UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
Strengthening our community libraries

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Pendleton, OR 97801

Phone (541) 276-6449

Minutes
Board of Directors Meeting
July 23, 2026, at 5:30 pm
District Office (425 South Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD
Judy Bracher
Caty Clifton
Nick Nash, President (FY2025-26)
Kathy Thew, Vice President

ATTENDANCE STAFF
Heather Estrada, District Director
Dea Nowell, Technical Services Manager (via Zoom)

ATTENDANCE – VISITORS
None

CALL TO ORDER
Board President Nick Nash called the Board Meeting to order at 5:36 pm.

CALL THE ROLL & ESTABLISH QUORUM
Heather Estrada stated we have Board Members Caty Clifton, Judy Bracher, Nick Nash, and Kathy Thew present in the office; thus, we have a quorum. She also stated that John Thomas was excused.

APPROVAL OF THE AGENDA
Caty Clifton made a motion to accept the agenda. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, and Kathy Thew).

ANNUAL MEETING
Review of Board of Director List – Those Board Members present said everything was okay.

Board Elections: President, Vice-President – Caty Clifton made a motion for John Thomas to be President and Kathy Thew to continue as Vice President. Judy Bracher seconded the nomination. The motion for John Thomas as President and Kathy Thew for Vice President for FY2026-27 passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, and Kathy Thew).

Secretary Appointment – Judy Bracher moved to appoint Heather Estrada as Board Secretary and Dea Nowell as Heather delegates to assist her. Nick Nash seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, and Kathy Thew).

Set Regular Monthly Meeting Date & Time – Heather Estrada went through the Fiscal Year Overview calendar regarding the Board Meetings, assuming the Board wants to continue meeting on the fourth (4th) Thursday of each month at 5:30 pm with some exceptions: October 29th (the 5th Thursday), November 19th (due to Thanksgiving), December 17th (due to Christmas), February 18th (the CIS conference is the 4th Thursday plus), and March 30th (a

Tuesday, due to Spring Break). The consensus of the Board Members was that those exceptions were okay.

PUBLIC COMMENT
None.

MINUTES
Board Meeting: June 18, 2026 – Judy Bracher moved to approve the minutes of the last meeting as presented. Caty Clifton seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, and Kathy Thew).

CALENDAR UPDATE
Heather Estrada noted there was not much to say since it had just been reviewed during the annual meeting.

CORRESPONDENCE
Heather Estrada shared that we received the $93 check from Mr. Lloyd of McMinnville for sponsoring three (3) children for one (1) year of the Dolly Parton Imagination Library. Heather noted that she sent the check to United Way of the Blue Mountains and also sent a thank you to Mr. Lloyd.

REPORTS
FINANCIAL STATEMENTS & BANK RECONCILIATIONS – June 2026
Heather Estrada stated that the financials for June 2026 have not yet been received.

STAFF MONTHLY REPORTS
Heather Estrada noted that she has been out to a lot of summer reading programs, though nothing at Adams or Ukiah yet. She stated that Dea [Nowell]'s performance review has been completed and is just awaiting John Thomas's signature; and that Monica [Hoffman]'s paperwork is in, but that they have not met yet. Heather reviewed the parades that are left for the season: Pilot Rock on August 22nd and Pendleton on September 12th. Heather also stated that Grace Warner will be attending the next Board Meeting to report on her internship, as well as attend a local government board meeting. Heather also shared that they (she, Monica, and Grace) will be doing four (4) upcoming farmers' markets (Milton-Freewater, Pendleton, Umatilla, and Helix). Heather noted that Monica is in Alaska this week with her dad. Caty Clifton stated that she loves the stats at the end of the Dea's report.

BOARD TRAINING
Heather Estrada and the Board discussed what they had learned regarding the training. Several noted that it contained good reminders, etc. It was also noted that it included elder abuse, though the title gave no indication of that.

OLD BUSINESS
FIT UPDATE
Heather Estrada stated that the 2010 Honda Fit sold for $6,400 through GovDeals - $200 over Blue Book. She also noted that the buyer is so happy with it. Additionally, Heather noted that we've been refunded for insurance from it.

UCSLD – END OF THE YEAR REPORT
Heather Estrada shared that she had put this up on the SharePoint site. Caty Clifton made a comment that it would be nice in the future to include a short paragraph on Board engagement; other than that, she thought it was outstanding. There was a note made that a paragraph on Board engagement could even be added to this report and some things

were brainstormed to include – monthly meetings, annual retreat, SDAO trainings, public meetings law training, Umatilla URA meetings, parades, attending all staff in-services, and a list of the Board Members' names.

NEW BUSINESS

STAFF PERFORMANCE APPRAISALS – UPDATE AND DISCUSSION

Heather Estrada noted that she had early spoken about the other staff's appraisals, but not hers. She and the Board briefly discussed logistics for doing the review at next month's Board meeting.

ANNUAL LIBRARY SERVICE PLAN REVIEW MEETINGS – DATES & OUTLINE

Heather Estrada shared the 3 dates (September 22nd, October 12th, and October 27th) and the Board checked their calendars. The time for each of those meetings will be from 5:35-8:00 pm. They also discussed possible locations in the east, west, and central areas of the County. Heather will be checking with each of the libraries regarding hosting the meetings and then getting the sign-ups out. Heather noted that she will reach out to Mark Rose regarding Hermiston's to see where the process [for a new director] is and hopefully, they will have a new director by the time the meetings roll around. Heather noted that they are working on a new strategic plan, though Mark is staying out of it… Nick Nash suggested at the meeting that they could just talk through our expectations of the plan with a new director.

ALL ALSPs ON SHAREPOINT

Heather Estrada noted that all the ALSPs are on SharePoint, except we do not have Hermiston's or Stanfield's. Dea Nowell noted that the plans we have are now posted on the website, except for Umatilla's & Pendleton's which should be up soon.

DIRECTOR SUCCESSION PLAN

Heather Estrada shared that her succession plan is posted – in two (2) documents: a calendar, which Erin McCusker started and Heather has expanded upon – it is procedural, mostly office things, not outside the office; and a succession planning toolkit, which is really a piece for the Board. Heather asked the Board to please feel free to read through it and give feedback, including ongoing feedback. Caty Clifton suggested for the calendar one to include a table of contents, and/or maybe grouping a bit differently. Caty also noted that it is helpful to have a process since we don't do it very often. Heather stated that this is all an ongoing thing.

POLICY – APPROVE LAST MONTH'S INFORMATION SECURITY

Heather Estrada noted that the Board had not approved the changes to the Information Security – Acceptable Use Appendix last month. Nick Nash moved to accept the Information Security – Acceptable Use Appendix as reviewed and updated last month. Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, and Kathy Thew).

POLICY – LOSS CONTROL

Nick Nash asked if Scott is still the Director of Risk Management? Heather Estrada stated she would check on it, though thought that maybe Brad Eastman's name should be here instead of Scott Neufeld, since he is our designated contact. It was asked if "loss control" is the same as "safety"? Caty Clifton moved to accept the policy with the change of [contact] name. Nick Nash seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, and Kathy Thew).

RESOLUTION 2026-2027-01 – AUTHORIZING ELECTRONIC PAYMENTS

Kathy Thew read Resolution 2026-2027-01 authorizing electronic payments. Following the reading, Nick Nash moved to accept the resolution as read. Caty Clifton seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, and Kathy Thew).

GOOD OF THE ORDER
Caty Clifton shared a picture of her 8-month-old granddaughter at her first Storytime.

NEXT DISTRICT BOARD MEETING
The Board will be meeting at 5:30 pm on Thursday, August 27, 2026.

ADJOURN
Judy Bracher moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, and Kathy Thew). The meeting was adjourned at 7:11 pm.

Respectfully submitted by Dea Nowell