



**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

August 22, 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 regular Board Meeting to order at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated we have a full slate of Board Members in the office: Kathy Thew, Sharone McCann, Nick Nash, John Thomas, and Caty Clifton; so, we have a quorum present.

APPROVAL OF THE AGENDA

Heather Estrada noted that we have a correction to the agenda regarding the resolution which isn't for transfer of funds, it is for authorizing vendors for online and automatic payment of bills in FY2024-2025. John Thomas moved to approve the agenda with that correction. Kathy Thew seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Board Meeting: July 25, 2024 - Kathy Thew moved to approve the July 25, 2024, minutes as presented. John Thomas seconded the motion. The motion passed with four (4) Board Members in favor. Nick Nash abstained due to not being at the meeting.

CALENDAR UPDATE

Heather Estrada noted that September 7th is the Dress Up Parade in Pendleton, if anyone wants to join us in walking with a library sign, we will be gathering at the Library/City Hall parking lot at 9:30 am. Heather also noted that she is planning to attend the September 9th 6:30 pm Adams City Council meeting if we have the agreement firmed up tonight. And Heather reminded the Board Members that the first ALSP Review is scheduled for Thursday September 19th at 5:30 pm. Kathy Thew noted that she will not be at that meeting.

CORRESPONDENCE

None.

REPORTS

FINANCIAL STATEMENTS & bank reconciliations - June 2024 & July 2024??

Heather Estrada noted that she has not heard anything about the July 2024 financial statement yet. We do have the June 2024 statement though. After a few comments were made as to how we ended the year financially, Nick Nash moved to approve the June 2024 financial report, subject to audit. John Thomas seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada stated that Dea Nowell is currently trialing two (2) password managers, and the one that seems to be the one that we will go with, that is the easiest to work with, is \$20 per month for the staff team.

BOARD TRAINING: PUBLIC MEETING LAW TRAINING ONLINE NOW!!

Heather Estrada shared again that though the State has not yet put any public meeting law training out, SDAO has through the Vector Solutions training portal (16 minutes in length). She asked that each Board Member send her the certificate for the files by next month's Board meeting.

OLD BUSINESS

FINAL CITY/DISTRICT AGREEMENT

Heather Estrada stated that the only change to the agreement from last meeting was that she and Caty combined the recitals and amendment recitals and dropped the last two (2). The other piece of this is the formula. She got the numbers from PSU. The method they are using is taking the number change in the County and spreading it out over the zip code areas based on the current percentages of each in the County. The State Library of Oregon is also moving over to using zip code numbers as well and the numbers they have are slightly different than what Heather received from PSU. They are using PSU's numbers and doing more work and digging deeper by utilizing data from the American Community Survey. After a fair amount of discussion about how this may affect the libraries if there is a drastic shift, the consensus was to continue with the PSU numbers and watch what happens with the American Community Survey information over the next few years. They also agreed to include a line including the State Library of Oregon along with Portland State University to the statement under the population element of the funding formula to give flexibility to adjust. They again stated that their intent for the funding formula is, and has been, to take care of our libraries.

UPDATE ON GREATER UMATILLA ENTERPRISE ZONE

Heather Estrada shared that the Greater Umatilla Enterprise Zone had another meeting. She said it was very congenial. She said she stated up front that UCSLD wanted to stay out of the City funds as they are doing a great job supporting their community, however UCSLD does want to be involved in the County funds. Heather stated that she and Mark Mulvilhill (IMESD Superintendent) are in agreement regarding this.

Heather also shared that she met with Melissa Ince, Dave Stockdale, and Susie Hansen from Umatilla regarding the new agreement. It was a very positive meeting.

NEW BUSINESS

RESOLUTION 2024-2025-01 AUTHORIZING VENDORS FOR ONLINE AND AUTOMATIC PAYMENT OF BILLS IN FY2024-2025

Caty Clifton read Resolution 2024-2025-01 Resolution of the Umatilla County Special Library District (UCSLD) Authorizing Vendors for Online and Automatic Payment of Bills in FY2024-2025. Following the reading of the resolution, Nick Nash moved to approve the resolution as read. Kathy Thew seconded the motion. The motion passed unanimously, and Caty and Heather signed the resolution.

DOMAIN TO .GOV DISCUSSION

Heather Estrada shared that the State is offering another round of cybersecurity grants with one of their priorities being migrating website domain and email to the .gov extension. This is something that has been on Dea Nowell's and then her radar for a while now. There are several cities in UCSLD that have already moved over to .gov. Heather noted that one of the requirements for a .gov domain is that we need a unique identity validation number. One of the requirements is a document from a specified list with our physical address on it - she is going to try to get the bank statement sent with our physical address printed on it (it is in the account information, but not printed on the statement). She added that she wanted to bring the Board into the conversation and update them on this process.

APPROVE ALSPS FROM ALL LIBRARIES

Sharone McCann moved to approve the FY2024-2025 ALSPs as submitted. Nick Nash seconded the motion. The motion passed unanimously.

UPDATE ON INSURANCE WITH IMESD DRIVERS

Heather Estrada stated that our insurance agent Michael Corey stated he was never under the impression that IMESD was driving our car; he didn't realize it and is uncomfortable with it. Heather stated that she had a discussion with Rob Naughton at IMESD regarding options. Heather noted that he totally gets it, and he is currently talking with their insurance & finance person(s). So, there is currently no resolution on this matter, however there is ongoing conversation regarding it.

GOOD OF THE ORDER

Before going into Executive Session, Heather Estrada said she wanted to say thank you to Sharone McCann for her service on the Board. Sharone's house has sold and she has not found anyone to recommend replacing her on the Board. Heather noted that from the previous discussion she has spoken with the two (2) people she had suggested she could approach if no one else arose. The first one from the Pilot Rock/Ukiah area said she is getting ready to retire and would be willing to finish out the term and see from there. The second person from the Helix area has property with their northern boundary running all the way to Hermiston, and she said she is definitely interested, and plans to be at next month's meeting. Sharone shared her resignation verbally. Kathy Thew moved to accept Sharone's verbal resignation. Nick Nash seconded the motion. The motion passed unanimously. All shared that they will miss her and wished her the best with her move.

EXECUTIVE SESSION

Board President Caty Clifton read the following statement: The Umatilla County Special Library District Board will now meet in executive session for the purpose of the District Director's Performance Appraisal. The executive session is held pursuant to ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. And ORS 192.660 (8) A governing body may not use an executive session for purposes of evaluating a chief executive officer or other officer, employee or staff member to conduct a general evaluation of an agency goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision will be made in this executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

Dea Nowell left the meeting and the Executive Session was called to order at 7:16 pm. Following the District Director's performance appraisal, Board President Caty Clifton closed the Executive Session at 7:41 pm.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on September 26, 2024, at 5:30 pm. And the first ALSP Review will be on September 19, 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 7:45 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell

DRAFT