



**UMATILLA COUNTY  
SPECIAL LIBRARY  
DISTRICT**

Strengthening our community libraries

PO Box 1689  
425 S Main Street  
Pendleton, OR 97801

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**Minutes  
Board of Directors Meeting**

June 27, 2024, at 5:30 pm  
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

**ATTENDANCE BOARD**

Sharone McCann, Vice President  
Kathy Thew

Nick Nash (via Zoom)  
John Thomas

**ATTENDANCE STAFF**

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

**ATTENDANCE - VISITORS**

none

**CALL TO ORDER**

Board Vice President Sharone McCann called the regular Board Meeting to order at 5:31 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada stated we have four (4) Board Members present; Kathy Thew, Sharone McCann, and John Thomas in the office, and Nick Nash online, so we have a quorum. Heather noted that Caty Clifton was excused.

**APPROVAL OF THE AGENDA**

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

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting: May 23, 2024 - John Thomas moved to approve the May 23, 2024, minutes as presented. Kathy Thew seconded the motion. The motion passed with three (3) Board Members in favor. Sharone McCann abstained due to not being at the meeting.

**CALENDAR UPDATE**

Heather Estrada stated there were no calendar updates.

**CORRESPONDENCE**

Heather Estrada shared two emails received. One from Eileen Eakins with a new contract and increased rates which Caty Clifton told Heather to sign. And one from Rob & Cindy at Dickey & Tremper today. Rob Tremper stated that when we get another tax turnover next month for June we will be over the line item. When asked if we need to do a supplemental budget, he said he doesn't think so because of the way it is budgeted as special payments (and it shouldn't be over 10% for the category which would mean having to do supplemental budget). It looks like it would be the SIP part that would go over, and

everything was increased this year with these. The consensus of the Board was to follow Rob's advice on this matter.

## REPORTS

### FINANCIAL STATEMENTS – April, 2024 & May 2024

John Thomas moved to approve the April and May 2024 financial statements, subject to audit. Nick Nash seconded the motion. The motion passed unanimously.

### STAFF MONTHLY REPORTS

Heather Estrada gave the Board a quick background and run down of the Greater Umatilla Enterprise Zone meeting that was called earlier this month. This is going to be ongoing, and Heather will continue to attend these meetings. She also would like to have a conversation with Mark Mulvihill to get his opinion since IMESD already gets monies from the Morrow County enterprise zones. Heather also shared about attending a meeting she and Monica attended with the IMESD early literacy team to begin discussions on collaboration for increased outreach to parents.

Heather noted that Sharone McCann will be leaving us soon, as she will be moving out of the area; focusing on the west-end or far east-end of the County, or areas not previously represented on the Board for replacement. John Thomas noted that he spoke with Nancy Kearns, who doesn't think that serving on the UCSLD Board and the Pendleton City Council should be a problem but needs to dive in further or deeper towards the end of the year.

### BOARD TRAINING: PUBLIC MEETINGS LAW

There was a brief discussion about the training and there is nothing more we can do regarding the public meetings law training until the State puts the training, or the training components, together. So, we've done what we can do for now regarding the training.

## OLD BUSINESS

### CITY COUNCIL VISITS

Heather Estrada stated that she is planning to attend the Helix City Council meeting on July 15<sup>th</sup>. She thinks that Caty Clifton is interested in attending with her.

### PERFORMANCE APPRAISALS FOR UCSLD STAFF, NEW FORMAT

Heather Estrada stated she included the components that Caty Clifton suggested and that is what is in the packet and on SharePoint. The performance appraisal is a bit more streamlined. The Board Members seemed to like it and the consensus was to use it for this year's staff performance appraisals. John Thomas brought up and read the questions that were sent out to the library directors for Heather's peer review last year. The Board and Heather were fine with using the same questions this year.

### GUADALAJARA BOOK FAIR

Heather Estrada shared that she and Susie Hanson were accepted by the ALA program, so hotel for 5 nights is booked and paid for as well as \$100 toward airfare. Additionally, there is another \$100 available toward airfare if we are within the first numbers to turn in their airfare purchase. Heather is planning to book the airfare as soon as possible after the new fiscal year begins. Heather would like to try to get some grants for libraries to get books on our dime, not theirs. Nick Nash volunteered to assist Heather with that.

## NEW BUSINESS

### CITY/DISTRICT AGREEMENT REVIEW

Heather Estrada shared that Eileen Eakins reminded us that the agreement is in perpetuity unless either party chooses to call for a change to the agreement. New population numbers

would be a change. Heather noted that she has contacted PSU regarding new numbers, however they have not gotten back to her. The question was raised as to whether there would be a way in the agreement to put future population numbers in an addendum or something such as that? Heather stated she feels that this is what Eileen is advocating. Heather also shared that she asked Eileen if we needed recitals and Eileen stated that if so they should give context to the agreement. The Board's consensus was for Heather to ask Eileen to rewrite the agreement to read that we won't do a redo every three (3) years. Heather noted that hopefully we can have everything for next month's meeting.

#### FISCAL YEAR OVERVIEW

Heather Estrada noted that that she began filling in the dates in the FY2024-25 Overview. She noted that the spring in-service is being moved to the first Friday in May, rather than in April. She also noted that she would like to wait on setting the ALSP meetings a bit longer this year, so there aren't conflicts with high school senior schedules this year.

#### ALSP REVIEW AND ACCEPTANCE FOR FY24-25

Heather Estrada stated that she put all the ALSPs up on the Board SharePoint site. They can be found under Library Submissions > ALSP. The Board is tabling acceptance till next month, so they have time to peruse the plans.

#### NEW VEHICLE UPDATE

Heather Estrada shared that she thinks we should go with a RAV4 hybrid. She stated that it is not more expensive, gets better gas mileage, and maintenance tends to be cheaper than on the CRV. She also noted that the CRV does not have a spare tire anymore, whereas the RAV4 has one, and she would hate to have one of our staff get stranded without one. She has been to four (4) Toyota dealers - Astoria, Hermiston, Walla Walla, and The Dalles. She has gotten two (2) bids and is waiting on the one from The Dalles. The Board's consensus was to go with the better bid, while also checking with Hermiston, since they are in county, to see if it is the best deal they can give us and/or to negotiation with them to see about getting what you want through another dealership, since this bid has a number of things you don't really want/need. [Nick Nash had to leave the meeting due to another commitment.] Heather shared that once we get the new vehicle, she would like to get magnets rather than a wrap or signage on the vehicle, and maybe continue to have the website on the bumper.

#### GOOD OF THE ORDER

Kathy Thew noted that she read that Adams Public Library, the Oregon Digital Consortium, Sage Library System, Echo Public Library, Adams PL Teen Internship, and Echo PL Teen Internship received grant money from through the State Library (LSTA, maybe) . Congratulations to all.

#### NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on July 25, 2024, 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 7:08 pm by Board Vice President Sharone McCann.

Respectfully submitted by Dea Nowell