UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
Strengthening our community libraries

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Minutes
Board of Directors Meeting

August 27, 2026, at 5:30 pm
District Office (425 South Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD
Judy Bracher
Nick Nash
John Thomas, President
Caty Clifton
Kathy Thew, Vice President

ATTENDANCE STAFF
Heather Estrada, District Director
Monica Hoffman, Early Literacy Outreach Take Off! Program Manager
Dea Nowell, Technical Services Manager (via Zoom)
Grace Warner, Teen Intern

ATTENDANCE – VISITORS
None

CALL TO ORDER
Board President John Thomas called the Board Meeting to order at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM
Heather Estrada stated we have Board Members Kathy Thew, Nick Nash, Judy Bracher, and John Thomas present in the office; thus, we have a quorum. She also stated that Caty Clifton was on her way.

APPROVAL OF THE AGENDA
Heather Estrada noted that the agenda item to review the annual calendar was left over from the annual meeting and should have been removed. She also suggested moving the Board training to just prior to the executive session, since it is directly related to the executive session topic. Kathy Thew made a motion to accept the agenda with the proposed changes. Nick Nash seconded the motion. [Caty Clifton arrived.] The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

PUBLIC COMMENT
None.

MINUTES
Board Meeting: July 23, 2026 – Nick Nash moved to approve the minutes from July. Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

CALENDAR UPDATE
Heather Estrada reminded the Board of the Annual Library Service Plan Review (ALSR) meetings: Tuesday September 22nd at Athena PL, Monday October 12th at Echo PL, Tuesday October 27th at Pilot Rock PL. All the meetings will begin at 5:30 pm.

Heather also reminded the Board that the Pendleton parade is Saturday September 12th with a 9 am lineup time.

CORRESPONDENCE
Heather Estrada shared that we received a $31 donation for the Dolly Parton Imagination Library on the day that it was announced that Dolly Parton died.

REPORTS
FINANCIAL STATEMENTS & BANK RECONCILIATIONS – June 2026
There were a few comments regarding the June 2026, end of the year, financial statement. Caty Clifton noted that something that stood out to her was that retirement was up quite a bit. Heather Estrada noted that sometimes items don't end up in the right line, but in the right category. Caty commented that the bottom line is the important point. Heather also mentioned that she had just received the auditor's letter earlier that day. She also noted that we had received a letter from the State earlier. Kathy Thew moved to accept the financial reports, subject to audit. Nick Nash 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 stated that John Thomas signed both Dea [Nowell]'s and Monica [Hoffman]'s performance reviews, so they are all done. Heather noted that she was asked to serve on the OAR review committee – which she did. She also noted that she attended the Adams City Council meeting and that it went pretty well. Most of the Council is fairly new, and so it was helpful for them to learn more about the District and the Agreement with the City. Heather also stated that Mark Rose [Hermiston PL] is retiring on Monday; and they are planning to interview 3 candidates, all from far away.

Heather stated that if anyone had questions regarding the other staff reports, Dea and Monica were both present. Heather asked Dea if she would like to give an update on her mom; and Dea told Heather she could do that, so Heather did. It was also commented that Monica had great pictures in her report.

OLD BUSINESS
UCSLD – END OF THE YEAR REPORT
Heather Estrada shared that she included this again, as she added a Board page at the end of the report. It was noted that the Board Members liked the addition. It was noted that is posted on the Board's SharePoint site, as well as the website.

NEW BUSINESS
TEEN INTERN PRESENTATON AND REPORT
Grace Warner shared a board of things she'd done as well as learned, along with pictures of events she'd participated in. Some of the items she had done/participated in were farmers markets, window changes – for beginning of school and for library card sign-up month, parades, helped make slide shows for the tv in the front window, and created some future posts. When asked what her biggest surprise through the experience was she noted it was how much goes into posts and window slides. She noted her favorite time was going to Storytimes and seeing the different personalities in the children participating. She was also asked what she learned from the internship that she can take with her – Grace's response was that you can expect something and yet still learn a lot. She also noted that it was a lot of work moving the book boxes.

STAFF PERFORMANCE APPRAISALS – UPDATE AND DISCUSSION
Heather Estrada noted earlier that the staff's performance appraisals were completed. Heather's will be completed during the executive session tonight.

ALL ALSPs ON SHAREPOINT

Heather Estrada again noted that all the ALSPs are on SharePoint and suggested that when it comes closer to the ALSR meetings that the Board Members may want to pull the four (4) up for each meeting.

LIBRARY IQ DISCUSSION

Heather Estrada stated that the City of Umatilla is giving the District $27,000 for Library IQ this year, though they have not voted on this for ongoing years yet – that vote won't occur till December. She stated that one year of Library IQ won't be very effective and it was a lot of money, so she wanted to talk to the Board first before beginning it. After a bit of conversation, Nick Nash commented that sometimes we need to take a step of faith, off the edge. Caty Clifton noted that another consideration is that this is a way to test it… A couple of Board Members said "go for it" and the overall consensus of the Board was to "go for it."

POLICY – OREGON ETHICS LAW POLICY

Caty Clifton commented that this policy is great and that it clarifies some things, like conflict of interest. After a bit of conversation regarding the policy, Caty Clifton moved the policy as reviewed as of this date. Nick Nash seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

Monica Hoffman, Grace Warner, and Dea Nowell left the meeting at 6:21 pm

BOARD TRAINING – DIRECTOR PERFORMANCE EVALUATION

Heather Estrada and the Board Members watched some training on director performance evaluation.

EXECUTIVE SESSION

Board President John Thomas read the following statement: The Board of Directors will now meet in executive session pursuant to ORS 192.660(2)(i) and 192.660(8) for the purpose: (i) To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for executive session may *not* be used to do a general evaluation of an agency goal, objective, or operation of any directive to personnel concerning those subjects. The Executive Session was called to order at 6:36 pm. Following the District Director's performance appraisal, Board President John Thomas closed the Executive Session at 7:21 pm.

NEXT DISTRICT BOARD MEETING

The Board will be meeting at 5:30 pm on Thursday, September 24, 2026.

ADJOURN

Caty Clifton moved to adjourn the meeting. Judy Bracher 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 7:26 pm.

Respectfully submitted by Dea Nowell