

**UMATILLA LIBRARY BOARD MEETING  
AGENDA  
CITY HALL COUNCIL CHAMBERS, 700 6TH ST, UMATILLA, OR 97882  
FEBRUARY 17, 2021  
6:00 PM**

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1. **MEETING CALLED TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF AGENDA**

4. **PUBLIC COMMENT**

5. **NEW BUSINESS**

- 5.1 [Library Board Minutes - October 19, 2020](#) *Suggested Action: Motion to approve minutes.*
- 5.2 [Discussion of Board Officers](#) *Suggested Action: Chair Simmons had expressed interest in making a motion to appoint another Board member to the chair position. Now that there are two new Board members, this is an opportunity to discuss, and if desired, make a motion for appointment.*

6. **STAFF REPORT**

- 6.1 [Library Semi-Annual Report July-December 2020](#) *Suggested Action: Click [HERE](#) to access the online version of the report.*

*No action needed.*

- 6.2 [Update on library operations/hours](#) *Suggested Action: Discussion only*

7. **DISCUSSION ITEMS**

- 7.1 [Library Board responsibilities](#) *Suggested Action: Discussion only*

8. **ADJOURN** This institution is an equal opportunity provider. Discrimination is prohibited by Federal law. Special accommodations to attend or participate in a city meeting or other function can be provided by contacting City Hall at (541) 922-3226 or use the TTY Relay Service at 1-800-735-2900 for appropriate assistance.

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CITY OF UMATILLA, OREGON

# AGENDA BILL

<b>Agenda Title:</b> Library Board Minutes - October 19, 2020	<b>Meeting Date:</b> 2021-02-17
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<b>Department:</b> Finance & Administrative Services	<b>Director:</b> Melissa Ince	<b>Contact Person:</b> Melissa Ince	<b>Phone Number:</b>
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<b>Cost of Proposal:</b> N/A	<b>Fund(s) Name and Number(s):</b> N/A
<b>Amount Budgeted:</b> N/A	

<b>Reviewed by Finance Department:</b> Yes	<b>Previously Presented:</b> N/A
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**Attachments to Agenda Packet Item:**

[Library Board Minutes 10.19.20.docx](#)

<b>Summary Statement:</b> Motion to approve minutes.
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<b>Consistent with Council Goals:</b> Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.
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**CITY OF UMATILLA  
LIBRARY BOARD MEETING  
OCTOBER 19, 2020**

**1) MEETING CALLED TO ORDER**

Meeting called to order at 6:05 p.m.

**2) ROLL CALL**

**PRESENT:** Christine Harding, Arnell Eynon, Isis Ilias, and Judy Simmons

**ABSENT:** None

**EXCUSED:** None

**STAFF PRESENT:** Melissa Ince, Kellie Lamoreaux, Susie Sotelo

**3) APPROVAL OF AGENDA**

Isis Ilias moved to approve. Arnell Eynon seconded the motion. Voted: 4 - 0. Motion carried.

**5) NEW BUSINESS**

**5.1 Update on library operations during the pandemic**

Acting Library Director Ince gave an update on library operations during the pandemic. The Library initially stayed open to the public. When the library closed to the public, staff took advantage of the opportunity to make layout changes and improvements to the teen and children areas. In September, both part time staff were laid off due to lack of work after remaining closed to the public and having to suspend in person programming. Kellie and Susie are both currently Library Aides, with Susie working part time in City Hall. All committee members expressed frustration with City Manager Stockdale's decision to move Kellie into the Library Aide position. City Manager Stockdale will be invited to the next meeting. It was also noted that Janet Parke had resigned from the Library Board and City Council will be declaring the vacancy at their November meeting.

**5.2 FY2019-20 Library Service Plan Review as presented to UCSLD**

Board members viewed the PowerPoint presentation that summarized the library achievements for FY2019-20. The service plan primarily focused on increased programming for all ages. Library staff did a tremendous job and hopes to resume in person programming as soon as possible.

### 5.3 Library Board responsibilities

The Board reviewed the Library Board responsibilities as outlined in the City Code. Due to COVID, the Board had not met for several months but will be resuming bi-monthly meetings. Board felt that because of 2-3-6 they should have been included in discussion about personnel changes. It was noted that this section conflicts with the City Manager's authority as given in the City Charter and will need to be addressed. The Board will need to make recommendations on budget at their next meeting for fiscal year 2021-22.

### 5.4 Library Policies

Staff presented three new policies that are required to be approved and posted to the library website prior to submitting the annual statistical report to the Oregon State Library Board. Isis Ilias moved to approve all three policies. Christine Harding seconded the motion. Voted: 4 – 0. Motion carried.

As most library policies are very outdated, staff will continue to update policies and present to the Board at future meetings.

### 5.5 Upcoming events

The annual tree lighting event is scheduled for December 10<sup>th</sup>. Staff will reach out to board members with specific tasks they need assistance with.

## 6) **ADJOURN**

Arnell Eynon moved to adjourn. Isis Ilias seconded the motion. Voted: 4 - 0. Motion carried. Meeting adjourned at 7:37 p.m.

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Judy Simmons, Chair

ATTEST:

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Melissa Ince, Finance & Administrative Services  
Director/Acting Library Director

CITY OF UMATILLA, OREGON

# AGENDA BILL

<b>Agenda Title:</b> Discussion of Board Officers	<b>Meeting Date:</b> 2021-02-17
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<b>Department:</b> Finance & Administrative Services	<b>Director:</b> Melissa Ince	<b>Contact Person:</b> Melissa Ince	<b>Phone Number:</b>
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<b>Cost of Proposal:</b> N/A	<b>Fund(s) Name and Number(s):</b> N/A
<b>Amount Budgeted:</b> N/A	

<b>Reviewed by Finance Department:</b> Yes	<b>Previously Presented:</b> 10/19/2020
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**Attachments to Agenda Packet Item:**

**Summary Statement:**

Chair Simmons had expressed interest in making a motion to appoint another Board member to the chair position. Now that there are two new Board members, this is an opportunity to discuss, and if desired, make a motion for appointment.

**Consistent with Council Goals:**

N/A

CITY OF UMATILLA

# UMATILLA PUBLIC LIBRARY SEMI-ANNUAL REPORT

JULY - DECEMBER 2020

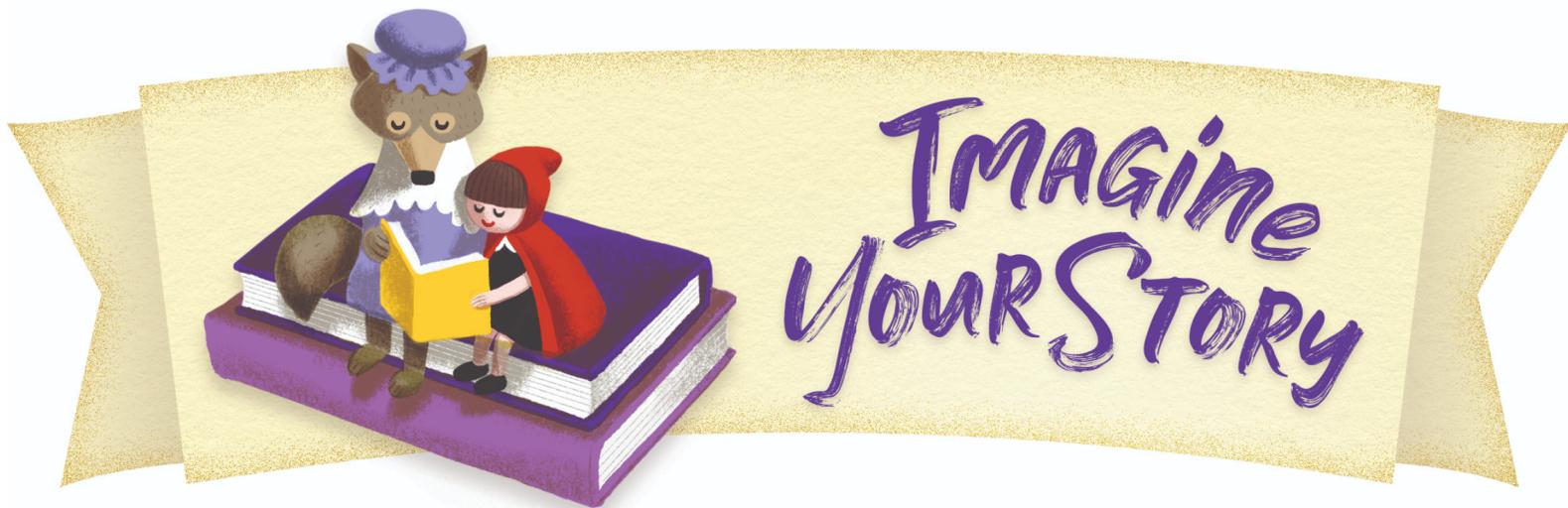
MISSION: We provide quality materials and services that fulfill educational, informational, and recreational needs of the community in an atmosphere that is welcoming, respectful, and businesslike.

## JULY

### SUMMER READING 2020

In July, we kick started the Summer Reading Program. The theme was "Imagine Your Story." This was the first year that we opened the program to adults. We got the input of our patrons on Facebook and used that to create their own incentive program for

Summer Reading. With COVID restrictions, the program looked much different for everyone this year. We missed the in-person gatherings, but are proud we were able to adapt and find new ways to reach the community.



## CHILDREN'S PROGRAM



"Build a Dragon" was the last in person event we had in the library. For safety reasons we decided to host the event on 2 different dates. We had 8 children and 5 adults at our first event and 5 kids and 3 adults at our second. We also decided to introduce 10 day incentives where children could get prizes for reading for 10 days in a row. We also had the support of G&J's and they provided ice cream coupons. We usually have an end of summer reading party but we unfortunately couldn't do that this year. We hope for a better Summer Reading Program in 2021!

TOTAL SIGN-UPS: 40

## TEEN'S PROGRAM



Teen outreach is always a challenge during Summer Reading, but we were able to increase teen engagement this year. We had crafts available for pick-up as well as 10-day incentives. One craft we had was a "Dream Catcher" craft. We had a total of 13 teens participate. We also had ice cream coupons from G&J's, as well as raffle tickets so that they could enter to win a Kindle Paperwhite.

TOTAL SIGN-UPS: 15



# AUGUST

## A MONTH OF LEARNING: NEW WAYS TO CONNECT

### CURBSIDE



Made with PosterMyWall.com

### MONTHLY NEWSLETTERS



#### OPEN FOR CURBSIDE PICK UP ONLY!

Call us at 541-922-5704 anytime from 10:00 am - 6:00 pm to schedule a pick up time. You can access our online catalog [here](#). All you need is your library card number and your four digit pin to log in. You can request books from our library and even request books from other library locations at not cost to you. If you would like further assistance with our online catalog or don't know your login information you can contact us via phone or email at [library@umatilla-city.org](mailto:library@umatilla-city.org).

In August, we started our curbside service. It has been a great and safe way to stay connected with our patrons.

We had a total of 70 curbsides for the month.

Also, in August, we started our monthly newsletters. We have an electronic version that gets posted to our Facebook and a printed version we give out with every curbside pick-up. We use the newsletters to keep our patrons up to date on the library's status and to keep them informed of new materials as they come in.

# SEPTEMBER

## DELIVERY



This month, we started Delivery service! This was very much appreciated, by our older patrons who could not leave the house. We are thankful that we can do this for our patrons and community.

## FREE VIRTUAL LIBRARY CARDS

### How to check out digital books and audiobooks using Overdrive!

1. Download and Install the OverDrive App from your app store
2. Open the app and click on "Sign-Up"
3. Click on "Sign-up Using Library Card"
4. Enter and click on Umatilla Public Library
5. Select "Leo Listens – Libraries of Eastern Oregon" from the list of libraries
6. Enter your library card number and password (hint: password is the last 4 digits of your phone #)
7. Search for titles and check out!



We decided to give Umatilla residents free virtual library cards that they can use to access our online library of e-books and audiobooks.

# OCTOBER

## LITTLE READERS PROGRAM



This month we also started a new program called "Little Readers." The Little Readers Early Literacy Program was designed to help encourage little ones to read, play, sing, and grow. Every month, they receive a free book and follow along to a Storytime. We share songs, crafts, and have fun giveaways.

## FAILED VIRTUAL PROGRAMS



In an effort to engage teens, we got together with several libraries in the area to bring the "Zombie Gaming Challenge." Although we had 6 teens sign up, there were problems with the site and many teens were not able to log on. Sometimes technology does not go our way and this event was an example of that. We hope to bring a program like this soon... (without the technical difficulties!)

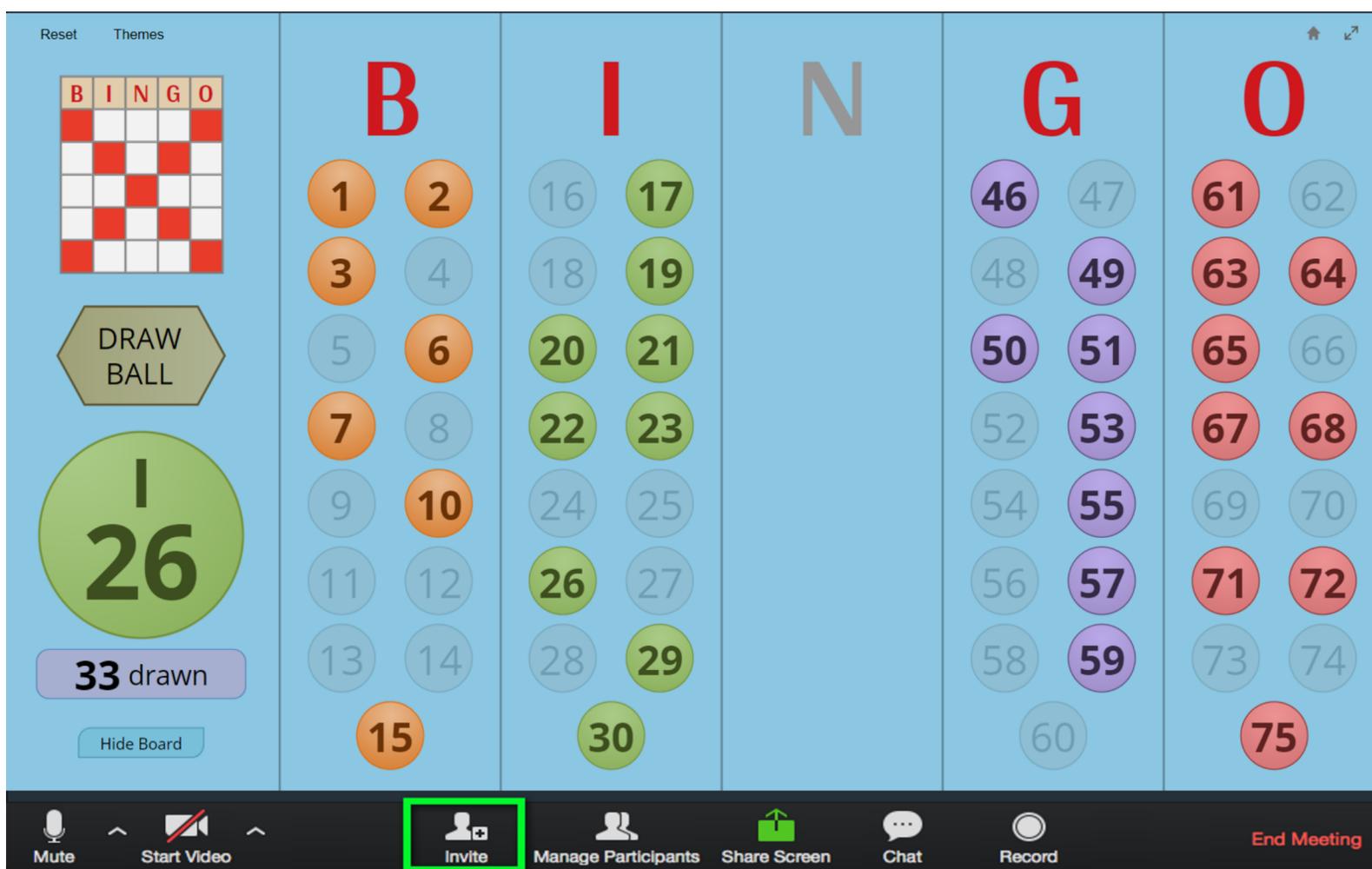
# NOVEMBER

OTHER THAN THE MONTHLY NEWSLETTER AND MONTHLY STORYTIME, NOVEMBER WAS PRETTY QUIET.

IT WAS A GREAT MONTH FOR REFLECTION!

# DECEMBER

## Virtual BINGO!



Friday, December 11th, was our first virtual BINGO event. We partnered with the Parks & Recreation Department for this event. We had a total of 10 participants. We gave away gift certificates to local restaurants, snap circuits, paint kits, and mystery bags. We also had a Samsung Galaxy Tab A as the grand prize (donated by Walmart). Overall, it was a great event, and the feedback was positive.

There were no technical difficulties (phew).

# BY THE NUMBERS

## Library Circulation Report July-December 2020

Data

Summary Details

Category	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Total
Juvenile Fiction	264	96	195	187	117	179	1,038
Adult Fiction	191	154	142	121	130	119	857
E-Books	85	80	96	79	70	54	464
Movies	88	24	90	70	40	40	352
Adult Non-Fiction	36	42	46	37	39	28	228
Large Print	42	23	29	20	19	25	158
Audiobooks	69	47	11	3	3	9	142
Young Adult	32	15	23	16	7	15	108
Graphic Novel	24	9	9	49	4	5	100
Magazines	12	2	12	5	4	2	37
Juvenile Non-Fiction	10	9	5	4	4	2	34
Equipment	12	2	3	5	5	2	29
Spanish	5	2	3	11	5	1	27
<b>Total</b>	<b>870</b>	<b>505</b>	<b>664</b>	<b>607</b>	<b>447</b>	<b>481</b>	<b>3,574</b>

## Library Foot Traffic Report July-December 2020

Data

Summary Details

Foot Traffic Count	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Total
Indoor	379	48	257	265	79	0	1,028
Curbside	0	70	0	2	34	87	193
Delivery	0	0	0	0	5	1	6
<b>Total</b>	<b>379</b>	<b>118</b>	<b>257</b>	<b>267</b>	<b>118</b>	<b>88</b>	<b>1,227</b>

CITY OF UMATILLA, OREGON

# AGENDA BILL

<b>Agenda Title:</b> Update on library operations/hours	<b>Meeting Date:</b> 2021-02-17
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<b>Department:</b> Finance & Administrative Services	<b>Director:</b> Melissa Ince	<b>Contact Person:</b> Melissa Ince	<b>Phone Number:</b>
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<b>Cost of Proposal:</b> N/A	<b>Fund(s) Name and Number(s):</b> N/A
<b>Amount Budgeted:</b> N/A	

<b>Reviewed by Finance Department:</b> Yes	<b>Previously Presented:</b> N/A
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**Attachments to Agenda Packet Item:**

<b>Summary Statement:</b> Discussion only
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<b>Consistent with Council Goals:</b> Goal 5 : Perform at the Highest Levels of Operational Excellence
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CITY OF UMATILLA, OREGON

# AGENDA BILL

<b>Agenda Title:</b> Library Board responsibilities	<b>Meeting Date:</b> 2021-02-17
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<b>Department:</b> Finance & Administrative Services	<b>Director:</b> Melissa Ince	<b>Contact Person:</b> Melissa Ince	<b>Phone Number:</b>
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<b>Cost of Proposal:</b> N/A	<b>Fund(s) Name and Number(s):</b> N/A
<b>Amount Budgeted:</b> N/A	

<b>Reviewed by Finance Department:</b> Yes	<b>Previously Presented:</b> N/A
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**Attachments to Agenda Packet Item:**

[Library Board - City Code Guidelines.pdf](#)

<b>Summary Statement:</b> Discussion only
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<b>Consistent with Council Goals:</b> Goal 5 : Perform at the Highest Levels of Operational Excellence
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## CHAPTER 3

### LIBRARY BOARD

#### SECTION:

#### **2-3-1: Purpose**

#### **2-3-2: Board Membership; Residency; Compensation**

#### **2-3-3: Term of Office; Removal**

#### **2-3-4: Meetings**

#### **2-3-5: Officers**

#### **2-3-6: Responsibilities and Duties**

#### **2-3-7: Assistance to the Board**

#### **2-3-8: Internal Administrative Policies and Procedures**

#### **2-3-1: PURPOSE:**

The City Public Library Board shall advise and make recommendations to the librarian, and when appropriate, the City Administrator, Mayor and City Council on all matters related to the management of the Library, and to formulate and adopt rules and regulations governing the use of the Library. (Ord. 571, 4-2-90)

#### **2-3-2: BOARD MEMBERSHIP; RESIDENCY; COMPENSATION:**

A. Membership: The Board shall consist of five (5) members appointed by the Mayor with the approval of the City Council. The Board shall be responsible to the City Administrator, Mayor and City Council. Board members shall be appointed from resident voters within the urban growth boundary of the City. In addition to the appointed members to the Board, the Administrator, Mayor and librarian may serve on the Board as ex officio members. (Ord. 571, 4-2-90)

B. Compensation: No Board member shall receive a salary or any payment for materials or services rendered the Board, but Board members may be reimbursed for expenses incurred in the performance of their duties. (1993 Code)

#### **2-3-3: TERM OF OFFICE; REMOVAL:**

A. Term of Office: A full term of office shall be four (4) years from the date of appointment. When a vacancy exists, an appointment shall be made by the Mayor with the approval of the City Council to fill the unexpired term. The Board members in office at the time this Chapter is adopted shall continue in office, until the end of his/her office as fixed by ordinance.

#### **B. Removal:**

1. A Board member may be removed by the Mayor with the approval of the City Council before the expiration of member's term of office for three (3) unexcused absences, for other violations of the Board's bylaws or for a change of residence outside the City's urban growth boundary. (Ord. 571, 4-2-90)

2. A member may request a hearing before the Mayor and Council when the Council acts on the Mayor's request for approval to remove the member. (1993 Code)

#### **2-3-4: MEETINGS:**

The Board shall meet at such times as the Board may determine are appropriate and necessary but no less than once every other month. All Board meetings shall be conducted in accordance with the bylaws of the organization, the provisions of this Chapter and with State and local law. (Ord. 571, 4-2-90)

#### **2-3-5: OFFICERS:**

The Board shall, at its first meeting, elect a chairman and such other officers as the Board may deem appropriate. Officers shall have such duties and authority as the Board shall establish, consistent with its bylaws, other provisions of this Chapter and with law. (Ord. 571, 4-2-90)

**2-3-6: RESPONSIBILITIES AND DUTIES:**

A. Advisory Capacity: The Board shall have the responsibility for advising and making recommendations to the librarian, and when appropriate, to the Administrator, Mayor and Council, on all matters pertaining to the planning, acquisition, development and management of the Library.

B. Supervision of Direction: The City Administrator shall have the responsibility for the hiring, termination, discipline and any other personnel actions affecting the librarian. The Board shall act in an advisory capacity in the selection, discipline or termination of the Librarian.

C. Rules and Regulations: The Board shall prepare and adopt reasonable rules and regulations governing the use of and proper conduct in the library in the City.

D. Budget: The Board shall participate in the preparation of the annual budget and shall recommend to the Budget Officer a budget for the expenditure of all funds produced by tax or other means for the development, promotion and management of the library in the City.

E. Annual Reports: The Board shall make a full and complete annual report to the City Council and make such other reports as may be required by the Mayor and Council. The librarian shall be responsible for the preparation of the report with Board input. (Ord. 571, 4-2-90)

**2-3-7: ASSISTANCE TO THE BOARD:**

The librarian shall assist the Board in the performance of its duties, and shall prepare reports as requested by the Board. (Ord. 571, 4-2-90)

**2-3-8: INTERNAL ADMINISTRATIVE POLICIES AND PROCEDURES:**

The City Administrator shall be the fiscal and internal administrative agent for the library and the department shall operate in conformance with City administrative procedures including those pertaining to the following:

- A. Personnel, including recruitment, selection, classification and pay for department staff;
- B. Personnel matters, including discipline and grievances;
- C. Receipt, disbursement and accounting for monies;
- D. Maintenance of general books, cost accounting records, and other financial documents;
- E. Purchasing;
- F. Budget administration; and
- G. Operation and maintenance of equipment and buildings. (Ord. 571, 4-2-90)