



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Minutes

Board of Directors Meeting

March 28, 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 (via Zoom)
John Thomas

ATTENDANCE STAFF

Heather Estrada, District Director
Dea Nowell, Technical Services Manager

ATTENDANCE - VISITORS

none

CALL TO ORDER

Board President Caty Clifton called the Board Meeting to order at 6:41 pm, following the FY2024-2025 Budget Committee Meeting.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated that we currently have John Thomas, Kathy Thew, and Caty Clifton present in the office, with Sharone McCann present via Zoom, thus we have a quorum with four (4) Board Members present. [Nick Nash was excused.]

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT

None.

MINUTES

Board Meeting: February 22, 2024 – Caty Clifton asked that under Staff Monthly Reports the comment Nick Nash made at the end of the first paragraph be corrected to state “...*may* have a conflict of interest...” instead of “...*has* a conflict of interest...” Kathy Thew moved to approve the February 22, 2024; minutes as presented. John Thomas seconded the motion. The motion passed unanimously.

Board Retreat: March 2, 2024 – Dea Nowell asked about the wording of “decision” and “set” in the draft – would it be more correctly worded as “recommended” and “suggested”? The Board concurred it was. John Thomas moved to approve the March 2, 2024, Board work session minutes as amended with the 2 changes. Kathy Thew seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

Heather Estrada noted she had no calendar updates, though she reminded the Board she will be out of the office April 8-15.

CORRESPONDENCE

Heather Estrada shared that she received a thank you card from PERS stating that she is a PERS 2023 Superhero Gold Star Award recipient for having “submitted 100% of the 2023 reports on or before their due dates”, which “is a huge accomplishment” and truly appreciated. Heather stated that this is huge to her because she had made several errors along the way and had to call for assistance. Heather also shared that she received emails from Lisa Britton, who Heather turns in her EO Go! articles to, who always comments that she wants to go visit the library that Heather highlights in the articles; and from Dustin Schock (Ukiah P/SL director), thanking her for the two (2) letters of support she wrote.

REPORTS

FINANCIAL STATEMENTS - February 2024

The consensus of the Board Members was to defer the February 2024 financial statements until next month’s meeting due to late arrival this month due to unforeseen circumstances at the accountant’s office, and only being available to view since this afternoon.

STAFF MONTHLY REPORTS

Heather Estrada shared that the in-service committee is awesome, and the spring in-service is next Friday (April 5) in Weston. Heather noted that she and Caty Clifton attended the Athena City Council meeting and that she went to the awards ceremony in Hermiston because she heard that Cecili Longhorn was receiving the Woman of the Year award. She went to Ukiah’s town hall meeting to support them in their efforts; and went to Adams this week to meet with their city folks regarding some things. Heather shared that she has been invited to attend Helix Library’s Board meeting next Thursday for a similar conversation for differing reasons.

Caty Clifton asked if Heather was aware that the Weston City Recorder had quit and that this is affecting Heather Culley in the budgeting process for the library.

Heather announced that Monica Hoffman is receiving the OLA Children’s Service Division’s Evelyn Sibley Lampman Award this year at OLA, and that an Athena resident will be receiving the OLA Library Supporter of the Year award.

BOARD TRAINING: FEEDBACK FROM BOARD RETREAT

Board Members shared the following comments regarding the recent retreat/work session: “productive”; “liked it...”; “it was a good retreat...”.

OLD BUSINESS

CREDIT CARD LIMIT HAS BEEN RAISED

Heather Estrada stated that the credit card limit had been raised and for that she was very thankful because she had to re-do the Airbnb reservation for OLA and had to pay in full up front and needed the raised card limit space to do so.

ALSP PRIORITIES RECAP AND EDITS TOP MOVE AHEAD WITH

Heather Estrada noted that she took the two (2) edited ALSP Priorities to the Director’s meeting (#7 & #8). None of the Board Members had any changes or edits to suggest to the printed list in the February 22, 2024, draft minutes. John Thomas made a motion to accept the ALSP priorities as printed in the minutes. Sharone McCann seconded the motion. The motion passed unanimously.

FISCAL MANAGEMENT POLICY AND FISCAL MANAGEMENT PROCEDURE

Heather Estrada stated that the process is spelled out in the Fiscal Management Procedure document that Erin McCusker started in anticipation of the new District Director. Caty Clifton noted that the most current form of the Policy is in the Board Handbook and was last reviewed & updated 10/27/22, whereas the document in the packet is not the most current iteration. It was further clarified that the first area highlighted in the Board packet,

on page 6 of the policy, is actually \$4,500 (not \$3,000) and is not actually the credit card limit but expenditure approval . The other two (2) areas that Heather highlighted on page 6 (under VII. Credit Cards) and page 10 (the pronouns in the first paragraph) were suggested as follows:

- pronouns: change “s/he” to “they”
- credit card: ...“predefined set of small (typically under \$1000)”... change to...“(typically \$5000 for District Director & \$3000 for other District staff)”...

Heather noted that the procedure manual is dated: “Updated December 2022” and she believes that between the “billing procedure” portion and the policy the auditor’s concerns and SDAO’s recommendation about work flow for the financial management oversight are addressed. John Thomas suggested putting the procedure on the SharePoint Site for the Board’s availability to access, since it may prove helpful for them to see how it all works as well. Kathy Thew moved to make the two (2) changes suggested earlier in the discussion to the Fiscal Management Policy. John Thomas seconded the motion. The motion passed unanimously.

Caty brought up the suggestion presented a few months ago about the Board evaluating itself. Heather noted that SDAO has an area of credit for that in this year’s best practices. The Board’s consensus is that they would like to do an evaluation of the Board before the end of the fiscal year.

NEW BUSINESS SALARY SCALE

Caty Clifton and Heather Estrada explained and clarified the presented salary scale, noting that each year the numbers would be adjusted based on COLA and a date added to the document for record retention. Changes in salary would occur July 1st, at the beginning of each fiscal year, as has been historically done. The percentage and step are a raise, plus that year’s COLA. They created the raise based on 3% raise for each 2-year step change, and a 5% raise in the 3-year step changes, as noted in the second row of the document. Caty proposes that July 1, 2024, the District Director will move to Step 1, the Early Literacy Outreach Coordinator will move to Step 5, and the Technical Services Manager will move to Step 7. Heather noted that she had budgeted for this in her FY2024-2025 budget proposal to the Budget Committee. Caty suggests that the document still needs to be fleshed out to include how and why we are doing this, a reference to the COLA only salary increases historically, performance-based movement through the steps, poor economic years may freeze the salary scale steps (“economic hardships”), new hires with greater experience may come in higher in the steps (“D.O.E.”). Heather asked for clarification of what the documentation should look like. The response was just an additional sheet added to the scale including the framework and caveats. The historical portion does not need to list all the COALS year by year, but just that the change of salary was based on COLA year to year.

John Thomas moved to accept the salary scale and placement of our employees in that scale as presented. Sharone McCann seconded the motion. The motion passed unanimously.

CITY COUNCIL VISITS

Heather Estrada stated that she does not have any planned City Council visits over the next month, however noted that Mark Rose invited her to the April Hermiston City Council meeting (April 8th). Unfortunately she will not be available for it and shared as such.

Sharone McCann asked if Milton-Freewater had settled on a new City Manager? Heather replied they had not yet. John Thomas commented that it was announced in the EO that they were having a “meet and greet” with the candidates.

GOOD OF THE ORDER

John Thomas shared that he has a new job. He was recruited to be the new statewide Sex-Offense Treatment Coordinator for the Oregon Youth Authority. Everyone offered their congratulations to John on his new position.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be a week earlier due to OLA and will take place on April 18, 2024, at 5:30 pm and will include the Budget Hearing at the beginning of the meeting.

ADJOURN

Kathy Thew moved to adjourn the meeting. John Thomas seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:12 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell