



**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**

September 26, 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**

Judy Bracher

**CALL TO ORDER**

Board President Caty Clifton called the regular Board Meeting to order at 5:33 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada stated we have Board Members Kathy Thew and Caty Clifton in the office, and John Thomas via Zoom, so we have a quorum present. It was stated that Nick Nash is on his way.

**APPROVAL OF THE AGENDA**

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

**PUBLIC COMMENT**

Judy Bracher was welcomed. There was no public comment.

**MINUTES**

Board Meeting: August 22, 2024 - Kathy Thew moved to approve the August 22, 2024, minutes as presented. John Thomas seconded the motion. The motion passed unanimously with the three (3) Board Members present.

ALSP Review meeting: September 19, 2024 - (Tabled till after Nick Nash arrived, as Kathy Thew was not at the meeting, so there was no quorum available for this vote. After Nick's arrival the Board circled back around.) Nick Nash moved to approve the September 19, 2024, ALSP Review minutes as presented. John Thomas seconded the motion. The motion passed with 3 Board Members voting in favor and Katy Thew abstaining.

**CALENDAR UPDATE**

(After Nick Nash arrived the Board circled back to the calendar update.) Heather Estrada shared that next month's Board meeting night would be her daughter's last volleyball game for the year. The Board agreed to move the time to 7:00 pm to allow Heather to attend the game.

**CORRESPONDENCE**

Heather Estrada shared the latest information on the Honda Fit and the IMESD. When Heather had not heard back from Rob Naughton she reached out again. Rob informed her

that IMESD was not interested in owning or insuring the vehicle. Rob noted to Heather that they could change the agreement to add the cost of using an IMESD vehicle. Heather stated that she would like to talk to Michael Corey (Wheatland Insurance) again as he also didn't talk to Heather after he spoke with Rob Naughton.

[Nick Nash arrived during this report. After hearing this information from Heather, the Board circled back to the ALSP Review minutes and the Calendar Update.]

## REPORTS

### FINANCIAL STATEMENTS & bank reconciliations – July 2024 & August 2024

No comments or concerns were observed, though Caty Clifton noticed the carryover was a bit lower than expected. Nick Nash moved to approve the July & August 2024 financial reports, subject to audit. Kathy Thew seconded the motion. The motion passed unanimously.

### STAFF MONTHLY REPORTS

Heather Estrada commented on the Dress-Up parade. The feedback from everyone was good or positive. Heather thanked the Board Members who participated. Heather shared that we may do the fair parade as this is the biggest other parade in the County. Kathy Thew suggested we wait on that parade to see if they settle where the route will be for next year as it was very chaotic this year.

Heather shared that the next all staff in-service will be November 1<sup>st</sup> at the Hermiston Senior Center. She also noted that she had a conversation with Charlie Brown who is a philanthropist who embraces Cecili [Longhorn]'s library model of connecting communities together. His foundation is called Trust for Civic Life. Heather also invited him to share at the recent Library Director's meeting.

Heather also shared that she met the new City Manager in Milton-Freewater. She thinks it was a positive meeting. Heather shared that she is planning to go to the Adams City Council meeting on November 12<sup>th</sup>. She read to the Board the cover letter for the agreement that Caty Clifton already approved.

Heather also shared that the Go! Article will be in next week's paper, as there was too much going on in the Go! Magazine this week and they asked if Heather would mind it being in a week later than usual.

Caty Clifton commented that Monica Hoffman's numbers were down, and asked is that typical? Heather shared that HeadStart starts later than other sites, and so Monica used the down time to visit several people she hadn't yet heard from. Heather also noted that Monica will be driving to Portland on Monday to pick up books following a trade show that we will share with our libraries, etc. Caty also noted that Dea has been doing a lot, as usual, and was recently here.

### BOARD TRAINING: CHECK-IN ON SDAO TRAININGS...

Heather Estrada noted that she has Caty Clifton's certificate for the SDAO Public Meetings Law training through Vector Solutions. She also noted that she received John Thomas's however she cannot open it. And Kathy Thew stated she did it, though she is still looking for the certificate. It was noted that the State is just now putting out training (2.5 hours in length). We'll see if this will count for, or towards, the State's training requirement. Nick Nash noted that he forgot about doing it and will take this as a reminder to do it.

## OLD BUSINESS

CITY/DISTRICT AGREEMENTS DONE...

Heather Estrada shared the cover letter with the Board earlier in the meeting. She plans to take the agreement and cover letter to every community and get it to the appropriate person there. She also plans to visit with each city or city council regarding it.

#### UPDATE ON .GOV DISCUSSION

Heather Estrada updated the Board on the .gov discussion from last month's meeting. She is trying to get a copy of the Banner Bank statement delivered to the office mailing address, though we haven't gotten a paper copy yet. This is probably going to turn into a long-term goal, as the grant is currently open and we're not sure we will get what we need to apply for the unique identity validation number before the grant closes. Heather noted that the cost to us for a change to .gov should be fairly minimal, mostly our time, we think.

#### NEW BUSINESS

##### NEW BOARD MEMBER

Heather Estrada introduced Judy Bracher, who is currently serving on the Helix PL Board and whose family owns the Bracher Century Farm. Judy shared a bit about herself and her family. She is a retired school teacher. Caty Clifton noted that this seat's term runs through the end of June, and that if desired, Judy could run for election for a full 4-year term in the upcoming spring election. Judy stated that she was willing to serve on the Board. Kathy Thew moved to appoint Judy Bracher for the remainder of the seat's term. Nick Nash seconded the motion. The motion passed unanimously. Judy Bracher then read the Oath of Office, and it was signed.

##### BOARD MANUALS REVIEW AND NEW SCHEDULE FOR REVIEW?

Heather Estrada asked the Board about a regular schedule for updating/reviewing policies, etc. It was suggested that a 3-year plan, based on the number of policies for review, would be good, going from the oldest revised to the newest. Heather stated she would work with Dea Nowell to put together a schedule.

##### GOOD OF THE ORDER

Heather Estrada shared that the staff performance appraisals have been completed. Caty Clifton shared that her husband is coming home tomorrow. Nick Nash noted that he will miss the next ALSP Review meeting as he was asked to do the EO Forum that evening and agreed before he recalled it was the same night as an ALSP Review. Heather shared, for Judy Bracher's sake, that the Board has monthly meetings and once a year the libraries come over a period of 3 evenings and share with the Board about what they did the previous fiscal year (basically a performance review), and that we are currently in the middle of that cycle.

##### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on October 24, 2024, at 7:00 pm. And the second and third ALSP Reviews will be on October 8, 2024, and October 22, 2024, at 5:30 pm.

##### ADJOURN

Nick Nash moved to adjourn the meeting. Kathy Thew seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:25 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell