



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
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Pendleton, OR 97801

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Minutes

Board of Directors Meeting

December 19, 2024, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

Caty Clifton, President
Nick Nash

Kathy Thew, Vice President (via Zoom)

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 regular Board Meeting to order at 5:38 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated we have Board Members Caty Clifton and Nick Nash in the office, and Kathy Thew on Zoom, thus we have a quorum.

APPROVAL OF THE AGENDA

Caty Clifton noted she had a topic to add if there was time: Oregon East Symphony (OES) partnership opportunity. And Nick Nash also has a topic to add if there is time: fundraising thoughts for Stanfield City Hall. They will be added at the end of the new business.

With these amendments, Nick Nash moved to approve the agenda. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, and Kathy Thew).

PUBLIC COMMENT

None.

MINUTES

Board Meeting: November 26, 2024 - Tabled, as there was not a quorum present who attended the meeting for voting on.

CALENDAR UPDATE

None.

CORRESPONDENCE

Heather Estrada noted that the Pendleton Commission Development annual notice with their budget arrived, if anyone was interested in looking at it.

REPORTS

FINANCIAL STATEMENTS - November 2024 & BANK RECONCILIATIONS - October & November 2024

Heather Estrada noted that we have the November 2024 financial statement, but we have not yet received the bank reconciliations for November. Heather also noted that we recently received the Community Service Fees. Kathy Thew moved to approve the November 2024 financial statement, subject to audit. Nick Nash seconded the motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, and Kathy Thew).

STAFF MONTHLY REPORTS

Heather Estrada stated she and Monica Hoffman are doing courier duties next week and it is covered; however, during spring break, the last week of March, Heather will be off and Monica will be doing it alone if anyone wants to help out it would be welcomed. Heather stated that she was not intending to go to the SDAO conference in Bend, however she is considering going Thursday morning & coming back Friday afternoon as there are many good topics during that time frame and there is no virtual option this time. Speaking of virtual options, she noted that they have been including a virtual option at the Library Directors' meetings and it has been "glitchy" at all the meetings, so she is thinking about removing that option.

Heather asked if there were any questions or comments about Dea Nowell's or Monica Hoffman's reports. Caty Clifton noted that that Monica's numbers were way up - it was astonishing. Caty also stated that she really appreciates these reports. Heather noted, even though it is not in this report that Dea has been doing a lot of work with the website accessibility project. Dea noted that she was working on compliance pieces today and the question arose about how the Board Members felt about their phone numbers on the website. As she suspected they weren't keen on that; thus, Dea noted that she was thinking an option was to include only the District office number. Curiosity was noted as to what all the accessibility portion entailed, and it was requested that she demonstrate a bit of the process at a future meeting - maybe next month.

BOARD TRAINING: REVIEW BOARD DUTIES AND RESPONSIBILITIES POLICY SECTION 7-9

The Board reviewed sections 4-6 of the Board Duties and Responsibilities Policy.

Comments were made that there were many good reminders here as well. Caty Clifton noted that we need to be thoughtful about one-on-one conversations that are informational and try not to be influential regarding them. Nick Nash suggested the interpretation of non-coercive would be appropriate here. Caty also noted the area of confidentiality and not speaking to the media; however if the need arises, keep comments positional and only share basic facts. Caty also noted on page 20, "It should be noted that budget committee members are public officials as defined in Oregon's Ethics Laws for Public Officials, and are subject to conflict of interest disclosure and other ethics requirements." - this needs to be communicated to budget committee members. Under 9.2 Minimum Requirements we need to add the OGE (Oregon Government Ethics Commission) public meetings law training needs to be attended at least once during a Board Member's term. The question was raised about the need for this with budget committee lay members as well - it was decided to wait and see how this all shakes out over the coming year before adding that to this policy.

Heather noted that we have one (1) budget committee lay person whose term has expired. Heather will see if they want to re-up. She noted there are two (2) members whose terms expire at the end of this fiscal year.

Heather will add the statement and bring it to the Board next month for final approval. It was noted that Judy Bracher still needs to sign this policy for the files.

OLD BUSINESS

UPDATE ON CITY AGREEMENTS

Heather Estrada stated we still have six (6) signed agreements in hand. Heather stated that

she will be attending city council meetings in January at Hermiston (though no date as yet) and in February at Milton-Freewater and Umatilla. She will be visiting a city council meeting in Stanfield, as they have a new City Manager, though no date has been set yet. She also noted that she has received no word from Pilot Rock; and that Dave Slaughter at Echo noted they are currently short staffed, though didn't feel she needed to come to a city council meeting. It was noted that she and Nick Nash attended the city council meeting at Adams the previous week and the meeting was just weird. They both noted that they were not sure how a decision regarding the agreement might go. Caty Clifton stated we just need to follow our policy.

BEST PRACTICES – CERTIFICATES FOR PUBLIC MEETINGS LAW

Heather Estrada noted that she still needs Judy Bracher's certificate to wrap this up.

UPDATE ON CAR INSURANCE OPTIONS

Heather Estrada stated her last communication with Rob Naughton at IMESD as that "in addition to adding vehicle responsibility," they were going to move people to larger and/or additional crates, which will come with additional cost. Heather noted that she had just placed an order for 24 more crates, some of which are replacement crates. She is still waiting on the contract, and is unsure about the indemnification piece, though she has had contact with two people from IMESD over the last few days.

FEB 1 FOR BOARD RETREAT – DOES THIS WORK FOR ALL, PLACE AND TIME?

Heather Estrada shared that this date works for John Thomas and Judy Bracher. Nick Nash asked, morning or afternoon. Caty Clifton suggested we continue as in past, with meeting in the morning followed by lunch. The time of 9-noon, followed by lunch was suggested. Caty noted there are two (2) big topics on the agenda: fundraising for libraries and strategic planning in preparation for FY2025-26. Heather and Caty will get together prior to the retreat to do some pre-planning to help with utilizing the time available better. The places suggested: the Art Center's Board Room, Prodigal Son's meeting room, and Nick's office space – the place will be determined upon availability.

NEW BUSINESS

SHARING ON GRANT MONIES AND FIL TRIP

Heather Estrada shared that we received two (2) grants just before she left, totaling \$8,500 combined from Wildhorse and Roundhouse. She noted that she and Susie Hansen liked the process and working the Multicultural, the company that provided a person to go around with the shoppers helping them with translation, collecting the purchases, and moving them to the shipping area. She shared that the Fair itself is nine to ten (9-10) days and is very well attended. They worked three (3) full days – set aside as professional days – which were not open to the public. She noted that she thinks they could do better logistically, though it is a learn as you go and see how others do it process, though she stated that it worked well to have two (2) people working as a team to bounce things off, etc. She also noted that having a bit more specifics of what libraries want would be very helpful to the traveling shoppers. Heather noted that when the shipment arrives, she and Susie will go through the items to sort out where they go and then they will be delivered to the libraries. Several Board Members noted they would be interested to see what was purchased.

POLICY REVIEW – FINALIZE COLLECTION DEVELOPMENT POLICY & CONFIDENTIALITY AND PRIVACY POLICY

Heather Estrada noted that Monica Hoffman reviewed the Collection Development policy and said it was fine. For the Confidentiality and Privacy policy it was noted that it is a bit confusing as to why we have it. Dea Nowell noted that we do have Take Off! patrons, and that she and Heather both have access to all areas of the catalog database, as well as the fact that she runs reports for libraries that potentially could include PII, however will not pull

the PII information or send it through email to the libraries. She explained that a library may want, for example, a report of patrons with lost items, she will pull patron barcodes for the report, but not the patron's name or other personally identifiable information (PII). Nick Nash moved to approve the two (2) reviewed policies and update the dates on the policies. Kathy Thew seconded to motion. The motion passed unanimously (voting for: Caty Clifton, Nick Nash, and Kathy Thew).

OREGON EAST SYMPHONY PARTNERSHIP OPPORTUNITY

Caty Clifton shared that she received a call from J. D. Kindle, director of Oregon East Symphony (OES) regarding a fundraiser for the upcoming 2025-26 season. Heather Estrada noted that she also received a call from J. D. Kindle. In the spring of 2026 OES will be doing a suite from Mother Goose and they would like to collaborate beyond Pendleton PL (Jennifer Johnson has already been contacted). They are envisioning another concert on a Saturday afternoon for kids which includes reading and music. There could be direct or indirect support and/or sponsorship of the event, including bringing in other libraries with outreach and getting kids to come. Caty noted there are a few areas from the budget that we could pull from if we decide to partner with them. Nick Nash shared he has a potential conflict of interest. He is in conversation with, and it could become a possibility of a contract with, OES, so he is recusing himself from the conversation. Caty noted that we don't need to make any decisions now, she just puts it out there for consideration.

FUNDRAISING THOUGHTS FOR THE STANFIELD CITY HALL AND LIBRARY

Nick Nash stated that Cecili [Longhorn] reached out to him regarding the City of Stanfield being in the process of expanding/updating their city hall and library. He will be meeting with Cecili, the new city manager, and the public works person in January regarding fundraising, specifically for the library. Nick noted that if the city is paying the contract he will not have a conflict of interest, though he has concerns over a perceived conflict of interest and so he asked the Board for thoughts regarding this possibly large contract fundraising amount. Some of the thoughts raised were the awareness for appearance for conflict of interest: suggested having conversation with Cecili reminding her to be aware of the relationship (business & District Board Member) and that it is a delicate situation; if there is a question could call Eileen [Eakins] or OGEC (Oregon Government Ethic Commission) for advice; and that things spread fast on the street - the more you inform people about this, the better off you'll be.

GOOD OF THE ORDER

Kathy Thew was wished a speedy recovery from her illness. A merry Christmas was wished to everyone.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on January 23, 2025, at 5:30 pm. Caty Clifton noted that she will be unavailable as she will be in Mexico.

ADJOURN

Kathy Thew moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:32 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell