



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

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**Minutes
Fiscal Year 2024-2025 Budget Committee Meeting**

March 28, 2024, at 5:30 pm
425 S Main Street and via Zoom
Pendleton, Oregon

ATTENDANCE – BOARD:

Caty Clifton, President
Sharone McCann, Vice President (via Zoom)
Kathy Thew
John Thomas, President

ATTENDANCE – APPOINTED BUDGET COMMITTEE MEMBERS:

Cade Burnette, Stanfield (via Zoom)
Mary Finney, Pendleton
Sue Petersen, Pendleton
Kathleen Schmidtgall, Athena
Darcy Sexson, Stanfield (via Zoom)

ATTENDANCE – STAFF:

Heather Estrada, District Director
Dea Nowell, Technical Services Manager

GUESTS:

None.

CALL TO ORDER:

The meeting was called to order by Board President Caty Clifton at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Roll was called by Heather Estrada: Board Members Caty Clifton, Kathy Thew, and John Thomas were present in person, and Sharone McCann via Zoom; and appointed Budget Committee Members Kathleen Schmidtgall, Mary Finney, and Sue Petersen being present in person, with Darcy Sexson and Cade Burnette via Zoom. Heather noted that Board Member Nick Nash was excused tonight. She also stated that with the 5 appointed Budget Committee Members and 4 Board Members present, there was a quorum.

WELCOME & GROUND RULES & HOUSEKEEPING:

Caty Clifton and Heather Estrada welcomed everyone and thanked everyone for taking their time to be part of the budget process. Heather and Caty shared the ground rules for the meeting.

INTRODUCTIONS:

Introductions were made around the “table” by Board Members, appointed Budget Committee Members, and staff.

ELECTION OF BUDGET COMMITTEE CHAIR:

Board President Caty Clifton opened the floor for nominations for Budget Committee Chair, and with no rush for nominations, asked each of the appointed Committee Members if they would be willing to accept a nomination. Darcy Sexson agreed to, and Mary Finney moved

to nominate Darcy Sexson as Budget Committee chair. Kathy Thew seconded the motion. There were no other nominations. The nomination was unanimously approved.

BUDGET PRESENTATION:

Heather Estrada, as Budget Officer, presented the proposed FY2024-2025 budget. Heather gave an overview of the four budget funds, including a brief history of the District, and then presented the proposed budget, explaining each of the funds; and explaining specific areas, as necessary. [Cade Burnett had to depart at 6:00 pm as Heather was explaining the General Fund expenditures - allocated portion of the proposed budget. And Mary Finney had to depart at 6:25 pm as Heather was explaining the Capital Reserve Fund. Mary noted that she saw nothing out of the ordinary and had no questions; she also shared that if she were staying she would vote in favor of the proposed budget.]

PUBLIC COMMENTS:

There were no public comments, as there was no one from the public present and no communication had been received by email or phone.

DISCUSSION, APPROVAL, SET TAX RATE:

Budget Committee Chair Darcy Sexson asked if there were any questions or discussion. Being none, she entertained a motion to approve the proposed budget with the yellow highlighted numbers in the General Fund Expenditures pages where the figures did not correctly save into the budget packet forms that were sent out. Kathy Thew moved to approve the proposed FY2024-2025 budget as presented on the screen with the noted yellow highlights. John Thomas seconded the motion. The motion passed unanimously. Darcy entertained a motion to set the tax rate at the current rate of .3682 cents per \$1000 of assessed value. Sue Petersen made the motion and Kathleen seconded the motion. The motion passed unanimously.

ADJOURNMENT:

Heather Estrada shared that it is very likely that the appointed Budget Committee Members may also need to do an hour of public meeting law training before next fiscal year's Budget Committee meeting, based on the new State law. Heather will let the appointed members know next year before the Budget Committee meeting if they need to.

Caty Clifton thanked everyone for their time in helping approve the District's budget for the next fiscal year.

Darcy Sexson adjourned the meeting at 6:32 pm.

Respectfully submitted by Dea Nowell