



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Pendleton, OR 97801

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Minutes

Board of Directors Meeting

May 23, 2024, at 5:30 pm

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

ATTENDANCE BOARD

Caty Clifton, President
Kathy Thew

Nick Nash
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 four (4) Board Members present in the office, so we have a quorum: Kathy Thew, John Thomas, Nick Nash, and Caty Clifton. Heather noted that Sharone McCann was excused.

APPROVAL OF THE AGENDA

Kathy Thew moved to approve the agenda as presented. Nick Nash seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Budget Hearing & Board Meeting: April 18, 2024 - Kathy Thew moved to approve the April 18, 2024 minutes as presented. Nick Nash seconded the motion. The motion passed with three (3) Board Members in favor. John Thomas abstained due to not being at the meeting.

CALENDAR UPDATE

Heather Estrada noted there was nothing she knew of. Heather did give the Board Members an update on the staff's days working and from where, as well as days off.

CORRESPONDENCE

Heather Estrada shared that the County SIP agreements the Board agreed to sign [Nolan Hills Wind, in December] have been approved and are in the books. An annexation notice from Hermiston was received. And Heather noted that she received a nice note attached to some flowers from Annette Kubishta, for her assistance and work with the Library Board and City.

REPORTS

FINANCIAL STATEMENTS - March 2024 & April, 2024

Heather Estrada noted that we have not yet received the April 2024 financial statement. Nick Nash moved to approve the March 2024 financial statements, subject to audit. John Thomas seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada shared that things have calmed down in Adams, though it doesn't mean things have changed. She also shared that Helix is still unclear on what the District does and doesn't think they need to put money in. However, they put \$5,000 in the budget for next year. Heather stated she plans to go to the July city council meetings in both communities. Nick Nash suggested that we might also look into Pilot Rock, as they also do not contribute money to their library. It was noted that ultimately what matters is our messaging to the libraries - we need to be clear in our understanding of the terms in the Agreements. Additionally, Heather shared that she presented Monica Hoffman with the Lampman Award at OLA and that Monica's husband, and oldest daughter were also there. Heather also shared that she and Stephanie Partida went to Tamastlikt regarding museum passes and seeing about setting them up, as the software for museum passes that LEO purchased is ready to be used.

Caty Clifton noted that both Dea Nowell and Monica Hoffman have been busy as usual, with big numbers being reported.

BOARD TRAINING: PUBLIC MEETING LAW VECTOR TRAINING

Heather Estrada walked the Board through logging into the Vector Solutions training site. Dea Nowell noted that she discovered today that the training Heather referenced is for public records not public meetings. When Heather went looking for the public meetings (15 minute) training she didn't find it this time, though it was noticed that it was marked "hidden" in the administrative side which she was logged into. Heather asked the Board to watch this training for the next meeting. [The training can now be found in the "Employment Practices/Supervisory" category.]

OLD BUSINESS

CITY COUNCIL VISITS

Heather Estrada stated there is nothing on the books, as there has been nothing from Pendleton yet, though she did talk again to Jennifer Costley about attending.

In July she plans to attend city council meetings in Helix, and possibly Adams. She will also begin making the rounds related to the Agreements renewal next fiscal year. There are already meetings set up at Echo with City Manager/Library Director Dave Slaght, and in Umatilla with City Administrator Dave Stockdale, Library Director Susie Hansen, and Finance Director Melissa Ince.

NEW BUSINESS

GUADALAJARA BOOK FAIR

Heather Estrada shared that the Guadalajara Book Fair is the largest Spanish book fair in the world. We applied through Libros of Oregon this year, and we were not super happy with what materials we got. Susie Hansen at Umatilla PL felt the same way. Heather stated that Kathy Street at Oregon Trail Library District attends on her own every year and Heather would like to go with Kathy this coming year. The book fair occurs the week after Thanksgiving. Susie Hansen (Umatilla PL) also put this on her ALSP and James Simpson (Pendleton PL) recently talked to Heather regarding our experience, etc., through the Libros of Oregon process. In terms of funding, Heather has been thinking about going to SDAO next year, but not to OLA. She would like the Board's approval to pursue traveling with Kathy Street for the book fair. It was suggested that we may also be able to apply for grant money for purchasing materials for the libraries, since it is an important goal to have good quality Spanish materials in the libraries and not just translated English materials. Heather noted that ALA has a program related to the book fair that Kathy applies for every

year and gets, which is due in early fall. Heather will get more details on this and share with the Board. The Board's consensus was to go forward with this.

JOB DESCRIPTION REVIEW

Heather Estrada noted that the job descriptions have been reviewed by the staff and presented to the Board. They go along with the performance appraisals for UCSLD.

PERFORMANCE APPRAISALS FOR UCSLD STAFF, NEW FORMAT

Heather Estrada commented that Cathy Clifton made some good suggestions today regarding the new format for performance appraisals. Heather noted that she incorporated more focus on a stay interview format than in the previous version. Items discussed included a place for how our goals went, an accountability portion, and adjusting the performance rating categories to the three levels previously used. Also discussed were areas to take out and to add, such as the work environment and lost control policy. Heather will take Cathy's changes, type them up, and send them to the Board members. The intention is to use this new format for FY2023-24, though probably doing the appraisals in July for this fiscal year.

Cathy commented about the peer review process, specifically for the Director. John Thomas noted that he was willing to take charge of this again this year. Which following, there was a discussion of whether John can legally stay on the UCSLD Board if he is elected to the Pendleton City Council. Dea Nowell stated that we had a previous Pendleton City Council member on our Board for a term several years ago. John noted that he will check with counsel on this with this information.

CITY/DISTRICT AGREEMENT REVIEW

Heather Estrada stated up front that she wants everyone to be all on the same page regarding the Agreements, especially since she and Kathy Thew were not present during the last round of Agreement renewal. The Board walked through several sections of the Agreement, discussing things as they went. It was noted that we need to drop the amendment recitals since it is not appropriate to this upcoming Agreement renewal. It was also recommended that we have Eileen Eakins review our Agreement. There was discussion about the library director wage area, and it was suggested that it might be good to put in some more language here, such as at the minimum the city provides, however it was at the city's discretion what the upper limit of that wage should be. Also, there was comment under 5.A. that this area has been an on-going issue, it was suggested that there be a reference made in the cover letter regarding this section. It was also brought forward that under 5.D. if it should ever become necessary to go down this road, we need to notify the party/parties in writing. There was discussion regarding 5.E. and the population figures, what year's population to use, etc.; and needing to make sure the libraries are aware of any changes in funding due to population changes.

Wrapping up the conversation, Heather noted we need to send the draft to Eileen now, so it will be ready to send out at the end of June. Heather noted she will work with/have a conversation with Mark regarding having them close for in-service. The consensus of the Board was that they would like to remove the term renegotiation in 3, as they don't want to renegotiate and to communicate this to Eileen.

GOOD OF THE ORDER

Cathy Clifton noted there was discussion, though no approval on the performance appraisal format and the job description review.

Additional good of the order items included congratulating John Thomas on his Pendleton City Council election run - it strongly looks like he has been elected. Also, we received an update on Sharone McCann's situation.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on June 28, 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 7:08 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell