



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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**Minutes
Board of Directors Meeting**

July 20, 2023, at 5:30 pm

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

ATTENDANCE BOARD

Caty Clifton, outgoing Vice President/incoming President

Sharone McCann, incoming Vice President

Nick Nash

Kathy Thew

John Thomas, outgoing President

ATTENDANCE STAFF

Heather Estrada, District Director

Dea Nowell, Technical Services Manager

ATTENDANCE - VISITORS

none

CALL TO ORDER

Board President John Thomas called the Board Meeting to order at 5:33 pm.

OATH OF OFFICE

Heather Estrada handed each of the newly and/or re-elected Board Members their Oath of Office. They each read their Oath of Office aloud and signed them.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated that all the Board Members were present in person - Caty Clifton, Sharone McCann, Nick Nash, Kathy Thew, and John Thomas; as well as Heather Estrada and Dea Nowell in person - thus, there was a quorum.

APPROVAL OF THE AGENDA

Heather Estrada noted there are two changes to the agenda: the Board training topic has been changed, and there is a resolution to add under New Business. Nick Nash moved to accept the agenda with the changes. Caty Clifton seconded the motion. The motion passed unanimously.

ANNUAL MEETING

BOARD ELECTIONS - PRESIDENT, VICE-PRESIDENT

John Thomas nominated Caty Clifton as Board President. Caty accepted the nomination.

Nick Nash nominated Sharone McCann as Board Vice President. Sharone accepted the nomination.

Kathy Thew moved to elect Caty Clifton as Board President and Sharone McCann as Board Vice President. Nick Nash seconded the nomination. The motion passed unanimously. John handed the meeting over to Caty.

SECRETARY APPOINTMENT

John Thomas moved to appoint Heather [Estrada] as the Secretary of the Board. Nick Nash seconded the motion. The motion passed unanimously.

REVIEW OF BOARD OF DIRECTOR LIST

The Board Members reviewed the list of Board of Directors information. John Thomas noted that his employment is now private practice, otherwise everything for everyone was okay as listed.

There was also a quick overview of the Board Handbook updates that were distributed to everyone.

SET REGULAR MONTHLY MEETING DATE & TIME

The consensus of the Board was to continue meeting on the fourth Thursday of each month at 5:30pm, except for holidays, etc.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: June 29, 2023 – John Thomas moved to approve the June 29, 2023, minutes as presented. Nick Nash seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

The fiscal year 2023-2024 overview calendar was in the Board packet. Heather Estrada noted that she will be out of the office next week and not working. She also noted that she had received a [Umatilla County] grand jury notice, which she deferred from the beginning of this month, to run October-December. It is every Wednesdays at 1:00 pm.

Heather noted that the November Board meeting has been moved up one week, due to Thanksgiving; the December Board meeting is listed on the fourth Thursday (the Board consensus was that was preferable to the third Thursday), Heather noted that she had Monica will be doing courier that week (Wednesday through Friday); and the April Board meeting has been moved up one week due to the Oregon Library Association [OLA] conference. Sharone McCann moved to approve the calendar as presented with future updates as needed. Kathy Thew seconded the motion. The motion passed unanimously.

CORRESPONDENCE

None.

REPORTS

FINANCIAL STATEMENTS – June 2023 and updated May 2023

Heather Estrada stated she asked Dickey & Tremper to transfer the Capital Reserve Funds in May, however Dickey & Tremper forgot to do it. Heather realized at the end of June that the funds hadn't been transferred yet, so Dickey & Tremper fixed it as noted in the updated May 2023 financials. Heather also noted that the June 2023 financials had just arrived today, which is our fiscal year-end financial report. Heather commented that she had perused it and seen nothing unusual. John Thomas moved to approve the accountant's June report and the updated May report, subject to audit. Nick Nash seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada noted that she and Sharone McCann went to the Echo City Council meeting this month. Heather also noted that she has been to 9 of the 12 libraries for their Summer Reading programs. She is planning to go to Milton-Freewater in August when their rural fire department will be doing Storytime, she is planning to meet the bus from Ukiah when they make their bus trip around the county, and she will be going to Echo after July, though their programming is not specific to summer reading. Heather also noted that her

EO Go! article this month, to be published July 27th, will focus this month on Umatilla and Milton-Freewater public libraries – the farthest public libraries across the County from west to east.

Caty Clifton stated her thanks to the staff for doing these reports, realizing they take a fair amount of time – she finds them very helpful. Heather stated that we have signed up for health insurance again this year, through the RFC process.

BOARD TRAINING – REVIEW, BEST PRACTICES, WHAT WE SHOULD & SHOULD NOT DO...
Heather Estrada shared information from a document she found on email (& texting) – whenever there is a quorum there can be no discussion, be it in email, etc. There can also be no decisions made there either. She also shared the information from the Oregon Government Ethics Commission, including a breakdown of gifts. Additionally, Heather shared a document that Erin McCusker had created breaking down the roles of District Director and Board Members. These documents were given to Kathy Thew.

Heather shared that there are two SDAO Board training courses coming up: August 2nd, Board & Managers Training, in Pendleton, and September 13th, Board Ethics Training, in Boardman. She also mentioned that the SDAO conference will be in Seaside February 8th-11th, probably be traveling on the 7th. Nick Nash noted he was interested in attending, Caty Clifton and Sharone McCann both noted they were interested in attending but pondering.

The Board Members were asked to share some of their wisdom and thoughts for Kathy Thew. Caty Clifton shared areas of the Board Handbook that would be very helpful in learning more about the Board Member role: governing docs: mission, vision, etc.; Board duties & responsibilities; policies, then: agreements and library plans. John Thomas shared visiting the libraries is very helpful and he finds the ALSP Reviews a highlight of being on the Board. Nick Nash also shared visiting the libraries and that we represent the whole county to be valuable to keep in mind. Caty commented that there is some tension because we don't direct the libraries' work – we are fiscal agents in some sense. Additionally, Nick commented don't be afraid to ask questions.

OLD BUSINESS

NARCAN UPDATE FOR LIBRARIES

Heather Estrada stated she took this to the libraries, and they are interested – “we'd like to, but...” Pendleton and Hermiston police departments say “no”, or they don't want the cities/libraries to have it. Heather noted she wonders if it is an education issue. She noted that we are in the middle of this process of exploring if we should/need to apply for the availability of Narcan for the libraries through the SDAO track.

UCSLD – END OF YEAR REPORT

Heather Estrada commented that this hasn't been done yet, though Dea Nowell assured Heather it is okay, being this is our ALSP review.

Board evaluation follow-up: three members of the Board did the self-evaluation questionnaire. The question was raised as to when we would get the results of this, the deadline being today. What, or where, are the next steps? Heather stated that she would follow up on it.

NEW BUSINESS

ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS – DATES & OUTLINE

Heather Estrada shared a draft of what will go out to the libraries and noted that we need to pick dates. John recommended we continue doing these via Zoom, so libraries can continue

in their own space and not have to travel so much. Everyone stays in their own homes and the District Director has the office open for any public who are interested in attending in person, as it is a public meeting, as well as running the Zoom session. This is with the thought that being in their own environment creates less stress. The dates selected are September 19th (Tuesday), October 5th (Thursday), and October 12th (Thursday).

LIBRARY DIRECTOR'S TAX LEVY REQUEST

Heather Estrada shared that the library directors at their recent Meeting of the Directors stated they would like the District to run a tax levy. Heather noted that she has had long discussions with both Caty Clifton and Nick Nash regarding this request. There were questions of capacity, as well as impact of Measures 47 and 51. Heather stated that she will look more into all of this after she comes back from her vacation. It was suggested that a starting point for Heather would be a conversation with the County Assessor. Caty also suggested it may be beneficial having a conversation with someone who is very knowledgeable regarding tax levies. Nick stated his feelings that this should only occur if there is an organized plan, from the ground up; and it was stated the libraries and cities must be on board.

AUDITOR CONTRACT

Heather Estrada shared that we are in the middle of a 3-year contract with Barnett & Moro for our audit.

She stated that we received the fiscal contract with Dickey & Tremper today which is a 1-year contract. The price on the fiscal contract is increasing \$150. Heather signed the contract today to receive the financials.

We also need to get Kathy Thew added as a bank signatory. Nick Nash moved to remove Jubilee Barron as a bank signatory and add Kathy Thew as a signatory at the bank. Sharone McCann seconded the motion. The motion passed with 4 votes in favor; Kathy Thew abstained from the vote.

Heather commented that she is still struggling with the bank and credit cards.

RESOLUTION NO. 2023-2024-01: RESOLUTION OF THE UMATILLA COUNTY SPECIAL LIBRARY DISTRICT (UCSLD) AUTHORIZING VENDORS FOR ONLINE AND AUTOMATIC PAYMENT OF BILLS IN FY2023-2024

Caty Clifton read Resolution No. 2023-2024-01 to approve bill pay for this fiscal year. Sharone McCann moved to approve the resolution as read. John Thomas seconded the motion. The motion passed unanimously.

GOOD OF THE ORDER

Dea Nowell shared that Heather Culley, cataloger at Pendleton PL, has achieved the status of CAT1 permission level (the top cataloger permissions).

It was noted it was nice to see everyone in person!

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be the annual meeting on August 24, 2023, at 5:30 pm.

ADJOURN

John Thomas moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:11 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell