



**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 25, 2024, at 5:30 pm

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

**ATTENDANCE BOARD**

Caty Clifton, President  
Kathy Thew

Sharone McCann, Vice President  
John Thomas

**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 5:31 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada stated we have Sharone McCann, Kathy Thew, Caty Clifton, and John Thomas in the office, so we have a quorum present. She also stated that Nick Nash was excused.

**APPROVAL OF THE AGENDA**

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

**PUBLIC COMMENT**

None.

**ANNUAL MEETING**

Review of Board of Director List - John Thomas's employment was the only change noted.

Board Elections: President, Vice-President - John Thomas nominated Caty Clifton to serve another year as President. Caty accepted the nomination. Caty Clifton nominated Kathy Thew for Vice President. Kathy accepted the nomination. John Thomas moved to that Caty Clifton be elected President and Kathy Thew be elected as Vice President for FY2024-25. Sharone McCann seconded the motion. The motion passed unanimously.

Secretary Appointment - Caty Clifton moved to appoint Heather Estrada as Board Secretary, supported by Dea Nowell. John Thomas seconded the motion. The motion passed unanimously.

Set Regular Monthly Meeting Date & Time - The Board's consensus was to continue with the fourth (4<sup>th</sup>) Thursday of each month at 5:30 pm.

**MINUTES**

Board Meeting: June 27, 2024 - Kathy Thew moved to approve the June 27, 2024 minutes as presented. Sharone McCann seconded the motion. The motion passed with three (3) Board Members in favor. Caty Clifton abstained due to not being at the meeting.

## CALENDAR UPDATE

Heather Estrada spoke about the UCSLD Fiscal Year Overview calendar for 2024-2025. Two (2) dates have been moved for Board meetings – November and March, due to Thanksgiving and Spring Break [also December due to Christmas]. The ALSP Review dates are listed as TBD and are on the agenda for tonight's meeting to discuss. Heather also mentioned that Spring Break (the last week of March) she will be gone, and Monica Hoffman may appreciate some assistance with courier if any of the Board Members are available and willing to help since Dea Nowell won't be here. Caty Clifton said she'd be willing to help if she's available, and John Thomas said he may be interested/available.

## CORRESPONDENCE

Heather Estrada noted that we received a letter from the Pilot Rock Chamber of Commerce that they would like us to join the Chamber again. After a brief bit of discussion and some history, the Board consensus was to respectfully decline.

Heather also noted that she had purchased tickets to Guadalajara for the International Book Fair and that Susie Hansen knows her schedule, however Heather did not purchase tickets for her. Heather's travel dates are November 29<sup>th</sup> through December 6<sup>th</sup>. Heather commented that she still needs to do a travel request form for the trip.

Additionally, Heather stated that she had mentioned going to the International Book Fair during the meeting that she and Monica attended with IMESD early literacy team last month. As a result, they have sent her a contract that will reimburse up to \$10,000 worth of books at the book fair and that they would like big sets, like quantities of 30-40, for ages 0-5. She will check with Kathy Street, at Oregon Trail Library District, to see how this will work.

## REPORTS

FINANCIAL STATEMENTS & bank reconciliations – June 2024

Heather noted that we still do not have these yet and hasn't heard anything since about ten (10) days ago. They will be included in next month's meeting packet.

## STAFF MONTHLY REPORTS

Heather Estrada shared a bit about purchasing the car. She shared that the gal she worked with at Roger's Toyota [Hermiston] was super great. We ended up with a higher trim level than needed but got the parking sensors she really wanted, and they gave us a good deal. Ontario's bid for the same vehicle was \$4,300 more than what Roger's gave us, and they did the DMV portion as well; the government plates will be arriving in the mail.

Heather stated she had a conversation with Michael at Wheatland Insurance regarding parking, and there is no difference in liability if the vehicles are parked at homes more often. Caty Clifton shared that in government it was on a case-by-case basis... and if it was in the best interest of the government. Public perception is a piece of this. We need to have a comment regarding it in our policy. Heather shared that she had been previously told that it was in policy that only staff and Board Members are allowed in District vehicles, though she found it is not in our policies. She spoke with Michael regarding this as well, regarding for business purposes. Heather noted that she took two (2) library directors to Ukiah last week for the Meeting of the Directors. It was noted that this may have been more in reference to best practices rather than in policy. Heather also shared about driving the van during the Athena Caledonian Days parade and potential for high heat... and is also planning for the upcoming [Pendleton] dress-up parade in September. Heather shared that she is getting good response for the dress-up parade; James [Simpson] is going to drive the Pendleton PL mobile library, Susie [Hansen] is going to drive the Umatilla PL mobile library, Stephanie [Partida] is going to ride the Athena PL bike library, and there are going to be

walkers for each library. Heather has ordered signs for each library. The Board Members were invited to participate in this parade if they would like to.

Heather also shared that she is going to every library's summer reading program. Cathy Clifton commented about the year-end stats included in reports. And Heather shared that Dea is coming in September for a week to do site visits and a week in October for in-service and office work.

#### BOARD TRAINING

Heather Estrada shared that there were two (2) opportunities coming up for ethics training (not through SDAO) for new board members - August 8<sup>th</sup> and September 17<sup>th</sup>.

Heather asked how the new Board Member search was coming. Sharone McCan noted there is nothing new at this point and asked to be given another two (2) weeks. Heather shared that she has a couple of people from Pilot Rock/Ukiah area and someone from the Helix area that she would like to talk with regarding this if no one comes up on the west-end.

#### OLD BUSINESS

##### EILEEN'S NEW CITY AGREEMENTS

Heather Estrada shared Eileen Eakin's new City Agreement which addresses the two (2) things we talked about. It was noted that we need to remove the Amendment Recitals. Cathy Clifton stated she would like to remove the "etc." from A (11). Heather stated that she is still trying to get the zip code numbers before sending out the agreements to the cities and school district - hopefully by the end of August. There was discussion about what was needed this go 'round and it was noted that E. Changes to Funding Formula references updates there; so signatures are needed this year because it is a new agreement and then every 3 years it would be reviewed and an updated Appendix A with the population changes would be sent out. Cathy Clifton summed up that the population numbers are the missing piece right now.

##### UCSLD - END OF YEAR REPORT

Heather Estrada shared the End of the Year Report that she pulled together. The Board's consensus was that it looked great.

#### NEW BUSINESS

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

Heather Estrada noted that she has received a preliminary schedule for this fall's school sports and if we are looking at doing one (1) September meeting and two (2) October meetings as in the past she asked about September 19<sup>th</sup> (Thursday), October 8<sup>th</sup> (Tuesday), and October 22<sup>nd</sup> (Tuesday). The Board was agreeable to these dates. Heather will encourage the library directors to come to the office for their presentation but will also be offering Zoom sessions.

##### AUDITOR CONTRACT

Heather Estrada commented that she hadn't received the auditor contract, so she reached out to Barnett & Moro. They had sent it and then re-sent it when Heather inquired about it, however Heather never received it, so she went over today and picked it up. Heather noted that they haven't really raised their prices. She will sign the contract and send it back to them. She also has the list of items we need to provide for the audit, so will begin to pull them together.

##### PARKING OF VEHICLES

It was noted that this was already talked about during the meeting. Caty Clifton noted that Heather Estrada needs to be aware of what is happening, best practices, and policy updates.

#### PARADES/LIBRARY DIRECTORS IN VEHICLES

Since this was also briefly spoken of previously in the meeting, the Board's consensus was that for library business such as Meetings of the Directors and events such as parades, volunteers could sign up for the events and be "covered" to ride in the District vehicles. Dea Nowell noted we do have are volunteer forms available.

#### GOOD OF THE ORDER

Heather Estrada's performance appraisal will be on next month's agenda.

The Board and Heather shared a bit of updates on personal things going on.

#### NEXT DISTRICT BOARD MEETING

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

#### ADJOURN

John Thomas moved to adjourn the meeting. Kathy Thew seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:32 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell