



**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**

December 28, 2023, at 5:30 pm

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

**ATTENDANCE BOARD**

Caty Clifton, President  
Nick Nash  
John Thomas

Sharone McCann, Vice President  
Kathy Thew

**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 all five (5) Board Members were present in the office - John Thomas, Caty Clifton, Sharone McCann, Nick Nash, and Kathy Thew - thus we have a quorum.

**APPROVAL OF THE AGENDA**

There were no changes to the agenda. John Thomas moved to approve the agenda as presented. Kathy Thew seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting: November 16, 2023 - Kathy Thew moved to approve the November 16, 2023; minutes as presented. Nick Nash seconded the motion. The motion passed unanimously.

**CALENDAR UPDATE**

Heather Estrada stated there was nothing new on the calendar. She did note the upcoming Meeting of the Directors on January 10<sup>th</sup>, and verified with Nick Nash that he was still planning to be there. She also noted that on tonight's agenda we will be looking at dates for the Board Retreat/Workshop.

**CORRESPONDENCE**

Heather Estrada stated we received a nice note of thanks from Kathleen Schmidtgall for her gift. Additionally, Heather stated we received a Pendleton Development Commission meeting notice; and a notice that our unemployment insurance is going up a bit - this notice which will be going to Dickey & Tremper since they do our payroll.

**REPORTS**

**FINANCIAL STATEMENTS - October 2023 & November 2023**

Caty Clifton commented about the balance in October's statement being the lowest and up in November with the tax receipts. Kathy Thew made a motion to approve both financial statements [October 2023 and November 2023], subject to audit. Nick Nash seconded the motion. The motion passed unanimously.

#### STAFF MONTHLY REPORTS

Heather Estrada highlighted she had met with Claudia from CAPECO and Claudia will be presenting at the next Meeting of the Directors. She is interested in the libraries helping with the Point-In-Time count on January 25<sup>th</sup>, as she believes the County's count is down from what it should be. Heather also met with Sage DeLong, Umatilla County Emergency Management Coordinator, to connect with him as a point of contact. He has only been there about six (6) months. Heather is looking to have him present at the next in-service regarding emergency action plans. Heather sent him our draft emergency action plan; however she has not yet heard anything back from him regarding it.

Heather commented that Monica Hoffman will be working remotely for about half of January. Heather also commented that Dea Nowell was out a lot of last week due to illness.

Caty Clifton shared her gratitude for staff members putting their reports together, as she knows it is a lot of work. She also thanked Dea for her website work and getting all the reports, etc., posted.

#### BOARD TRAINING - SDAO TRAINING ON LEAVE..

Heather Estrada commented that she was thinking of sharing a video tonight, though she didn't get it queued up due to courier taking most of her day, which she didn't anticipate. And the video was very long. Thus, the Board moved directly into the sick leave policy discussion.

#### OLD BUSINESS

##### SICK LEAVE POLICY DISCUSSION

Heather Estrada noted that there isn't much regarding sick leave in the law. She did look at some other agency's policies. She put the items the Board had discussed at the last meeting into the draft update in red text and put for consideration some of the language from Baker County Library District's policy in blue text.

The Board Members commented that they liked the statement in blue text, however felt we needed to clarify a timeframe for this. It was noted that no staff members are currently at the 90-calendar day limit of sick leave accrual. It was suggested that we could prime the "leave pool" with 40 hours, as none of the staff began this proposed 40 hour paid sick leave at date of hire. There was additional discussion and clarifications, such as drawing from the leave pool before any voluntary donations; what timeframe seemed appropriate for donating - deciding on yearly, based on calendar year. The Board settled on changing the final section in red to read: "Special considerations for granting additional paid sick leave may be made by the Board under certain circumstances, after flexing working schedules and all available paid leave."

Heather will type up the policy changes into the final format before the Board votes on this in January.

#### EMERGENCY PLAN UPDATE

Heather Estrada again noted that she had spoken with Sage DeLong at Umatilla County and had sent our EAP to him, though hadn't heard anything back on it yet. The plan will be reviewed/updated annually. It was suggested that we assist the libraries with creating their own emergency action plans. That is something that Heather is already working on with Sage DeLong presenting at the spring in-service and then in May working on at the Meeting

of the Directors, like we did with the collection development policies, for which there was good response to. The Board is waiting for any feedback before finalizing.

#### NEW BUSINESS

##### BOARD WORKSHOP DATES AND TOPICS

The Board discussed possible dates and settled on Saturday March 2, 2024, 9am-noon. Location possibilities were discussed and will be determined based on availability, etc. Topics will include salary step schedule and strategic plan review, of which Nick Nash will take the lead on.

##### ACCEPTANCE OF FY2022-23 AUDIT

Heather Estrada stated that the draft copy is on the Board's SharePoint site, though she has not yet received the hard copy. She will be picking it up tomorrow while out on courier detail. The last page has a paragraph that reads: "In connection with our testing nothing came to our attention that caused us to believe the District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations." Heather noted that the audit has been filed with the State. John Thomas moved to accept the audit as presented. Kathy Thew seconded the motion. The motion passed unanimously.

##### MAGAZINE COSTS ADDED TO LIB2GO

Heather Estrada shared that LEO (Libraries of Eastern Oregon) has been polling libraries regarding adding magazines to Library2Go, which looks like it is moving that way. Heather is proposing that the District pick up the additional cost, about \$7,000 additionally, for our libraries, as we can more easily absorb it than some of our libraries can. We have money in contingency we could draw on. The additional magazine cost for the Library2Go accounts would be in the same manner as we currently do with the regular Library2Go subscriptions. John Thomas moved that the District pick up the added magazine cost for the LEO Library2Go subscriptions for our libraries. Sharone McCann seconded the motion. The motion passed unanimously.

##### BUDGET CALENDAR

Heather Estrada presented the draft Budget Calendar for FY2024-25. After a bit of discussion regarding dates of meetings, Nick Nash moved to approve the Budget Calendar as presented. Kathy Thew seconded the motion. The motion passed unanimously.

##### NEW COUNTY SIP AGREEMENT

Heather Estrada shared that we received two (2) new SIP agreements from the County for a new wind project coming in - Nolan Hills Wind. There is a wind and solar component, as well as a battery component, which comprise the two (2) different SIP agreements. After a bit of discussion, Nick Nash moved to sign the two (2) County SIP agreements. Sharone McCann seconded the motion. The motion passed unanimously.

##### GOOD OF THE ORDER

[Sharone McCann left the meeting.]

Caty Clifton stated that Heather Culley had been hired as the new Weston PL director. She noted that this would have an impact on Dea Nowell's workload, since that leaves no cataloger at Pendleton PL. Heather Estrada and Dea noted that there has been discussion with Jennifer Costley, Pendleton PL director. She is currently adding some of their items to the catalog and Dea will help with some, as Jennifer would like to utilize this area of service as much as the other libraries do.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on January 25, 2024, at 5:30 pm.

ADJOURN

Kathy Thew moved to adjourn the meeting. Nick Nash seconded the motion. The motion passed unanimously with the four (4) Board Members present. The meeting was adjourned at 7:17 pm by Board President Caty Clifton.

Respectfully submitted by Dea Nowell