



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
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Pendleton, OR 97801

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Minutes

Budget Hearing and Board of Directors Meeting

May 25, 2023, at 5:30 pm

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

ATTENDANCE BOARD

Jubilee Barron

Sharone McCann (via Zoom)

John Thomas, President

Caty Clifton, Vice President

Nick Nash

ATTENDANCE STAFF

Heather Estrada, District Director

Monica Hoffman, Early Literacy Outreach Program Manager

Dea Nowell, Technical Services Manager (via Zoom)

ATTENDANCE - VISITORS

none

BUDGET HEARING

CALL TO ORDER

Board President John Thomas called the Budget Hearing to order at 5:30 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada stated we have Board Members Jubilee Barron, Nick Nash, and John Thomas present in the office, and Sharone McCann on Zoom for the Budget Hearing, thus there was a quorum. It was noted that Caty Clifton was running late. [She arrived shortly after Heather began presenting the budget.]

PRESENTATION OF THE FY2023-2024 BUDGET APPROVED BY THE UCSLD BUDGET COMMITTEE ON 4/25/2023

Heather Estrada noted that everyone was at the Budget Committee meeting except for Sharone, so wasn't sure what needed to be shared. She stated that an error was made, that Caty Clifton spotted, under the Tax Distribution to Cities, as found on Form LB-30 Not Allocated, line 19, where the previously levied taxes were not included in the amount. The correct amount should be \$1,789,235 here and to balance this section she removed \$36,000 (which is 80% of the previously levied tax amount) from Reserved for Future Expenditures, line 30, to bring that amount to \$131,316. The total requirements did not change, and these are the totals in the resolution for later during the Board Meeting. Because the incorrect amount was what was approved by the Budget Committee it is what is in the documents in the packet and on the Form LB-1 Notice of Budget Hearing.

COMMENTS

There were no comments, only clarifications as to the amounts noted above.

QUESTIONS AND PUBLIC COMMENTS

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

CLOSE BUDGET HEARING

John Thomas closed the Budget Hearing at 5:38 pm.

REGULAR BOARD MEETING

CALL TO ORDER

Board President John Thomas called the regular Board Meeting to order at 5:39 pm.

CALL THE ROLL & ESTABLISH QUORUM

Heather Estrada noted that everyone was still present following the Budget Hearing, so there was still a quorum present.

APPROVAL OF THE AGENDA

Heather Estrada noted that Monica Hoffman was here if the Board would like to hear her presentation early in the meeting, it could be done following public comment, otherwise there were no changes to the agenda.

PUBLIC COMMENT

None.

MONICA HOFFMAN'S OLA PRESENTATION

Monica Hoffman started out by noting that the OLA conference theme was about reimagining and reconnecting. She further noted that the Children's Services Division is really emphasizing reconnecting right now. Monica was asked to present on the next level storytime. She also chose to include information for those who didn't have experience in her presentation. Monica explained how she set up the room, noting that she wanted everyone to be comfortable in the space. She used the toolbox analogy with the most important tool being yourself, which includes your experiences, etc. She emphasized that having compassion for each participant, and what you may not know about them, is important in the space. She noted that if you know your audience you can read any book, and if you don't know your audience you should know your book. She suggested it was helpful to have a gimmick, or something that works every time. For her it is the magic handshake, which she described. She told her audience that you get your education everywhere, as life experience is valuable as she noted in her opening sharing about her path, so be confident in who you are. She noted that she didn't read a single book during the presentation, as they ran out of time, being that there was a lot of great discussion amongst the participants. She reinforced for the participants that whatever your plan is, you need to be flexible and compassionate. Monica shared that her overarching themes for the presentation were grace, empathy, and patience, plus an open heart.

Following Monica's sharing, Nick Nash thanked her for representing the District, in this and in all her work and extra work. He noted we are all proud of you and all you do; we have much praise to shower on you. Caty Clifton stated thanks for taking the time to be at the meeting amongst her busy life schedules.

MINUTES

Board Meeting: April 27, 2023 - Caty Clifton moved to approve the April 27, 2023, minutes as presented. Nick Nash seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

Heather Estrada stated there are no new updates, however she wanted to mention that she will be going to the Adams Library Board meeting [June 5th] and will be at the Pilot Rock City Council on June 6th, if anyone would like to join her and Susan Price.

CORRESPONDENCE

Heather Estrada noted there was really no correspondence, however she wanted to share an update. Monica Hoffman applied for the Libros for Oregon program, which is a project that connects Oregon libraries and their communities with materials from the Guadalajara Book Fair, the largest Spanish-language book fair in the world. Eight (8) libraries are

chosen to participate in the consortium each year and three (3) representatives are selected to travel [“travelers”] to the Guadalajara book fair to buy materials on behalf of the eight (8) libraries. Monica asked Heather if she would be interested in being a traveler and Heather said yes, she would be interested. We received word today that we have been chosen as one of the eight (8) libraries and Heather has an upcoming interview regarding being a traveler. John Thomas signed off on the application. This will allow for Spanish children’s books written by Spanish authors to be added to the TakeOff boxes, which badly need to be updated. Monica suggested putting in the total outreach budget for materials and supplies since she mostly spends only Ready to Read funds. This participation requires three (3) special events, which we plan to use at least one (1) of to benefit all, rather than just the preschools. All eight (8) libraries put in \$300 to cover costs for the travelers & anything over that amount has to be covered by the travelers’ library, thus why it was important to have John sign off on the project.

REPORTS

FINANCIAL STATEMENTS - April 2023

Heather Estrada noted that it was difficult to find Banner Bank’s savings account statement for us, so she went to the Bank and found out that they only do quarterly statements for the savings accounts and since it hasn’t been a quarter yet we haven’t yet received one. They did print something for today’s meeting and for the accountants, though the accountants said that since they now know it is quarterly, they can work with that. Heather also inquired about the \$5,000 transfer from the General Fund to the Capital Reserve Fund – it is being transferred now and so will show up in the May 2023 financial statement. Nick Nash asked about the weirdness of funds showing for Banner Bank personal account holders online. Heather stated that she checked on it at the Bank and was told there was nothing they could do about it, the only option they suggested was not having everyone be signers. There was discussion about this being brought up when the Board does their performance review and/or ethics training about having Board Members who had personal accounts at Banner Bank being forthright and given a heads-up about, and overall transparency. This needs to be in the forefront whenever there is a change in the Board or staff. Nick Nash made a motion to approve the April 2023 financial statement subject to audit. Jubilee Barron seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Heather Estrada noted that she met with Mark Rose and felt it went well. She will be sending some of Monica Hoffman’s stats to him and Heather told him she wanted to go to an upcoming city council meeting; he noted he doesn’t go often. He shared his concerns with the funding formula, specifically the term “Operations & Maintenance” are a contradiction, as the cities must do this. He also thinks it should be clearer how a community gets into the District, and out of the District. The Board commented that we made up the names for the columns of the formula; and that threshold is a critical piece and always has been.

Heather explained that the Narcan training was organized by Stephanie Partida as part of the training the East Umatilla County Fire District is doing in their District. Heather was invited to attend and noted that she also had the opportunity during that training to receive some fire extinguisher training and got to practice putting out a fire.

Heather asked if there were any questions regarding Dea Nowell’s or Monica Hoffman’s reports. It was noted that they are doing awesome stuff as always, including Dea’s site visits to the libraries, Monica’s OLA presentation and completion of the auction fundraiser.

BOARD TRAINING – PERFORMANCE EVALUATION TRAINING

Heather Estrada showed a portion of a video training through Vector Solutions/SafePersonnel entitled “The Ongoing Performance Management Process”. There

was a short discussion of the process by the Board regarding their portion of Heather's upcoming performance appraisal. Caty Clifton suggested that Heather might have an informal conversation with Erin McCusker regarding the first half of the year to help facilitate the staff performance appraisals. Heather noted that she will stay with the current format this year, however everything she listens to these trainings, she keeps hearing the STAY aspect, so may investigate something like that for next year's evaluations. [Sharone McCann left the meeting.]

OLD BUSINESS

UPDATE POLICY ON SCHEDULING

Heather showed the statement “, as well as week to week within a given pay period for Exempt employees.” she added to the Scheduling portion of the Personnel Policies as previously discussed. Caty Clifton moved to amend the policy as proposed. Nick Nash seconded the motion. The motion passed unanimously by the remaining four (4) Board Members.

COMMUNITY NEEDS ASSESSMENT

Heather Estrada stated that she pulled the comments made by the Board together and adjusted the Community Needs Assessment report accordingly. And the question of what the Board wanted to do with it now followed. It was suggested that it be posted on the website, as well as sending a note to the library directors along with their community's packet. Specifically, the Board would like to hear back from the library directors how does your ALSP address the items in this report and what they especially find most useful for them out of the report and packet of their local information, so that we can focus on those things for next go 'round. The Board would also like to know if the libraries are using any of the information. In the note to the library directors the Board asks them to share the information with their city council, mayor, and library board as deemed useful. The question was raised how can we use things like this to have positive outcomes? It was suggested that we might use fall in-service as a training component – presented by either Board Members or as peer training. Heather noted she would update Erin McCusker what we are doing with the report and data.

ACCEPTANCE OF AUDITS

Heather Estrada stated that we still do not have audits for Helix or Pendleton. The new Helix city recorder is their auditor and will be doing a review this year rather than a formal audit. And Pendleton has received an extension from the State. We have all the rest of the audits, and Heather has scoured through all of them and accounted for the money we sent each of them and also any city contributions made. Nick Nash made a motion to accept the audits. Jubilee Barron seconded the motion. The motion passed unanimously by the remaining four (4) Board Members.

NEW BUSINESS

ACCEPTANCE OF THE ANNUAL LIBRARY SERVICE PLANS FROM THE LIBRARIES

Heather Estrada stated that ALSPs had been received from all the libraries. Nick Nash moved to accept all the ALSPs. Caty Clifton seconded the motion. The motion passed unanimously by the remaining four (4) Board Members.

RESOLUTION NO. 2022-2023-07: RESOLUTION FOR ADOPTING THE FY2023-2024 BUDGET, MAKING APPROPRIATIONS, IMPOSING THE TAX, AND CATEGORIZING THE TAX PER ORS 294.456

John Thomas read through Resolution 2022-2023-07: Resolution for Adopting the FY2023-2024 Budget, Making Appropriations, Imposing the Tax, and Categorizing the Tax per ORS 294.456. Caty Clifton moved to adopt Resolution 2022-2023-07 as read. Jubilee Barron

seconded the motion. The motion passed unanimously by the remaining four (4) Board Members.

GOOD OF THE ORDER
None.

NEXT DISTRICT BOARD MEETING
The next Board Meeting will be June 29, 2023, at 5:30 pm.

ADJOURN
The meeting was declared adjourned by Board President John Thomas at 7:43 pm.

Respectfully submitted by Dea Nowell