



**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

January 23, 2025, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

Judy Bracher

Kathy Thew, Vice President (via Zoom)

Nick Nash

John Thomas

ATTENDANCE STAFF

Heather Estrada, District Director

Dea Nowell, Technical Services Manager (via Zoom)

ATTENDANCE - VISITORS

None

CALL TO ORDER

Board Vice President Kathy Thew called the regular Board Meeting to order at 5:34 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated we have Board Members Judy Bracher, John Thomas, and Nick Nash in the office, and Kathy Thew on Zoom, thus we have a quorum. She also noted that Caty Clifton was excused.

APPROVAL OF THE AGENDA

John Thomas moved to approve the agenda as presented. Nick Nash seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Nick Nash, Kathy Thew, and John Thomas).

PUBLIC COMMENT

None.

MINUTES

Board Meeting: November 26, 2024, and December 19, 2024 – Both were tabled, as there was not a quorum present who attended either meeting for voting on.

CALENDAR UPDATE

Heather Estrada asked the Board Members about changing time and/or dates for the February and April Board meetings as she has conflicts on those days or times. The consensus was to move the February 27th meeting to 11:30 am and the April meeting to April 17th at 5:30 pm.

Heather also mentioned that she has a lot of city council meetings coming up that she will be attending and sharing at: Thursday January 30th – Hermiston at 7:00 pm, Monday February 10th – Milton-Freewater at 7:00 pm, and Tuesday February 18th – Umatilla. Heather also let the Board know that she is planning to go to local budget law training February 5th in Clackamas, followed by SDAO conference in Bend on February 6th-7th.

And a reminder: February 1st Board Retreat at the Pendleton Center for the Arts at 9:00 am, followed by lunch.

CORRESPONDENCE

Heather Estrada shared that she received an email last Friday from Heidi Sipes, Umatilla School District Superintendent, regarding the City of Umatilla Enterprise Zones funds. She asked the various taxing districts to please attend Tuesday's City Council meeting and share, in person or via letter or email, to be entered into the public record regarding the Enterprise Zones funds. Heather thus sent an email stating that we don't look to a share of the City's Enterprise Zone funds, however, feels it is important to share it with those who work directly within the City, such as the fire district and school district.

REPORTS

FINANCIAL STATEMENTS - December 2024 & BANK RECONCILIATIONS - November & December 2024

John Thomas moved to approve the December 2024 financial statement, pending audit. Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Nick Nash, Kathy Thew, and John Thomas).

STAFF MONTHLY REPORTS

Heather Estrada stated that the audit has been completed. She also shared that she met with JD Kindle regarding the Mother Goose suite scheduled in March 2026. OES is also looking for financial support - this will be talked about more during the Board Retreat. Heather ordered and delivered 24 new crates to IMESD (many of the old ones were cracked). And she also has purposely been to many of the libraries recently. Heather noted that the Spanish materials purchased at the book fair arrived today. She shared that Monica Hoffman has been in it with many family situations going on and has been out in the field trying to catch up. Heather also noted that Monica will be doing trainings next Friday.

Judy Bracher shared kudos to Annette Kubishta for incorporating construction into the recent preschool storytime, since there is so much remodeling construction going on at Helix City Hall. It was well received by the children.

John Thomas commented regarding the reports: "always good work."

BOARD TRAINING: BUDGET PROCESS

Heather Estrada shared the Oregon Department of Revenue's "Local Budgeting in Oregon" booklet with the Board to share the budget process. She reviewed the basic budget cycle for the Board. She noted that budget laws are always changing, and that is why she is going to the budget law training. After the training she will begin writing the budget and then she will listen to the three (3) virtual trainings to make sure she hasn't missed something. The Budget Committee will meet in April at the Budget Committee Meeting. Notices will be published before the Budget Committee Meeting and the Budget Hearing, which will be in May, after which the budget can be approved. The final phase of the budget process is the audit, which was just completed for our previous fiscal year.

OLD BUSINESS

UPDATE ON CITY AGREEMENTS

Heather Estrada stated we have seven (7) signed agreements. We are missing those from whom Heather is scheduled to attend their city council meetings over the next month, plus from Echo and Adams.

REMINDER OF FEB. 1 BOARD RETREAT

Heather Estrada noted she mentioned the Board Retreat reminder earlier in the meeting.

CAR INSURANCE AND IMESD UPDATE

Heather Estrada shared the background to remind everyone where we are at. She noted that Michael Corey brought this up, in October Eileen Eakins emailed five (5) suggested things to add into the contract regarding the vehicle and insurance situation. We received the contract from IMESD last week and only the first two (2) items are addressed, which have always been in there. Heather also mentioned that Rob Naughton said in a prior conversation that IMESD doesn't really want differing contracts. Heather shared that Michael looked at Eileen's suggestions yesterday and is sending this all to SDIS, who is the insurer of both parties, and asking them to respond to both parties. This is where we are currently at with this. It was suggested that maybe we re-write the contract as our response.

NEW BUSINESS

BUDGET OFFICER APPOINTED, BUDGET COMMITTEE AND CALENDAR APPROVED

Heather Estrada shared that Darcy Sexson agreed to serve another term. Heather also shared the drafted Budget Calendar. Nick Nash moved to appoint Heather Estrada as the budget officer, appoint the budget committee members, and accept the budget calendar as outlined. John Thomas seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Nick Nash, Kathy Thew, and John Thomas).

POLICY REVIEW - CONTRACTING POLICY

Heather Estrada noted that we utilized this policy this year in buying the car - section five (5). It was also noticed that at the end of the policy the last item is numbered "5." following "7." It will be corrected to "8." There were no other areas noted as needed addressing. Thus, this policy will be noted as reviewed and updated with today's date.

AUDIT COMPLETE

Kathy Thew commented it is good to see that Barnett & Moro said there is substantial compliance. Nick Nash moved to accept the audit for FY23-24. Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Nick Nash, Kathy Thew, and John Thomas).

GOOD OF THE ORDER

Nick Nash shared about an upcoming opportunity for library trainings. Beyond 250 Oregon Humanities will have a two (2) day training on having reflective conversations in Pendleton April 10-11. Beyond 250 is about the 250th anniversary of the Declaration of Independence, providing an opportunity to reflect on the meaning of the Declaration of Independence, along with its value and worth in today's society.

Nick Nash also shared an overview of the Stanfield City Hall and Library fundraising project. It is likely that he, within his personal business, will enter into a contract with the City of Stanfield for their new building. He noted that there will be other groups doing more, as well. If this happens, he will put it into the record.

John Thomas shared that Aaron was offered a job at the prison after a 7-month process.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on February 27, 2025, at 11:30 am.

ADJOURN

Kathy Thew entertained a motion to adjourn the meeting. Nick Nash moved, and Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher,

Nick Nash, Kathy Thew, and John Thomas). The meeting was adjourned at 6:45 pm by Board Vice President Kathy Thew.

Respectfully submitted by Dea Nowell

DRAFT