



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Pendleton, OR 97801

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Minutes

Board of Directors Meeting

March 23, 2023, at 5:30 pm

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

ATTENDANCE BOARD

Jubilee Barron
Sharone McCann
John Thomas, President

Caty Clifton, Vice President
Nick Nash

ATTENDANCE STAFF

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

ATTENDANCE - VISITORS

none

CALL TO ORDER

Board President John Thomas called the Board Meeting to order at 5:31 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada called the roll, stating that John Thomas, Nick Nash, Caty Clifton, and Jubilee Barron were present in the office, and Sharone McCann absent. Heather stated we have a quorum. [Sharone McCann arrived during the discussion of the Board Retreat minutes.]

APPROVAL OF THE AGENDA

There were no changes or additions to the agenda. Jubilee Barron moved to accept the agenda as presented. Caty Clifton seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

MINUTES

Board Meeting February 23, 2023: Nick Nash moved to approve the February 23rd minutes as presented. Jubilee Barron seconded the motion. The motion passed unanimously with the four Board Members present.

Board Retreat February 18, 2023: Caty Clifton asked, under the staff compensation topic, if we discussed raising salaries on July 1 by COLA/CPI at the meeting. The Board's consensus was that they had. Caty requested a statement be added to the minutes: that it is historical practice to add to salaries, at a minimum, CPI/ COLA beginning July 1st of each year. Caty Clifton made a motion to adopt the February 18th Retreat minutes with the amendment. Nick Nash seconded the motion. The motion passed unanimously with all Board Members present.

CALENDAR UPDATE

Heather Estrada requested the Board look at moving the July Board meeting date as she will be out of town the last week of July. After a bit of discussion, the Board chose to move the July meeting date to July 20, 2023.

CORRESPONDENCE

None.

REPORTS

FINANCIAL STATEMENTS - February 2023

Heather Estrada noted that these had just been uploaded to SharePoint this afternoon. John Thomas commented that he did not see anything out of the ordinary. Caty Clifton asked when the Hermiston courier reimbursement would be paid. Heather noted it would be paid after she got the invoice out to them, which went out last week. Heather noted that she had had a meeting with Rob Tremper, and he noted that when she sends invoices out that they also be sent to Dickey & Tremper so they could note them as receivables. It was noted that the Sage bill this year was sent directly to Hermiston at Mark Rose's request and so we will not be getting anything back, so the budget looks off there, as that was not how it was anticipated. There was discussion as to whether that was the way things would continue with the Sage bill and that we should probably get confirmation regarding it. Heather noted that the courier billing would continue as in the past, because IMESD will only bill one entity, us, through the contract. There was a brief discussion regarding what looks like duplicates in the general ledger, though we believe it most likely has to do with the cash accrual method of accounting. Heather asked for clarification from the Board regarding their understanding of budget transfers. Rob Tremper told her she only needs to send an email request to Dickey & Tremper for the amount to be transferred between funds. The Board clarified that as long as it is appropriated, yes that is probably true. The Board just asked Heather to note when that occurs in her report, so they are aware of it. Nick Nash moved to approve the financial statement, pending audit, for February. Caty Clifton seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada reviewed her report, noting that she met with Doug Olsen, and he told her that he is legally bound to tell us about any SIPs. Additionally, he told her that the enterprise zones, like what is going on in the west-end of the County are different, and divided up differently by cities and the County, than SIPs - we are welcome to try to get funds from enterprise zones, however the Hermiston Fire District has been working diligently to get some and have not been able to. Heather also went to the County Commissioners meeting for a first meeting with them. She noted that she has had a lot of committee meetings with in-service coming up, etc. She also stated that she had had a conversation with the State Department of Revenue, as they didn't like how we did something in our funds - Heather noted it was kind of ticky-tacky stuff.

Heather noted that Dea Nowell has been doing her usual mountain of work and will be arriving on Tuesday. Caty Clifton asked Dea about cataloging support she does with our libraries. Hermiston, Milton-Freewater, and Pendleton have staff with CAT2 permissions, with Pendleton having a staff member working toward CAT1 permissions, and Kristin Williams at BMCC has just received her CAT2 permissions. [Additionally, Susie Sotelo at Umatilla is working toward CAT2 permissions.]

Heather commented that Monica Hoffman has been busy. She has been rearranging her schedule to cover everything due to a week of family illnesses. She will be taking a couple of days off during spring break and will be coming to the next Board meeting to do a recap of her OLA presentation.

BOARD TRAINING - SDAO ACADEMY

Heather Estrada commented that she got started with her Academy training when she went to Boardman this week for her first session. It was on insurance coverage and preparation

and planning for disasters and/or emergencies. She now has 5 credits on her new tracker sheet.

In reference to the Board Academy Heather shared the website for SDAO's board leadership academy. A listing of the modules is there and requires a certain number of hours. If a board member wants to reach at least bronze certification it needs to be done within three years. Caty Clifton noted she thinks it would be really good for new board members, or good as a refresher, though maybe not as great for longtime board members like herself. Caty & Nick Nash both stated they thought that SDAO does really good training. Sharone McCann noted she was interested. Heather commented that she put some of the pieces on the Board's SharePoint site. It was noted that the SDAO conference dovetails with this, but it is separate from the Academy.

OLD BUSINESS

COLUMBIA BANK ACCOUNT CLOSED; MONEY MOVED TO BANNER BANK

John Thomas & Nick Nash noted they were surprised how easy this process was. John found there is a loop hole that they want to address – if a signatory has a personal or business account at Banner Bank, they will also see the District account funds besides their own. John noted it was a bit disconcerting to begin with, though the Bank can now hide them for you if you ask. The consensus of the Board was they felt that this could potentially be an ongoing, huge liability. John stated in 2017 the Bank told him they couldn't do anything about it, so at least there is progress on this front.

REDO GUARANTOR ON CREDIT CARDS

Heather Estrada commented she wondered if maybe the guarantor situation may be part of the problem, as we are not currently set up with central billing on the credit cards, so she wonders if we are fully set up as a business non-profit account. After a bit of discussion, it was suggested that it may be best to go to the regional office bank, if the local person does not have authority to do anything. John suggested calling Walla Walla and explaining the situation. It would be good to find someone who can explain the words and what they mean in terms of what is being communicated regarding the guarantor on the credit cards.

POLICY ON EXEMPT EMPLOYEES FLEX TIME

Heather Estrada brought this forward following last month's meeting discussion and review of the policy on paid leave and flex time, and whether we have that lined out in the policy for exempt employees? Caty Clifton suggested adding some wording to the second paragraph under Scheduling in the Personnel Policy for exempt employees. The suggested wording is underlined as follows: "Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day, and week to week, within the pay period, within established limits."

The Board consensus is for Heather to manage her hours within the month, and if she can't manage months that get out of control to bring it to the Board.

ERIN MCCUSKER PROPOSAL

Heather Estrada showed the Board a bit of the final report that Erin McCusker summited. Heather noted that there are library packets for each of the cities. There was a bit of discussion about what to send to the cities (e.g. the packet, plus a message, and the report, etc.). Heather will put the whole folder, with all of Erin's work up on the Board's SharePoint site so Board Members will have time to digest the information. It will be added to the agenda for next month's meeting for discussion. The Board also asked that Heather mention this report at in-service.

Heather transitioned to getting out to City Council meetings, which she would like to start doing in April. She plans to share a history of the District, make connections with the cities,

find out what they need/want, and talk up their library directors. Heather noted that some city councils may not be aware that their community's library is funded in great part by District funds. The first stop is Adams, whose city council meeting is on Monday, April 10th. She would like to shoot for attending 2 meetings per month. Heather noted the second meeting could be Athena on the 13th or Helix on the 17th. Caty Clifton and Nick Nash agreed to attend Adams City Council meeting with Heather on April 10th at 6:00pm. John Thomas and Nick Nash agreed to attend the Helix City Council meeting with Heather on April 17th at 7:00pm. Additionally, Heather noted that her newspaper articles for the next few months will be highlighting 2 libraries per month, beginning this month with Adams PL and Athena PL. Next month she will focus on 2 libraries on the west side.

NEW BUSINESS

BUDGET PROCESS

Heather Estrada reminded the Board that the Budget Committee meeting is April 25th at 5:30pm, with the Board meeting also that week on the 27th. Heather stated that she sent emails to the lay members about the date for the Budget Committee meeting two weeks ago. The Budget Hearing, which the Lay Budget Committee Members do not need to attend, is held prior to the Board's meeting on May 25th.

TRIAL PERIOD IN POLICY MANUAL

Heather Estrada brought forward the 90-day trial period portion of the Personnel Policy and asked the Board if they need to complete this. Caty Clifton stated that Heather is performing above standards and should be moved to regular employee classification. Nick Nash agreed. After a bit of discussion, Nick Nash made a motion to move Heather Estrada from trial status to regular employee classification. Caty Clifton seconded the motion. The motion passed unanimously.

GOOD OF THE ORDER

None.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be April 27, 2023, at 5:30 pm.

ADJOURN

The meeting was adjourned by Board President John Thomas at 7:03 pm.

Respectfully submitted by Dea Nowell