



**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**

June 26, 2025, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

Judy Bracher

Kathy Thew, Vice President

Caty Clifton, President

John Thomas

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 5:32 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated we have a quorum with Kathy Thew, Judy Bracher, John Thomas, & Caty Clifton present in the office. Not sure about Nick Nash, he may be helping at the Jackalope Jamboree tonight.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT

None.

MINUTES

Board Meeting: May 22, 2025 - John Thomas moved to accept the May 22nd minutes as presented. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, John Thomas, and Kathy Thew).

CALENDAR UPDATE

Heather Estrada shared the draft FY overview calendar. It was noted that there has been some talk about noon meetings. Caty Clifton noted that noon meetings may work for some time periods, but during the school year Nick Nash can't make them. Heather noted that some fourth (4th) Thursdays don't work with holidays, etc., so she has made some adjustments there. She noted that we can set all the meeting times and/or confirm them next month at the annual meeting.

CORRESPONDENCE

Heather Estrada stated that she had no correspondence.

REPORTS

FINANCIAL STATEMENTS & BANK RECONCILIATIONS – May 2025

Comments or questions: Caty Clifton commented that revenue taxes were up 3% above projected; Heather Estrada noted that we were only over the line item by 1.5% and we shouldn't hit 10% over. Heather shared that under Resource Sharing it looks like we spent a ton on libraries, however she noted that the Spanish books showed up there... also the unexpected grants for the Spanish books are there also. Judy Bracher moved to accept the accountant's report and financial report for May 2025, subject to audit. Kathy Thew second the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, John Thomas, and Kathy Thew).

A quick return to the calendar update... John Thomas noted that under August the date listed for the Board meeting is a Friday. There was a bit of discussion about what date to have the August meeting, and it was decided to leave it as the fourth (4th) Thursday – August 28th.

STAFF MONTHLY REPORTS

Heather Estrada shared that the budget for FY2025-26 was 100% done. She also shared that she went to the CIS meeting in person and that they are going to offer a new insurance – a new format – alongside Regence to staff this coming year. Heather also shared that she attended the Dolly Parton Homecoming event – in which she mostly got an update on Oregon. The Legislature is looking at cutting funding for the Imagination Library from preschool funding. Heather did the Go! Article on Imagination Library again this month because now with having state-wide access for residents it means that there is a choice to select between English or Spanish language books. Kathy Thew noted that there were 2 additional articles in the Go! about Baker County Library.

Caty Clifton stated great reports – all three had some great information. Heather noted that Monica Hoffman had a daughter who just graduated from high school and another daughter is about to get married. Dea Nowell was asked if she would like to share anything about her situation, and she shared that they had just started with hospice for her mom that day.

BOARD TRAINING: SDAO specific board training in Pendleton August 5 from 9-4. Any interest?

Heather Estrada asked if any of the Board members were interested in attending the upcoming Board of Directors and Management Staff Training Series that is going to be in Pendleton, August 5th from 9 am-4 pm, at the convention center, and includes lunch and course materials. Kathy Thew talked about her experience last year when she attended this. She stated that Eileen is easy to listen to, even though she is an attorney; and that she shared stories that are helpful. Heather reminded that Board that Eileen Eakins is our attorney of record. Several Board members expressed interest but needed to check on the date. Heather asked that they please let her know by the week of July 7th if they wanted to attend, so she could register everyone at the same time.

OLD BUSINESS

APPROVE UCSLD NEW STRATEGIC PLAN FOR 2025-2028

Heather Estrada shared that she had not heard from anyone in the District regarding the drafted strategic plan. She received a phone message today from John Day about having read the strategic plan, though Heather had not called them back yet. Caty Clifton suggests that we approve the strategic plan, review it periodically, and address it in the annual report each year. Caty Clifton entertained a motion to approve the 2025-2028 strategic plan as drafted. John Thomas moved to approve the 2025-2028 strategic plan as drafted. Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, John Thomas, and Kathy Thew). John Thomas commented that

he thinks this is the best strategic plan we've had.

NEW BUSINESS

STAFF PERFORMANCE APPRAISALS – PROCESS BEGINS

Heather Estrada noted that the staff performance appraisals process is beginning. The ROJDs for each staff position are on SharePoint for review if any of the Board members care to read them. We will be utilizing the new performance appraisal form, approved last year, which is a slimmed down procedure for the performance appraisal process. Heather also noted that all 3 staff will do their portion of the process paperwork, and their supervisor will do their portion of the paperwork (the Board for Heather, and Heather for Monica and Dea) and then they will get together to review it all. John Thomas will email the questions for anonymous replies to the Board members for review and then will send them out to the directors after the Board members approve them.

POLICY – Paid Leave Oregon (new policy)

Heather Estrada noted that she “stole” the policy from Nick Nash who “stole” it from HR Answers. Nick had notes for Pendleton Childcare Center that she left in for the Board’s review. Heather suggested under “Length of leave” single day, and the Board members concurred. Caty Clifton asked about the order of use – organizational vs. paid leave. Heather responded that she understands that they can be used in whatever order – thus the potential to optimized without using up either one so quickly. Heather stated that “Notification of need for leave” is 30 days in State law for planned events. It was noted that Nick may have some input. Heather stated that the yellow sections are what could be changed. Kathy Thew moved to accept the policy with single day in the first highlighted section, to leave the other under the other highlighted sections, as well as leave the mandatory language. John Thomas seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, John Thomas, and Kathy Thew).

ALSP UPDATE

Heather Estrada gave an update on the ALSPs for FY2025-26 – still are waiting to receive from Pendleton and Hermiston. Heather noted that she spoke to Jennifer Johnson today regarding Pendleton’s and recently mentioned needing Hermiston’s to Mark Rose. Caty Clifton noted that many of the ALSP’s focus on programs. She would like to see more regarding services, such as collection development, etc. There was a consensus by the Board members that across the board there is a good balance of programs across all ages.

AUDIT UPDATE

Heather Estrada shared that we have the audit contract, three (3) years with a three percent (3%) increase each year, and the engagement letter. Heather also noted that she received a letter to release audits from Barnett & Moro. Judy Bracher moved to approve entering into the contract with Anderson, Boylan, Ramos, P.C. for three (3) years. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, John Thomas, and Kathy Thew). Heather will sign under the Board’s authority.

GOOD OF THE ORDER

Heather Estrada stated that she is trying to get around to all the libraries’ summer reading programs. She also noted the upcoming parades: Saturday is Umatilla’s Landing Days parade, next Friday is Stanfield’s Fourth of July parade, Athena’s Caledonia Days parade is the following Saturday, August 2nd is the County Fair parade in Hermiston, and September 6th is Pendleton’s Dress-Up parade.

NEXT DISTRICT BOARD MEETING

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

ADJOURN

John Thomas moved to adjourn the meeting at 6:36 pm, and Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, John Thomas, and Kathy Thew).

Respectfully submitted by Dea Nowell