thomas; abstaining: Caty Clifton).

Board Retreat: February 1, 2025 – Kathy Thew moved to approve the February 1, 2025, Board Retreat minutes as presented. John Thomas seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

#### CALENDAR UPDATE

Heather Estrada shared that she will be attending the Umatilla City Council meeting on March 4<sup>th</sup>, as they asked to move us from the February meeting. Heather also shared the courier schedule for Spring Break (March 24-28), noting that Monica Hoffman will be doing the couriating by herself since Heather will be on vacation. Heather noted that Monica could use some help on Tuesday (25<sup>th</sup>) as it makes for a long day with delivering to Ukiah that day, and on Thursday (27<sup>th</sup>) as Monica will not be in the office that day due to a family medical appointment. Caty Clifton noted that she could help by doing the Ukiah delivery on Tuesday, and Judy Bracher noted that she could make the Thursday deliveries.

Heather also made a request to flex twelve (12) hours from this month to March 2025 when she could really use it. She noted that she had only asked this once before, two (2) years ago. She also noted that February is hard with the SDAO conference, budget law trainings, and Board work session all occurring during this month. Kathy Thew moved to approve of moving the extra hours from February to March. Nick Nash seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

#### CORRESPONDENCE

Heather Estrada stated that there was none, except what is noted in her monthly report.

#### REPORTS

FINANCIAL STATEMENTS – January 2025 & BANK RECONCILIATIONS – January 2025  
Caty Clifton had no questions, however, noted that 90% of the budgeted taxes have been received and 85% of budgeted Community Service Fees have been received. Heather Estrada noted that she is feeling okay with where things are in the budget. Nick Nash moved to approve the January 2025 financial statement, subject to audit. Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

#### STAFF MONTHLY REPORTS

Heather Estrada shared that Lili Schmidt really appreciated us, Caty Clifton and herself, attending the Milton-Freewater City Council meeting last month. She also shared a bit about the Stanfield City Council meeting that Kathy Thew and she attended last month. Heather noted that she had attended Hermiston PL's book club last month and she was glad she did – she shared that she listened to the audiobook and everyone else read it; and interestingly she had an entirely different opinion of the book than everyone else attending. She stated that all the books purchased in Mexico had been delivered to the libraries. Heather also shared that the Director's meeting had been in the office last week and that several of the directors had never been to this office before the meeting.

Caty Clifton noted lots of library support in Dea Nowell's report and said thanks for the great work. Caty also noted lots of activity in Monica Hoffman's report and that the trainings she did last month are really important – thanks.

Judy Bracher shared that she had visited with Marcy, the Pilot Rock preschool provider, and that Marcy shared she would like more interaction with the library and asked Judy for help. Judy noted that she will touch base with Susan regarding this.

Kathy Thew shared that following the Board meeting she spoke with her son, and he is willing to create a design for a mural for the Pilot Rock PL building if someone would like to paint it. She noted that he has designed several such projects.

#### BOARD TRAINING: APPROVE BOARD POLICIES AND JUDY TO SIGN

Heather Estrada shared that we had looked at the Board Duties and Responsibilities Policy in chunks over the last several meetings, however she didn't think we had approved it as a whole, and Judy still needs to sign it for the files. Nick Nash moved to approve the updates to the Board Duties and Responsibilities Policy. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

#### OLD BUSINESS

##### UPDATE ON CITY AGREEMENTS

Heather Estrada stated we have all of the signed agreements in hand except Umatilla's and Pendleton's. She noted that we received Adams' agreement last week in the mail.

##### [UPCOMING SPECIAL DISTRICTS ELECTION APPLICATION WINDOW]

John Thomas brought forward an update on the upcoming election's application window. He noted that the window has been open since February 8<sup>th</sup> and will stay open till March 20<sup>th</sup>. He also noted that currently there have been no applications submitted for the UCSLD Board. Heather Estrada noted that she had not received anything in the mail this year regarding the upcoming election. She stated that she will go to the County Elections Department tomorrow to get the forms.

##### STRATEGIC PLAN DRAFT

Heather Estrada shared that she had cleaned up the draft and took it to the Director's meeting. Cecili Longhorn is the only one that has provided any feedback regarding the draft plan, which was that she liked it.

Heather noted that she had spoken to Dea Nowell regarding the technology planning as requested. Dea shared that she had researched this and found there isn't much current information out there regarding library technology planning as a whole – it is all dated 2017 and prior. She did find some sample inventory worksheets that may be helpful to us. The Board suggested changing the term from Technology planning to Technology inventory and tracking, and keeping it in the plan.

Caty Clifton noted that she had some minor edits for the draft. And then suggesting the draft be posted on the website and we ask the library directors for feedback before next month's Board Meeting; with approval slated at next month's meeting. Caty also noted that planning has two (2) results, or ways, to think about: outcomes and outputs – both of which are helpful and useful.

##### CAR INSURANCE AND IMESD UPDATE, APPROVE CONTRACTS

Heather Estrada shared that Michael Corey reached out to SDIS (insurance underwriter for us and IMESD). Their response was that it is fine. Even so, Michael is not okay with this. She noted that both she and Michael are putting SDIS' email response into their files.

Heather shared that the cost went up a bit due to size and/or number of crates at each library. Kathy Thew made the motion to approve the contract(s) for [2-day and 3<sup>rd</sup> day] courier service with IMESD. Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

## NEW BUSINESS

### APPROVE OREGON EAST SYMPHONY REQUEST FOR PARTNERSHIP

Caty Clifton noted that OES requested we partner with them to get information out for their two (2) spring 2026 Mother Goose concerts, as well as in supporting this financially. Caty Clifton made a suggested of \$1,000 to the Board. All Board Members seemed amenable to the amount. Nick Nash moved to approve involvement with sponsorship of the OES Mother Goose concerts at \$1,000. Kathy Thew seconded the motion. The motion passed (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

### POLICY REVIEW – PATRONS WHO MOVE AND FINANCIAL MANAGEMENT POLICY

District Library Patrons Who Move Within the County: Dea Nowell recommended updating the wording of the last sentence in the first paragraph to match better with the wording in the Sage Circulation Policy. The Board felt this was a good idea, so Heather Estrada will work with Dea to get the wording right and bring it back in March. It was also suggested that this information needs to be better disseminated out to the libraries as well, as there seems to be some confusion out there.

Financial Management Policy: Caty Clifton noted that this document has important information, especially for auditor requests to Board Members during audit time as this is how the system is designed to work. Caty brought up a few points: section VI. C – petty cash amount should be increased; section VI. H – vacation reserve, Caty asked if any one has ever calculated this, Heather stated it was on her list for budgeting to do; section VI I – remove highlights; and section IX – s/he highlighted. At this point Dea Nowell noted that this is probably not the most current copy as it shows it was adopted February 2018 and there is no “reviewed & updated” date. Heather Estrada noted she will look for the newest copy and bring it back next month.

### ACCESSIBILITY UPDATE FROM DEA

This was deferred to next month’s meeting due to time constraints.

### GOOD OF THE ORDER

John Thomas asked if we could consider mid-day meetings more often. It was noted that it may be something to consider in the future. Heather Estrada noted that maybe we could look at it for May or July, since there are currently some conflicts with doing so in March and April.

### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on March 20, 2025, at 5:30 pm.

### ADJOURN

Caty Clifton entertained a motion to adjourn the meeting. Nick Nash moved to adjourn, and John Thomas seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas). The meeting was adjourned at 1:04 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell