



**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 24, 2023, at 5:30 pm

District Office (425 S. Main St., Pendleton Oregon) & via Zoom

**ATTENDANCE BOARD**

Caty Clifton, President  
Kathy Thew

Sharone McCann, Vice President (via Zoom)  
John Thomas

**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 Board Meeting to order at 5:31 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada stated that in person were Board Members Caty Clifton, and Kathy Thew; and on Zoom was Board Member Sharone McCann. It was noted that John Thomas was running a little late [he arrived during the calendar update]; and that Nick Nash stated he would not be available. It was declared that we had a quorum with the three (3) Board members currently present.

**APPROVAL OF THE AGENDA**

There were no changes. Kathy Thew moved to accept the agenda as presented. Sharone McCann seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting: July 20, 2023 - Kathy Thew moved to approve the July 20, 2023, minutes as presented. Sharone McCann seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE**

Heather Estrada noted that the calendar has been updated to show the ALSP Review meetings (Sept. 19, Oct. 5, and Oct. 12). Cecili Longhorn (Stanfield PL director) noted that she is disappointed that the review will not be in person as it is one of the few times the library directors get to see the full Board, thus Heather invited any of the Board Members who would be available to meet at the office for the reviews. Heather also noted that the March Board meeting date is listed as the third Thursday of the month due to Spring Break the following week - she had failed to mention it at the last meeting.

**CORRESPONDENCE**

Heather Estrada stated that a letter was received from the Oregon Audits Division addressed to the Board with reminders of the laws and responsibilities of the Board Members.

Additionally, Heather shared some of the back-and-forth messages between her and Lili Schmidt (Milton-Freewater PL director) regarding Lili's family's response to the article Heather wrote last month highlighting Milton-Freewater and Umatilla Public Libraries.

## REPORTS

### STAFF MONTHLY REPORTS

Heather Estrada spoke on her staff report noting that she got to every single summer reading program this summer except Ukiah, which was closed much of the summer and did not have many programs. She shared that the Milton-Freewater PL Storytime she attended involved the rural fire department and was an excellent program. She attended the Athena Library board meeting this week and stated that the fruit of their hard work following Covid is beginning to show. She also noted that she met with Pendleton Police Lieutenant Tony Nelson regarding the Narcan issue, who stated that they were dragging their feet to begin with but now are carrying it – thus Heather has decided we have enough libraries wanting it now so is going to go ahead and apply for it through SDAO. Heather also commented that District wide we are having a special limited run of Baby Yoda library cards available for library card sign-up month in September. She also shared that she met with Stephanie Chase, LEO Executive Director, when she came through the area visiting the libraries. They had a great conversation and Stephanie encouraged Heather to join an EDI cohort this year – Heather is going to do the Eugene cohort (2 in person and 2 virtual meetings), so she will be out of the office Sept. 18 and Nov. 13 for those in person meetings.

There were no questions regarding the other staff reports, however both Caty Clifton and John Thomas commented on the excellent reports and said thanks for all the details. John also noted that he is using the noted reads from Monica Hoffman's reports to begin building a library of books for his grandchildren.

### FINANCIAL STATEMENTS – July 2023

Sharone McCann noted that she had not been able to view the financial statement for this meeting as she was traveling, and the print was too small to read on her phone. John Thomas moved to accept the July financial statement, subject to audit. Kathy Thew seconded the motion. The motion passed with three (3) Board members approving, and Sharone McCann abstaining.

### BOARD TRAINING – HIGHLIGHTS OF BOARD TRAINING IN AUGUST, REMINDER OF ETHICS TRAINING IN SEPTEMBER, AND ANNUAL CONFERENCE IN FEBRUARY

Heather Estrada stated that she and Kathy Thew attended the Board Duties, Liabilities and Responsibilities training in August with Eileen Eakins. They noted it was very long, but very good. They both stated that she is very easy to listen to. Heather reminded the Board of the upcoming Ethics training on September 13 in Boardman, and of the SDAO annual conference in February at Seaside.

Heather stated that she is working on credits for the SDAO academy and spent much time watching videos for emergency action plans while down with Covid. She said that she hasn't yet found a good template to work on pulling it all together for us yet.

Heather also noted that SDAO has a grant program every year. This year the primary focus is on cybersecurity with up to \$5,000 matching grant, and the secondary focus is on physical security with up to \$2,500 matching grant. She noted that we as a staff have been talking about the door lock/latch and that a neighbor found the door open one day. Heather needs to investigate what our lease says and probably talk with the landlord regarding the possibility of pursuing a grant.

Caty Clifton commented regarding the emergency action plan that she would like us to also think about the other system, outside the District office, with the libraries being considered

hubs and safe places. We are potentially a communication hub. It was noted that this could be a conversation piece at a training. Heather commented that the District-wide/County-wide piece is also something that has been on her mind.

#### OLD BUSINESS

##### UCSLD - END OF YEAR REPORT

Heather Estrada stated that Caty Clifton brought a couple of edits today regarding dates. It was also suggested that a couple of pictures be added on page 5 where much of the page is blank. The Board's consensus was that it was well written. Once it is updated it will be posted on the website.

##### TAX CONVERSATION WITH ASSESSOR ON AUG. 30

Heather Estrada noted that she would be meeting with the County Assessor on August 30<sup>th</sup> as a follow-up to the library directors' conversation about raising funds.

#### NEW BUSINESS

##### CITY COUNCIL VISITS

Umatilla - Sept 5<sup>th</sup> @ 7pm

Ukiah - Sept. 6<sup>th</sup> @ \_pm - just received info. about Ukiah's School Board meeting today. Heather Estrada noted that she was thinking of going to Athena's on Sept. 14<sup>th</sup>, however, probably won't go this month.

##### JUNETEENTH DISCUSSION - PERSONNEL POLICY UPDATE?

Heather Estrada noted that Juneteenth has been a federal holiday for 2½ years and that most libraries are beginning to close in observance of it. John Thomas suggested that as new holidays are federal- and state-designated that they be folded in. John moved to adopt Juneteenth as a recognized holiday for the District, and to consider future federal and state holidays to be automatically added to the District's recognized holidays. Kathy Thew seconded the motion. The motion passed unanimously.

##### AUDITOR PROCESS UPDATE

Heather Estrada shared that she received the letter acknowledging our audit with Barnett & Moro just after the last Board meeting, which she signed and returned. She has not yet received a letter with the checklist, though she has seen the checklist from last year. Heather noted that she has received from several of the auditors for the cities, requests for the list of distributions sent out last fiscal year.

##### NOV. 3<sup>rd</sup> IN-SERVICE DATE - PUT ON CALENDAR TO COME IF YOU ARE AVAILABLE

Heather Estrada shared the date of the upcoming fall all-staff in-service and invited the Board Members to come if they were available. The location has not yet been determined, though thinking of Echo or Pilot Rock. It was noted that the date is November 3<sup>rd</sup>, not 4<sup>th</sup>, as was listed in the agenda.

##### GOOD OF THE ORDER

None.

##### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on September 28, 2023, at 5:30 pm.

##### ADJOURN

John Thomas moved to adjourn the meeting. Kathy Thew seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:32 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell