



**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**

July 24, 2025, at 12:00 pm  
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

**ATTENDANCE BOARD**

Judy Bracher

Nick Nash, President (FY2025-26)

John Thomas

Caty Clifton, President (FY2024-25)

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 12:01 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada stated all five (5) Board Members are present in the office - Kathy Thew, Judy Bracher, John Thomas, Nick Nash, & Caty Clifton - thus we have a quorum with a full Board.

**APPROVAL OF THE AGENDA**

Heather Estrada stated that we need to add a resolution for authorizing vendors for online and automatic payments to the agenda under New Business. Caty Clifton also had an item to add to the agenda regarding an ALA advocacy mailing to go under New Business. Nick Nash moved to approve the agenda as amended. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

**ANNUAL MEETING**

Review of Board of Director List - Everything was listed correctly.

Board Elections: President, Vice-President - Kathy Thew stated that she did not want to be President. Nick Nash stated that he would be willing to be President. John Thomas nominated Nick Nash for Board President for FY25-26. Caty Clifton seconded the nomination. Kathy volunteered to continue as Vice President. John Thomas seconded the volunteer nomination. The nominations for Nick Nash as President and Kathy Thew for Vice President for FY2025-26 passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

Secretary Appointment - Caty Clifton moved to appoint Heather Estrada as Board Secretary. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

Set Regular Monthly Meeting Date & Time – Heather Estrada noted that the August Director’s meeting has been moved to Pilot Rock. Caty Clifton stated that she would not be at the August 28<sup>th</sup> Board meeting, the other four (4) Members noted they would be available. Kathy Thew moved to approve the FY calendar as presented, (including Board meeting dates). John Thomas seconded the motion. The motion was approved unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

#### PUBLIC COMMENT

None.

#### MINUTES

Board Meeting: June 24, 2025 – Caty Clifton moved to accept the June 24<sup>th</sup> minutes as presented. John Thomas seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

#### CALENDAR UPDATE

[The calendar was approved during the Annual Meeting under Set Regular Monthly Meeting Date and Time.] Heather Estrada shared that she would be out of the office August 20-24, taking her daughter to Washington, DC.

#### CORRESPONDENCE

Heather Estrada stated that she had no correspondence.

#### REPORTS

##### FINANCIAL STATEMENTS & BANK RECONCILIATIONS

Heather Estrada stated that we had not received the financial statement or bank reconciliations for June 2025 yet, as Dickey & Tremper are waiting on a Sage check; and Sage’s fiscal agent is waiting for the next billing cycle to process the invoice and write the check.

##### STAFF MONTHLY REPORTS

Heather Estrada shared that she had participated in three (3) parades and offered thanks to Kathy Thew and her husband who participated in two (2) of the parades and John Thomas in one (1). She also noted that the fair parade is a week from Saturday. Heather also noted that she has been to a lot of summer reading programs; and there is a lot going on with summer reading programs, as all the directors have a lot going on – obviously Covid is way in the rearview mirror.

She also shared that one morning she drove to the athletic club at 5:30 or 6 this week and noticed a lot of activity with homeless people around the Vert. The police cleared them all out because of the camp at the Vert, however we took the vehicles to our homes. Heather even noted that someone tried to open Amo’s car door the other day when he was dropping off kids for camp. Caty Clifton noted that parking the vehicles at home is not a solution for long term. John Thomas noted that the sheriffs park at home all the time. The Board consensus was that they are amenable to the current issues and situations for parking vehicles at home. Judy Bracher noted that crime is on the rise – recently 3 vehicles were stolen in Helix.

Heather asked if any of the Board had any questions regarding her report or the other staff reports. Caty Clifton stated that she noticed on Heather’s report about community report. Heather stated it is in the report every month under projects and progress. Heather noted that this is a quieter time for Monica Hoffman, who is doing a lot of cleanup, etc. Caty Clifton told Dea Nowell thanks for the year-end statistics.

BOARD TRAINING: Update on current public meetings law. Where we are and the timeline... Heather Estrada shared that Judy Bracher got her training done on the last day of her previous term. She also reminded the Board that they are required to do this training during each of their terms of office. Heather noted that she has John Thomas's certificate of completion and information for Judy for their previous terms. She stated she does not have Nick Nash's or Caty Clifton's for the files. Heather noted that Kathy Thew still needs to do her training, but she has time, she would prefer to do the training in person.

#### OLD BUSINESS

##### UCSLD - END OF THE YEAR REPORT

Heather Estrada shared that she has the end of the year report mostly done, however it still needs to be completed. Dea Nowell has not completed her performance appraisal paperwork yet, so hasn't yet pulled together the highlights of the year for her position. It was noted that we still have time yet, so there is no rush.

#### NEW BUSINESS

##### STAFF PERFORMANCE APPRAISALS - UPDATE AND DISCUSSION

Heather Estrada shared that Dea Nowell's peer review is back, though she is not working on her appraisal paperwork yet. Heather noted that she and Monica Hoffman are meeting next week, and Heather's appraisal is today at the end of the meeting.

##### ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS - DATES & OUTLINES

Heather Estrada suggested some dates that she feels would work for her: Monday, September 22 or 29 and Monday October 13 and 20, and Wednesday October 8 and 22. The timeframe is usually 5:30 to 8pm-ish. The consensus of the Board in setting the dates were for Mondays: September 22, October 12, and October 20. Heather will send out the dates for the directors to sign up for a date and time slot.

##### POLICY - Public Meeting Policy (review)

Heather Estrada shared the document with several items that she and Dea Nowell noted needed to be addressed. Nick Nash suggested sticking with the law in terms of notice of regular meetings being provided - at least 48 hours - and Heather suggested changing the distribution of materials to Board Members as the same time frame, because we never send the agenda out the public before we post or send to the Board Members. How the notice is given, in at least two (2) of the following ways, was discussed in terms of the first one listed - "By publication in newspaper of general circulation in the community." - Heather noted that the East Oregonian doesn't do this anymore. Caty Clifton responded that she would rather we leave it in. Heather noted that we do all three (3) of the others listed. When questioned about the email notification to any distribution list... Heather noted that Dea emails the city and media contacts each month. Heather suggested in D. removing the statement "or phone calls made to wire services..." as we don't even know what that means; and also changing the next portion to change "mail" to email and remove "or telephone". On page 3 under "Purposes - Executive sessions...", Heather suggested that we remove the statement regarding Medical Staff of a Public Hospital as it doesn't apply to us. And the same is true for the statement on page 4 regarding Health Professional Licensee Investigation. On page 10 the missing word "for" will be added to the last sentence in A under Public Participation/Comment. Additionally, there was conversation regarding resources for interpreters, as referenced on page 11; it was noted that we need to check on available resources. Kathy Thew moved to approve the Public Meeting Policy as updated during the meeting. Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, John Thomas, and Kathy Thew).

RESOLUTION 2025-2026-01 AUTHORIZING VENDORS FOR ONLINE AND AUTOMATIC PAYMENT OF BILLS IN FY2025-2026

Nick Nash read Resolution 2025-2026-01 Resolution of the Umatilla County Special Library District (UCSLD) Authorizing Vendors for Online and Automatic Payment of Bills in FY2025-2026. Following the reading of the resolution, Caty Clifton moved to pass the resolution as read. John Thomas seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, John Thomas, and Kathy Thew). Nick and Heather Estrada will sign the resolution.

ALA ADVOCACY EMAIL (REGARDING LIBRARY FUNDING)

Caty Clifton shared that Congress will be taking up discussion again in August regarding library funding. She noted that we have an opportunity to reach out to the Appropriations Committee, of which Senator Merkley serves on and of which he is on board with funding libraries. The question raised was do we want to do something as a Board and/or as individuals? Caty stated that she was willing to draft a letter to the editor and will send it around to the Board Members. Once everyone approves, she will send it to the EO. She will also forward, or text, a link to the ALA advocacy email/site.

DISTRICT DIRECTOR PERFORMANCE EVALUATION

Dea Nowell left at 1:09 pm. The Board completed the District Director's FY2024-25 performance appraisal.

John Thomas had to leave at 1:47 pm for another meeting.

GOOD OF THE ORDER

None.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on August 28, 2025, at 5:30 pm.

ADJOURN

Judy Bracher moved to adjourn the meeting at 1:59 pm, and Caty Clifton seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, and Kathy Thew).

Respectfully submitted by Dea Nowell