



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

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Pendleton, OR 97801

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Minutes

Budget Hearing & Board of Directors Meeting

May 28, 2026, at 5:30 pm

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

ATTENDANCE BOARD

Judy Bracher
Nick Nash, President
John Thomas

Caty Clifton
Kathy Thew, Vice President

ATTENDANCE STAFF

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

ATTENDANCE - VISITORS

None

BUDGET HEARING

CALL TO ORDER

Board President Nick Nash called the Budget Hearing to order at 5:44 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated all five (5) Board Members are present in person in the office: Kathy Thew, Judy Bracher, John Thomas, Nick Nash, and Caty Clifton, so we have a quorum.

PRESENTATION OF THE FY2026-2027 BUDGET APPROVED BY THE UCSLD BUDGET COMMITTEE ON April 28, 2026

Heather Estrada went through some proposed changes in the Budget.

On the General Fund - Allocated page bump up Fiscal Management \$100 (to \$16,800), and Office Computers & Technology by \$1,000 to purchase an OWL (to \$5,000); which would bring the Organizational Unit/Activity Total to \$497,064.

On the General Fund - Not Allocated page under Interfund Transfers bump up Outreach by \$4,000 to account for the teen internship grant funds (to \$6,000). These then bump up the lines at the bottom of the Not Allocated sheet under Total Interfund Transfers to \$141,000; Reserved for Future Expenditures down to \$108,236; Total Requirements Not Allocated down to \$2,815,806; and Total Requirements for All Org. Units/Programs within fund down to \$497,064.

And in the Outreach Fund increase the State Ready to Read Grant under both Resources and Requirements sections up to \$15,000, as the State Librarian has stated that there will be an increase in this area this year, but hasn't given exact figures of increased amount yet - possibly additional 28-65%; additionally under the Requirements section increasing Grants & Donations to \$4,000 and Contingency to \$9,798; bringing Total Requirements to \$37,298.

No changes were suggested for General Fund Resources or Resource Sharing Fund.

Heather said she had a question about whether it was time to review/renew the Capital Reserve Fund - we will do some research on that before next month.

COMMENTS

Caty Clifton noted again that she would like to better understand where the previously levied taxes appear. Several Board Members noted that these seemed to be reasonable changes.

QUESTIONS AND PUBLIC COMMENTS

There were no questions or public comments received prior to, or at, the Budget Hearing.

CLOSE BUDGET HEARING

Nick Nash entertained a motion to adjourn the Budget Hearing. Kathy Thew moved to adjourn the Budget Hearing. Caty Clifton seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas). Nick Nash closed the Budget Hearing at 6:00 pm.

REGULAR BOARD MEETING

CALL TO ORDER

Board President Nick Nash called the regular Board Meeting to order at 6:01 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada noted we still have the same – all five (5) Board Members in the office [Kathy Thew, Judy Bracher, John Thomas, Nick Nash, and Caty Clifton], so we have a quorum.

PUBLIC COMMENT

None.

MINUTES

Budget Committee Meeting: April 28, 2026 & Board Meeting: April 28, 2026 – John Thomas moved to approve both sets of minutes as presented. Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

CALENDAR UPDATE

Heather Estrada reminded the Board Members that the June meeting was moved to June 18th and that we probably won't have financial statements by then. She also noted that June 6th is the second of Nick Nash's grant writing workshops.

CORRESPONDENCE

None.

REPORTS

FINANCIAL STATEMENTS & BANK RECONCILIATIONS – April 2026

Nick Nash entertained a motion to accept the financial statement, pending audit. John Thomas so moved. And Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

STAFF MONTHLY REPORTS

Heather Estrada noted a few items from her report: she met with Mike Gonzalez, the new City Manager at Echo, and she shared several best practices, etc., as well as gave him the dates of things due, and talked about committees and participation. They had a good discussion, and he emailed her some more questions today. She noted that Nick Nash's training was lovely, unfortunately due to some last-minute situations it was a low number of attendees; those who attended really appreciated it and raved about it. Heather stated that

she met with Arlene from SLO regarding their wanting to expand specifically what Stanfield PL did with the seniors programming (digital literacy for seniors). They will be having a meeting next week regarding this. And Heather also shared that the Weston City Recorder called with lots of questions, which Heather addressed. Heather noted she had also done this for the Weston Library Board this week as well.

Heather asked if there were any questions or comments regarding the other staff reports. Caty Clifton commented, “awesome, good reports – full, lots of stuff, busy”.

There also followed a discussion and feedback from the Board Members regarding the spring in-service held on May 1, 2026, in Echo.

BOARD TRAINING

[The Board did Public Meeting Law training as a group prior to the Board meeting.] Heather Estrada also mentioned a couple of the SDAO best practices for this year – the Public Meeting Law training was one of the items on the list, another item on the list is Public Meeting Policy updated within in the last 2 years – we’ll need to double check that [last reviewed/updated July 24, 2025].

OLD BUSINESS

URBAN RENEWAL AREA

Heather Estrada noted that she went to the Umatilla County Commissioners’ meeting that had the presentation on Umatilla’s URA; she also noted that she was not able to listen to Umatilla’s budget committee meetings. There was conversation around the table regarding the funding of our project request.

FIT UPDATE

Heather Estrada stated that she picked up the car from the IMESD warehouse, did a preliminary cleaning of it, and took it to Creative Signs to remove the stickers. She has made initial contact with GovDeals.

NEW BUSINESS

RESOLUTION NO. 2025-2026-02: RESOLUTION FOR ADOPTING THE FY26-27 BUDGET, MAKING APPROPRIATIONS, IMPOSING THE TAX AND CATEGORIZING THE TAX PER ORS 294.456

Nick Nash read Resolution No. 2025-2026-02. Following the reading, Kathy Thew moved to approve the resolution adopting the budget, etc. Caty Clifton seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

POLICY – Whistleblower Policy

There were no comments regarding the Whistleblower Policy. Nick Nash entertained a motion to approve it as reviewed. John Thomas so moved. Judy Bracher seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

POLICY – 2nd review of Volunteer Policy

Heather Estrada stated that we were bringing this back to the Board to show what we added verbiage-wise at the end of the policy to cover the standards mentioned that volunteers must also adhere to. The consensus was that this was good.

PERFORMANCE REVIEWS START UP

Heather Estrada noted that it is time for performance reviews to start up. The format is the same as last year’s. Heather noted that she will get started on Dea [Nowell]’s and Monica

[Hoffman]'s reviews. It was also noted that someone needs to get information out for Heather's - the Board asked John Thomas to do it again. The time frame is for the personnel side to be done by end of June and discussions to be held in July. John verified that the 5 questions plus were still acceptable for Heather's review, and the Board Members responded yes.

OWL TO PURCHASE

Heather Estrada stated that we borrowed Oregon Trail Library District's OWL for in-service. We received good feedback on it from the libraries and from the in-service committee; the question was also asked if we purchased one if we'd loan it out. Heather shared a bit more about the OWL and possible uses of it. We believe the one we borrowed from OTLD was a 3; we are looking at purchasing a 4+ and bundling it with an extra mic and getting a carrying case, and possibly a tripod. Nick Nash noted the College has several 3's. The Board's consensus was that purchasing the newer OWL 4+ was probably a good idea.

GOOD OF THE ORDER

Caty Clifton stated that she ran into James [Simpson] at the Pendleton Street Fair and the van on Saturday. John Thomas and Caty both shared photos and stories of their grandson and granddaughter, respectively. And all of Heather Estrada's kids are now home for the summer.

NEXT DISTRICT BOARD MEETING

The Board will be meeting at 5:30 pm on Thursday, June 18, 2026.

ADJOURN

John Thomas moved to adjourn the meeting at 6:54 pm. Kathy Thew seconded the motion. The motion passed unanimously (voting for: Judy Bracher, Caty Clifton, Nick Nash, Kathy Thew, and John Thomas).

Respectfully submitted by Dea Nowell