



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
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Pendleton, OR 97801

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Minutes

Budget Hearing and Board of Directors Meeting

June 29, 2023, at 5:30 pm

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

ATTENDANCE BOARD

Jubilee Barron
Sharone McCann
John Thomas, President

Caty Clifton, Vice President
Nick Nash

ATTENDANCE STAFF

Heather Estrada, District Director
Dea Nowell, Technical Services Manager (via Zoom)

ATTENDANCE - VISITORS

none

CALL TO ORDER

Board President John Thomas called the Board Meeting to order at 5:34 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada noted that every single Board Member was present in person - Jubilee Barron, Caty Clifton, Sharone McCann, Nick Nash, and John Thomas - thus, there is a quorum present.

APPROVAL OF THE AGENDA

No changes to the agenda.

PUBLIC COMMENT

None.

MINUTES

Budget Hearing & Board Meeting: May 25, 2023 - Nick Nash moved the approve the May 25, 2023, minutes as presented. Sharone McCann seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

Nothing. There was a clarification as to why we wait to prepare the new fiscal year's calendar until July - the Board could choose to change the day or time of the meeting for instance.

CORRESPONDENCE

Heather Estrada noted that we received the elector's letter from the County Election's office. And she had prepared a letter accepting the election results, which John signed. Heather also noted that she received a text message from Jennifer Pambrun, who works at IMESD, thanking Heather for writing the article that featured Dustin at Ukiah (it is in today's newspaper). Heather also stated that she received a comment about her presentation at this month's Rotary Club meeting from Mr. Cambier. John Thomas noted that someone told him it was the best, and most succinct, history of the Library District that they had heard.

REPORTS

FINANCIAL STATEMENTS - May 2023

Heather Estrada commented some may have noticed that the savings account went up \$5,000 and then down \$5,000, she found out that it takes a few days for transfers to settle. Cathy Clifton made a motion to accept the April 2023 financial statement pending audit. Jubilee Barron seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada shared that she went to Pilot Rock and that they were very kind, they like Susan, though she had never been to a city council meeting. Heather shared that she is planning to attend the Echo city council meeting on July 11th at 6pm - she will ask Kathy Thew if she would be able to also attend since she lives in Echo and Sharone McCann will try to attend. And Heather plans to attend Umatilla's city council meeting on August 22nd. She noted that she is intentionally waiting on some meetings till fall when library directors may be going to them. Heather also noted that she may go to the library board meeting in Athena this month since there was a conflict with attending their council meeting.

Heather stated that both Dea Nowell and Monica Hoffman have been busy, and both have taken some vacation time this month.

BOARD TRAINING - UPDATE ON ANNUAL PROCESS AND BOARD AUDIT PLAN

Heather Estrada wanted to share 2 things before getting into the training. First, she shared a webpage from SDAO's website that shows 2 different training opportunities for special district board members. The first training entitled Board Duties, Liabilities and Responsibilities will be held in Pendleton on August 2nd from 9 am - 3:30 pm. The second training entitled Board Member Relations, Expectations and Ethics will be held in Boardman on September 13th from 9 am - 2 pm. If any of the Board are interested in attending either of these trainings let Heather know and she will get you registered. Secondly, she shared regarding SDAO's Board Practices Assessment that we can start with a Board Governance Questionnaire that each Board Member fills out anonymously to begin with and from there depending upon the outcome of that we can decide upon where we are with doing a full Board assessment. Heather recommended that if all the ongoing Board Members would take before the next Board meeting (July 20th) we could see if there was also value in our newly elected Board Member Kathy Thew taking it. Heather will send out information on both these 2 areas to all the Board Members.

Heather and the Board also went through the Strategic Plan reading through each of the strategic directions and goals and commenting on a couple of things regarding them. It was suggested that it would be good to go through this document at the beginning of the new fiscal year.

Heather shared a portion of a video training through Vector Solutions/SafePersonnel entitled "Executive Director/General Manager Performance Evaluation (2022)". The Board watched a 9-minute segment on the What? and Why? It was stated that it is your job and gave some information regarding duties of board members in this area.

OLD BUSINESS

CITY COUNCIL VISITS

Heather Estrada noted that she mentioned these during her report - July 11th Echo & August 22nd Umatilla.

NEW BUSINESS

SPECIAL DISTRICT NARCAN?

Heather Estrada shared last month that she was invited to attend a Narcan training put on by the East Umatilla County Fire District. She shared in the Board packet a grant opportunity through special districts to receive Narcan and other harm reduction supplies at no cost. She was wondering if this was something that we wanted to get into. She noted that the east-end libraries are covered, though she is not sure about libraries on the west-end of the county. When asked about a time frame, Heather stated it was probably an ongoing time frame. She shared that she learned at the training she attended on the east side that there are no ramifications if Narcan is given and not needed, though it is good if it is needed. It was noted that smaller libraries may be the ones may need our involvement. The consensus of the Board was that we should reach out to the libraries and see if there is any interest. Heather will reach out to see.

PERFORMANCE APPRAISALS FOR UCSLD STAFF

Heather Estrada noted the staff were to turn in their portion of their performance appraisals by this week. Nick Nash noted that one of the Board Members looks at and signs off on the performance appraisal paperwork before sending it to the staff members.

EXECUTIVE SESSION:

Heather Estrada noted as we go through this process of the performance appraisals that she would like input on which pieces would be good to keep or what pieces could be streamlined for the future. After a bit of discussion about whether to proceed with this tonight, Board President John Thomas read the ORS from the agenda regarding the Executive Session. "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 or any directive to personnel concerning those subjects." The Executive Session was called to order at 6:33 pm for the purpose of the District Director's performance appraisal and Dea Nowell left the meeting. Following the District Director's performance appraisal, Board President John Thomas closed the Executive Session at 7:04 pm.

GOOD OF THE ORDER

None.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be the annual meeting on July 20, 2023, at 5:30 pm.

ADJOURN

The meeting was declared adjourned by Board President John Thomas at 7:10 pm.

Respectfully submitted by Dea Nowell