



**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

January 25, 2024, at 5:30 pm

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

ATTENDANCE BOARD

Caty Clifton, President
Nick Nash
John Thomas

Sharone McCann, Vice President
Kathy Thew

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 Board Meeting to order at 5:31 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated that we have a quorum with four (4) Board Members currently present in the office - Sharone McCann, John Thomas, Caty Clifton, and Kathy Thew. Nick Nash sent word that he is on his way.

APPROVAL OF THE AGENDA

Heather Estrada commented there was a needed addition to the agenda for a new tax item we received. It was added first thing under New Business. John Thomas moved to approve the agenda as amended. Kathy Thew seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: December 28, 2023 - Kathy Thew moved to approve the December 28, 2023; minutes as presented. Sharone McCann seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

Heather Estrada asked the Board Members to consider changing the March Board meeting and Budget Committee meeting from March 21st to March 28th, which is during Spring Break, to make things a bit easier for her scheduling. Everyone was okay with that, however wanted to wait till Nick Nash arrived before approving it. Nick Nash arrived just about this time, and he stated that he will be unavailable on the 28th, but was okay with it if everyone else was. The consensus of the Board was to move the meeting to March 28th.

CORRESPONDENCE

Heather Estrada commented that she did not have anything in writing, though she wanted to share that Amanda [Hespel, Adams PL] is applying for a grant and that she said she never would have had the courage to do so without Nick Nash's presentation at the

Meeting of the Directors. Heather also shared that Dave [Slaght, Echo PL] was so happy to host the Meeting of the Directors and was very helpful and gracious.

REPORTS

FINANCIAL STATEMENTS – December 2023

The only comment made, as was previously noted, was that the Community Service Fees are up quite a bit. Heather Estrada noted that she had the billing log ready if the Board Members would look at it and okay it – she will be taking it to Dickey & Tremper tomorrow. Nick Nash made a motion to approve the accountant’s reports for December 2023, subject to audit. Kathy Thew seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada noted that she and Monica had gotten to do the courier at the end of December and while Heather was out, she visited with the directors who were available at the libraries she made deliveries to. She also noted that she will be out again on Monday, weather permitting, to deliver Narcan to several libraries who have requested it. She noted that Heather Culley is up and running in Weston and that Heather had gone out and done a new director orientation with Heather Culley and she also interviewed her for the next Go article. Heather also shared that she attended the recent Pendleton Public Library open house and stated that it was well done. Caty Clifton asked about the Point-in-Time count today, and Heather shared a bit about the training from the Meeting of the Directors. Heather noted that Claudia from CAPECO will be speaking about all that they do at the spring in-service on April 5th, which will be held in Weston at the Community Center.

Heather commented that Monica Hoffman was out with her dad for two and a half weeks. She returned on Tuesday and is playing catch up, which the weather did not help today. Heather noted that Monica did start the Paid Leave Oregon process and Heather received a notice in the mail today regarding it. Caty Clifton asked Dea Nowell if her cataloging was up, to which Dea responded yes, it is currently, it is kind of an ebb and flow process. Caty commented that Dea has also done a great deal of work on the website recently and she appreciates it. Several Board members commented about the quality of the website.

BOARD TRAINING

Nick Nash asked the Board to consider pushing the time back a bit for the Board Retreat/Work Session. The Board Members agreed to begin at noon on March 2nd. The location has tentatively been set for The Prodigal Son’s side room beginning with lunch. The Board will be reviewing the Strategic Plan and salary schedule.

OLD BUSINESS

APPROVE NEW SICK LEAVE POLICY

Heather Estrada noted she did take the new sick leave policy draft to Rob Tremper but has yet to hear anything back from him; though he wouldn’t have impact on the policy itself he may have some advice on the pool tracking. There was a bit of discussion on wordsmithing the paragraphs, as follows:

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 90 calendar days work of sick leave benefits. If the employee’s benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit. Additionally, employees reaching the 90-day limitation may donate further accrual to a “leave pool” until the employee has reduced the balance below the limit. Eligible employees may draw on the “pool” after all available paid leave has been exhausted.

An employee of the District may voluntarily donate up to three (3) days of either accumulated unused sick leave or earned vacation per calendar year to another permanent employee of the District with prior approval of the Director. An acknowledgement of the voluntary gift will be documented, signed, and placed in the donor personnel file.

If there is still a need remaining after all other leave and work schedule options have been exhausted, the Board may grant additional paid sick leave under certain circumstances.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Sharone McCann moved to approve the new sick leave policy as edited. Nick Nash seconded the motion. The motion passed unanimously.

APPROVE EMERGENCY PLAN FOR DISTRICT

Heather Estrada stated she added a title and branding to the plan. Additionally Sage DeLong suggested adding his cell number and stated otherwise it looked good. Heather noted that he also will be speaking at the spring in-service. Sharone McCann moved to approve the Emergency Action Plan for UCSLD as presented. John Thomas seconded the motion. The motion passed unanimously.

Heather was thanked for getting the emergency plan put together.

NEW BUSINESS

BUDGET PROCESS: APPOINT BUDGET OFFICER, APPROVE TIMELINE AND BUDGET COMMITTEE

Heather Estrada noted that Sue Peterson agreed to serve on the Budget Committee again, that would be where the blank line is. Sue got back to Heather after she had removed her information from the Budget Committee listing.

From the earlier discussion the Budget Calendar will be updated to show the Budget Committee meeting on March 28th, otherwise the information on the Budget Calendar remains the same.

John Thomas moved to appoint Heather Estrada as the Budget Officer. Kathy Thew seconded the motion. The motion passed unanimously. John moved to approve the Budget Calendar with the Budget Committee meeting date change and the Budget Committee slate. Nick Nash seconded the motion. The motion passed unanimously.

NEW TAX ITEM

Heather Estrada stated we received a check in the mail from Umatilla County for \$9,000 that stated "additional annual fee". She went to the County to find out what it was for, and it took visiting three (3) people to find out it was a brand-new fee from an Amazon data center. It is for fifteen (15) years. Heather's question for the Board is do we do it the same way as the Community Service Fees? The Community Service Fees are called that when received. Caty Clifton asked if we have a file or tracking of each of these fees, as she thought it would be a good idea since there are so many and we will probably have more to come. Heather asked Dickey & Tremper if it needs to be tracked on a separate line or with

the Community Service Fees, though has not yet heard back on it. The consensus of the Board is to distribute the new tax item like the Community Service Fees since it is essentially the same.

STRATEGIC PLAN REVIEW TO PREP FOR BOARD RETREAT

Heather Estrada shared some of the logistics she had learned from reviewing the Strategic Plan with Caty Clifton recently. Under strategic direction #1, goal B, 2nd task, Heather noted her thoughts that some of this is covered by the Snapshots out of the State Library - we have 2022's and they just sent 2023's. Caty noted that we are in the second (2nd) year of the plan - what is our progress on these - are we making progress or are we tabling. Additionally, Caty commented on the number of subplans under strategic direction #3, goal A with due dates of June 30, 2024. Heather noted that these plans don't have to be super detailed, noting a difference in personalities between her and her predecessor. Some could be just a page or two. It was noted that Heather and Caty wanted to put this in front of the Board in preparation for the Board Retreat/Work Session. The Board Members were asked to take time to read through the Strategic Plan - 2022-2025 and think about what it means to them and then we can talk through them with Nick Nash's guidance at the March 2nd session. Caty asked that we keep this on the agenda in February. Heather noted that she plans to put a first look at salary schedules on the February agenda.

GOVERNING DOCUMENTS AND POLICY REVIEW: ALSP PRIORITIES

Heather Estrada stated that in the letter to the library directors dated March 25, 2022, it stated the "priority areas... updated per your input are below". Heather thought it would be good to also get input from the Board on these. Heather noted that she would like to have some focus on numbers 7 and 8. Caty Clifton noted with an EDI eye that number 6 could use some additional wording, such as may outreach to underserved communities. Caty also noted that number 9 says nothing about partnerships. John Thomas noted that number 6 could also include some wording regarding marginalized people. Heather asked the Board Members to bring any suggestions as to revisions/rewording, particularly number 6 and 9 to the next meeting. And she would take it to the Directors in March for their input. Heather noted that climate related weather events, etc., could be another point for another year, as climate issues lead to implementing emergency action plans. Nick Nash suggested that rather than using "trigger words" to focus on the outcome to get the same message across in a more accepted way.

GOOD OF THE ORDER

Nick Nash stated he currently has a client, in his private business, that has a relationship with the city of Ukiah and the city of Umatilla. He doesn't anticipate any outcome from this; however, he wanted it to be on the record.

Heather Estrada noted that she, Nick Nash, and Sharone McCann will be attending the SDAO conference in Seaside beginning February 7th.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on February 22, 2024, at 5:30 pm.

ADJOURN

Kathy Thew moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:59 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell