



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

April 28, 2026, following the Budget Committee Meeting
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 6:49 pm, shortly after the FY2026-2027 Budget Committee Meeting concluded.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated that we continue to have all five (5) Board Members in the office [Kathy Thew, Judy Bracher, John Thomas, Nick Nash, and Caty Clifton], so we have a quorum.

APPROVAL OF THE AGENDA

Caty Clifton moved to accept the agenda as presented. Kathy Thew 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: March 19, 2026 - Judy Bracher moved to accept the 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 asked about making the June Board Meeting a completely virtual meeting. It was reminded that there is a requirement for there to be a public location available for public meetings. It was then decided to move the meeting to Thursday, June 18th at 5:30 pm. Additionally, Heather noted that the grant writing workshop dates would be Saturday, May 16th at the Stateroom at the Bow and Saturday, June 6th at OMG! Burgers and Brew, both located on Pendleton's S. Main St. Heather also reminded the Board that this Friday is the District's all staff in-service in Echo, and that next month's meeting will be Thursday, May 28th and includes the Budget Hearing.

CORRESPONDENCE

Heather Estrada shared that we had received more annexation notices from Hermiston. She also passed around a mail insert about the Pendleton Public Library's Library of Things as a coordination with St. Anthony Hospital.

REPORTS

FINANCIAL STATEMENTS & BANK RECONCILIATIONS - March 2026

Heather Estrada stated that the financial statement was the only thing, to date, that she has received for March- no reconciliations, etc., and only the paper copy of the financial statement that she scanned. Caty Clifton noted that it all looked reasonable to her. Nick Nash entertained a motion to accept the financial statement, pending audit. Caty Clifton so moved. And 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 noted that some of her monthly report will be touched upon later in the agenda. She mentioned that the SDAO training, which they are now calling a summit, was a different format this year, and she said the second day was very good.

Caty Clifton thanked Heather for getting out to the libraries for book clubs, etc. She also asked Heather if she'd received any calls from those affected by flooding. Heather said she had not received any. Caty mentioned it might be a good reminder that each of the communities should have their own emergency action, or emergency preparedness, plan. Caty also asked about what "materials exchange" meant in Monica [Hoffman]'s report. Heather responded it meant exchanging book boxes without a story time at the location. Caty also said thanks to Dea [Nowell] for all she does - reporting & Sage - it's all important.

BOARD TRAINING: SDAO - HIGHLIGHTS AND SCHEDULE TRAININGS

Heather Estrada shared some of the topics that came up at the SDAO training [summit], including public meetings training, mandatory reporter training, as well some other things such as driving and handbook. Heather noted that our policy regarding driving is incorrect, if we choose to drive our personal vehicle for work purposes, UCSLD insurance does not cover that, only the personal vehicle insurance policy applies. And the topic of an employee handbook keeps coming up, from an HR perspective - we do not have one, at some point we need to figure out about getting our pieces into the right places. SDAO has a template that could help us. Nick Nash noted that it would be additional legal protection, and Caty Clifton noted it would also give additional direction.

John Thomas just did public meeting training for Pendleton City Council the day before, however, as Heather had suggested it would be good to do this together as a Board, to help facilitate tracking, as well as getting it done for everyone during their term. The Board chose to do the training prior to the next Board meeting at 5:00 pm, followed by the Budget Hearing and Board Meeting at 5:30 pm.

OLD BUSINESS

URBAN RENEWAL AREA - UPDATE FROM MEETING

Heather Estrada noted that she and three (3) of the Board Members attended the Umatilla's Urban Renewal Agency and City Council meetings. Caty Clifton shared that it was good that we were there. Heather noted that they have not done their budget yet. It was noted that they basically kicked the can down the road for funding the full project we asked them to fund. Additionally, it was noted that no intergovernmental agreement(s) have been signed at this point. The next steps are to continue following this: their budget committee

meetings will be held on Tuesday, May 19th, and Wednesday, May 20th; and they will be presenting to Umatilla County Commission on Wednesday, May 6th, at 9:00am.

COURIER VEHICLE - IMESD UPDATE

Heather Estrada stated that she spoke with Fred after the tires had been changed and he didn't say anything about the car. The next day she received a call from Rob stating that they were done with the car. Heather stated that they are only increasing the cost for the third (3rd) day courier by \$2,000 but we will not need to continue providing a vehicle, which should make our insurance agent happy. Heather's plan is to sell the car next FY through GovDeals, where the previous courier car was sold, since we had not anticipated this budgetarily. The Board suggested that we look at selling it when we can. Judy Bracher moved to sell the courier car when we can. John Thomas seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas). Heather additionally noted that we have a second set of tires to go with the vehicle.

NEW BUSINESS PARADE SEASON

Heather Estrada ran through the dates for the upcoming parade season of what she and the libraries were thinking of participating in: Athena - 2nd weekend in July; Stanfield (& Echo will be joining in this year) - 4th of July; Pendleton Dress Up - September 12 - is currently tentative; Pilot Rock - August 22 - pending, as Susan is not sure if she wants to do it now; Weston - June 6th, which is the same day as one of the grant writing workshops, though we should be done with it before the workshop begins.

Heather also noted that Ukiah has a 4th of July parade and someday would like us to do that one as well; Milton-Freewater also has a parade, but Lili is opposed to participating in them, so we are not; and Heather again stated that she will not be doing the Hermiston fair parade again anytime soon.

TEEN GRANT

Heather Estrada shared that we got a state teen internship grant. Greta, SLO children's services consultant, reached out to us regarding applying for it. Monica Hoffman is planning to advertise for the position. Heather stated that we had received the grant money and that we have a whole packet to information and guidelines for the program. Heather stated that we might need one of the Board Members on the interview committee.

UKIAH MARKETING TILE

Heather Estrada shared that we are purchasing a tile from Ukiah for their marketing fundraiser. They are \$20 per tile and Heather thought we'd put our logo on it. Her understanding is that they will be mounted at the school. The Board asked if we could buy one for each of the libraries? Heather stated that she will check on the scope of the project and get back to the Board on it.

POLICY - Volunteer Policy

Heather Estrada asked what comments anyone had regarding the Volunteer policy. Caty Clifton had a couple of thoughts regarding it. First on under "volunteer standards of conduct &..." should we address the policy(s) here, otherwise how do they know what they are as put forth in the employee "handbook"? The second thought has to do with records of attendance and recording hours, should they also be keeping track of their assigned task. At the end of the year, we should have a number of volunteer hours, Caty stated. Nick Nash

entertained a motion to approve the policy pending the addition of the stated policy(s) being addressed. John Thomas so moved. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

GOOD OF THE ORDER

None.

NEXT DISTRICT BOARD MEETING

The Board will be meeting at 5:00 pm on Thursday, May 28, 2026, to do public meeting training together. And the next Budget Hearing and Board Meeting will follow at 5:30 pm.

ADJOURN

Caty Clifton moved to adjourn the meeting at 7:55 pm. John Thomas seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

Respectfully submitted by Dea Nowell

DRAFT