



**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**

October 24, 2024, at 7:00 pm

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

**ATTENDANCE BOARD**

Judy Bracher  
Nick Nash  
John Thomas

Caty Clifton, President (via Zoom)  
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 7:06 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada stated we have Board Members Kathy Thew, Judy Bracher, John Thomas, and Nick Nash in the office, and Caty Clifton via Zoom, so we have a quorum.

**APPROVAL OF THE AGENDA**

John Thomas moved to approve the agenda. Kathy Thew seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting: September 26, 2024 – Nick Nash moved to approve the September 26, 2024, minutes as presented. John Thomas seconded the motion. The motion passed unanimously.

ALSP Review meetings: October 8, 2024 & October 22, 2024 – Kathy Thew moved to approve the October 8, 2024 and October 22, 2024 ALSP Review meetings minutes as presented. John Thomas seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE**

Heather Estrada shared that she will be attending the Pendleton City Council meeting on November 5<sup>th</sup>, and John Thomas will also be attending. The Adams City Council meeting has been changed from November 12<sup>th</sup> and Heather will not be able to attend in November, so she is planning to attend in December, though not sure when it will be yet. Heather then asked the Board about changing the November Board meeting as she will now not be available that night. The Board settled on Tuesday, November 26<sup>th</sup> at 5:30pm. Heather shared a bit of her work schedule for the end of November into December with the Board.

**CORRESPONDENCE**

Heather Estrada passed around the correspondence for the month – an annexation notice from the City of Hermiston.

## REPORTS

### FINANCIAL STATEMENTS & BANK RECONCILIATIONS – September 2024

Heather Estrada noted that there was nothing of concern in the financial statement. She did mention that we have received the Sage bill to pay next month, and Caty Clifton noted that we will start having more money coming in as the taxes begin coming in. Nick Nash moved to approve the September 2024 financial reports, subject to audit. Kathy Thew seconded the motion. The motion passed unanimously.

### STAFF MONTHLY REPORTS

Heather Estrada reported that she is currently taking the SLO sponsored EDI 201 training, which is virtual this time around. She has attended 3 of the 4 sessions so far. She also reported that she'd recently had 2 meetings related to the Dolly Parton Imagination Library Foundation; one with a new staff person in Oregon who is doing a listening tour and one with HeadStart wanting to know more about the Dolly Parton Imagination Library. Heather will be connecting the two individuals. Heather shared that there are currently only 3 counties in the State not involved with Dolly Parton Imagination Library. Heather shared that Monica Hoffman's statistics in her report were incorrect and had the correct ones available for anyone interested. She also noted that Dea Nowell is coming on Tuesday afternoon and will be in the County through the morning of November 6<sup>th</sup> for in-service, finishing up site visits, and file retention work.

### BOARD TRAINING: REVIEW BOARD DUTIES AND RESPONSIBILITIES POLICY SECTION 1-3

The Board reviewed sections 1-3 of the Board Duties and Responsibilities Policy. Several commented that these are all good reminders, and they are thankful to have things lined out so well in this document, such as section 2.5B and section 3.7. Heather Estrada said it was noteworthy to mention that Board Members have no authority individually.

The Board will continue reviewing this document next month beginning with section 4. It was asked that it be noted that sections 1-3 were reviewed tonight.

## OLD BUSINESS

### UPDATE ON CAR INSURANCE OPTIONS

Heather Estrada shared an update on the car insurance options. She noted that she and Michael Corey (Wheatland Insurance) had had some conversations, and that Rob Naughton (IMESD) had responded again and recapped the options probably because he hadn't heard back from Heather yet. Heather has sent the third day courier contract with IMESD to Michael to review.

Option 1: Continue as is and have our attorney Eileen Eakins add an indemnity clause(s) into the contract with IMESD. Option 2: IMESD doesn't want the Honda Fit, and the cost increase without us providing a vehicle is an additional \$3,700. Heather noted that she doesn't know where gas falls into this, as we currently pay for the gas for that courier day.

Heather noted that Rob Naughton is fine to continue doing as we're doing until a decision is made. She also noted that Michael Corey is nervous about this, knowing what he now knows. Heather shared that the third day costs about \$16,000 and the 2 days, which are piggy backed on IMESD already being in the communities, is also \$16,000. The Board's consensus was to continue doing what we are currently doing for now and have Eileen add an indemnity clause(s) to the contract. Heather will contact Eileen regarding this.

### UPDATE ON CITY AGREEMENTS

Heather Estrada shared that all the agreements have been handed out. Additionally, four

(4) cities have returned the signed agreements (Athena, Helix, Stanfield, and Ukiah).

#### BEST PRACTICES - CERTIFICATES FOR PUBLIC MEETINGS LAW

Heather Estrada noted that she has received certificates for the SDAO public meetings law training from Nick Nash, Kathy Thew, and Caty Clifton. She asked John Thomas to please resend his certificate as she is unable to open it. Heather needs to update SDAO regarding Judy Bracher to get her access to the Vector Solutions training site.

#### NEW BUSINESS

##### DISCUSSION AND TAKEAWAYS FROM ALSP REVIEW MEETINGS

There was some discussion regarding some commonalities that Caty Clifton noted were shared during the ALSP Review meetings: connecting with teens, rise in homeschooling, and space limitations. It was also noted that there was some special assistance/support needed by a few libraries. John Thomas stated that he looks forward every year to these reviews and hearing from dedicated people doing so much.

##### POLICY REVIEW - CIRCULATION POLICY

Dea Nowell noted that this policy fills a piece on our end that is not addressed directly within the Sage circulation policy. In looking over the Circulation Policy, it was noted that the name of the Sage circulation policy has changed to "Sage Library System Standardized Loan Rules with Locally Discretionary UCSLD Rules" to "Sage Library System Circulation Policies". It was also suggested that a couple of extra lines be added before the last paragraph to make it clearer that the item is not part of the Library Card Eligibility section.

##### GOOD OF THE ORDER

Nick Nash shared that the EO has been sold. Caty Clifton reminded everyone to vote. John Thomas noted that the Pendleton Friends of the Library book sale is going on through Saturday. Dea Nowell mentioned that she is signed up for an upcoming webinar entitled "How do we rebuild trust in authoritative information sources?" and was asked to push information about this webinar out the library directors.

##### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on November 26, 2024, at 5:30 pm.

##### ADJOURN

John Thomas moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:32 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell