



**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**

September 28, 2023, at 5:30 pm

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

**ATTENDANCE BOARD**

Caty Clifton, President  
Kathy Thew

Sharone McCann, Vice President

**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 5:42 pm.

**CALL THE ROLL & ESTABLISH QUORUM**

Heather Estrada stated the Board Members present in the office: Sharone McCann, Kathy Thews, and Caty Clifton, so we have a quorum. It was noted that Nick Nash and John Thomas were excused absences.

**APPROVAL OF THE AGENDA**

There were no changes.

**PUBLIC COMMENT**

None.

**MINUTES**

Board Meeting: August 24, 2023 - Kathy Thew moved to approve the August 24, 2023, minutes as presented. Sharone McCann seconded the motion. The motion passed unanimously. Caty Clifton asked about the ALSR meeting minutes for September 19, 2023. It was noted that they didn't make it into the packet and so will be presented at the next Board meeting with the minutes from the other two ALSR meetings.

**CALENDAR UPDATE**

Heather Estrada reminded the Board that the next two Thursday nights (October 5 and October 12) are ALSR meetings. Caty Clifton asked about the availability of the LEO statistics with the State Statistical report deadline approaching. Heather stated that she had spoken with Stephanie Chase, who has been sick, and she will try to get them out by Friday. Heather also commented that the district cross-country meet will be in 4 weeks in Pendleton, though she does not yet know the timeframe - the consensus of the Board was that we can adjust the time of the next meeting, if necessary to accommodate Heather attending the meet.

**CORRESPONDENCE**

Heather Estrada stated there is no official correspondence, though she did receive positive comments from Kathleen Schmidt Gall and Dea Nowell regarding the article in today's Go!

circular. She also noted that she is looking for ideas for the next series – some suggestions were offered.

## REPORTS

### FINANCIAL STATEMENTS – August 2023

There were no comments on the financial statement, other than we are two months into the fiscal year on these reports. Kathy Thew moved to accept the August 2023 financial statement pending audit. Sharone McCann seconded the motion. The motion passed unanimously.

### STAFF MONTHLY REPORTS

Caty Clifton noted there has been lots going on with the staff, based on the staff reports. Heather Estrada touched on a couple of areas of her report. In the last month she attended both the Umatilla City Council meeting and the Ukiah School Board meeting – both were awesome, and she has been to Eugene and back for part of the EDI training. Caty noted Heather met with Rachel Reynolds [Umatilla County Assessor] and asked if she had any paperwork on the meeting for future reference. Heather stated she will speak more about this meeting later in the meeting. Caty also commented on the high number of deletions that Dea Nowell had done last month. And she also commented on Monica Hoffman transitioning into the Chairperson position of the OLA Children’s Service Division. Caty also asked how a government shutdown affects HeadStart? Heather stated that Monica is working mostly from home this week and next following a daughter’s surgery earlier this week. Additionally, Heather mentioned that Dea is coming to Pendleton October 24<sup>th</sup>, and that the all staff in-service is scheduled for Friday, November 3<sup>rd</sup> at the Pilot Rock Community Center 8:30 am – 3:00 pm. Things for in-service are coming together slowly, the committee meets again tomorrow, and the theme will be Fighting Misinformation and Racism. Heather shared a bit about some of the plans and how they are going for the training.

### BOARD TRAINING – REPORT FROM SDAO TRAINING

Heather Estrada asked, since all the Board Members present had attended the SDAO Board Members Relations, Expectations and Ethics training to share what they learned, or a takeaway, from the training. Sharone McCann stated it was a good reminder that we need to be careful and cautious, and always be professional. Kathy Thew noted it cemented the impression she didn’t want to do anything on Facebook or use her phone outside of just for calls; she added caution and being professional, as well. Kathy stated you should talk with people face to face and not put things out on social media. Caty Clifton stated, having been a longtime government employee that she had been through a lot of ethics training and reminded the Board that whenever three Board Members are gathered it constitutes a quorum and so can’t talk about the business; she also stated it was a good heads-up on the basic rules of organization. Additionally, she commented on a reminder that it is not just about the rules, but the appearance of any impropriety; the training was all good reminders.

Heather Estrada commented that the SDAO Conference registration just opened, and she had sent an email out to the Board regarding. The Conference is February 8-11, 2024, in Seaside. There was some discussion about who might or might not be planning to attend.

## OLD BUSINESS

### UPDATE ON DOOR AND LEASE AGREEMENT

Heather Estrada stated that after reviewing the lease agreement if we want the door fixed it would be up to the landlord. Some brainstorming occurred around the issue of potential updates: better lock, alarm, security cameras (which would require monitoring). Heather noted that this is actually part of the emergency planning as well. Caty Clifton suggested that maybe when/if Heather has some time with the landlord to ask him about the security of the door (there are 2 sets – one into the shared entry/vestibule with the neighbor and

one into our office space). The Board's suggested we keep an eye on this and if it is a problem to revisit.

#### UPDATES ON... SDAO NARCAN

Heather Estrada commented a bit earlier in the meeting that she has been in some ongoing communication with someone regarding the SDAO grant for Narcan. There will be some training on Narcan as part of in-service, though Heather stated she is not sure when we will be receiving the Narcan.

#### DIRECTOR'S REQUEST FOR EVERY LIBRARY INSTITUTE CONSULTANT

Heather Estrada stated that after she reported what she found out from the County Assessor, that they would like us to investigate the EveryLibrary Institute. Jennifer Costley sent Heather a link to their website and suggested Heather looks around it. They offer classes, workshops, consultants, etc., to assist with numerous things including raising funding. Heather shared with the Board, from her conversation with Rachel Reynolds, that there are only three (3) ways of raising funding through the tax process: permanent rate would require dissolving the District and restarting it; bonds are generally for capital improvements (structural); and special option levies can be for anything - they are for a set amount and a set timeframe. All of these, with the exception of bonds, can run into compression issues. Caty Clifton commented that a fourth option is grants or endowments.

#### SDAO BEST PRACTICES PROGRESS

Heather Estrada stated she is working on this, toward getting the 10% discount. She noted there are 5 pieces, though she stated that the emergency planning portion is almost done and that she finally found SDAO's sample. She also noted that the best piece she found was a one sheet piece that a library guy put together. Heather noted that a long-term goal is to get an easy one-page plan in place and continue with the planning. Caty Clifton interjected that ultimately networking with libraries and communities would be a good long-term goal as well.

#### NEW BUSINESS

##### HEALTH INSURANCE BENEFITS POLICY

Heather Estrada commented that as she pulled the Personnel Policy up to update the holiday section, that we hadn't updated the wording in the policy regarding the health insurance benefits though it had been approved. Heather suggested the wording "and their families with" replace "one family member" in the policy. Sharone McCann moved to approve the wording as presented. Kathy Thew seconded the motion. The motion passed unanimously.

##### HOLIDAYS POLICY

Heather Estrada noted that she added the wording in red as noted in the last meeting and told the Board to feel free to tweak the wording in the last paragraph. Heather noted that Columbus Day, also known as Indigenous Peoples' Day, is a federal holiday, though a bit more obscure and we have never taken it as holiday, nor do most of the libraries. Following a bit of discussion, the wording was changed to read: "Official Federal holidays may be added to this list at the Board's discretion." Sharone McCann moved to adjust the wording as stated. Kathy Thew seconded the motion. The motion passed unanimously.

##### AUDITOR PROCESS

Heather Estrada shared that she has had a conversation with Barnett & Moro regarding the audit information and that Dickey & Tremper has pulled everything together at their end and it is ready to go. Heather is hoping to get everything to Barnett & Moro next week. Caty Clifton asked for a review of the timeline for the audit.

EAP INFORMATION

Heather Estrada noted that EAP was short for Emergency Action Plan, and we talked about it earlier in the meeting.

GOOD OF THE ORDER

None.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be on October 26, 2023, at 5:30 pm. Also, the last 2 ALSR meetings are October 5 and October 12. The in-service date is November 3.

ADJOURN

Kathy Thew moved to adjourn the meeting. Sharone McCann seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:33 pm by Board President Cathy Clifton.

Respectfully submitted by Dea Nowell