

**UMATILLA LIBRARY BOARD MEETING
AGENDA
CITY COUNCIL CHAMBERS, 700 6TH ST, UMATILLA, OR 97882
APRIL 7, 2021
6:00 PM**

1. **MEETING CALLED TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF AGENDA**

4. **PUBLIC COMMENT**

5. **NEW BUSINESS**

- 5.1 Election of Chairman *Suggested Action: City Code states that the Library Board shall, at its first meeting of each year, elect a chairman. As we did not have full attendance at the last meeting, the Board decided to defer until this meeting.*
- 5.2 Library Board Minutes - February 17, 2021 *Suggested Action: Motion to approve minutes.*

6. **STAFF REPORT**

- 6.1 Update on library operations and upcoming events *Suggested Action: No action, staff report only.*

7. **DISCUSSION ITEMS**

- 7.1 An Ordinance Revising the Library Board's Duties and Responsibilities by Amending Title 2, Chapter 3 of the City of Umatilla Municipal Code *Suggested Action: Discussion.*
- 7.2 Library Budget Discussion *Suggested Action: Discussion only.*

One main role of the Library Board is to participate in the preparation of the annual budget. The budget workshop was held in March. Staff will update the board on anticipated library expenditures for fiscal year 2021-22.

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
LIBRARY BOARD MEETING
FEBRUARY 17, 2021**

1) MEETING CALLED TO ORDER

Meeting called to order at 6:00 p.m.

2) ROLL CALL

PRESENT: Judy Simmons, Melina Enkey, Wendi Damerval

ABSENT: Arnell Eynon

EXCUSED: Arnell Eynon

STAFF PRESENT: Melissa Ince, Kellie Lamoreaux, Susie Sotelo, David Stockdale

3) APPROVAL OF AGENDA

Melina Enkey moved to approve. Wendi Damerval seconded the motion. Voted: 3 - 0.
Motion carried.

4) PUBLIC COMMENT

None.

5) NEW BUSINESS

5.1 Library Board Minutes – October 19, 2020

Melina Enkey moved to approve. Wendi Damerval seconded the motion. Voted: 3 - 0.
Motion carried.

5.2 Discussion of Board Members

Interim Library Director Ince explained that the city code states the board will elect a chairperson at their first meeting of each year. Since two of the three board members present were newly appointed to the Library Board, they agreed to postpone the appointment until the next meeting.

6) STAFF REPORT

6.1 Library Semi-Annual Report July-December 2020

Interim Library Director Ince presented the Semi-Annual Library Report that was presented to the City Council. The report focused on programming and operations from July-December 2020. Highlights included a modified summer reading program, beginning of curbside pickup and book delivery, online monthly newsletters, and virtual BINGO.

6.2 Update on library operations/hours

Staff announced that the library is now open to the public again on limited hours, Tuesday-Friday 12:00pm - 5:00pm and Saturday 10:00am - 2:00pm. Curbside is available at all times and delivery is available weekday mornings between 9:00am - 12:00pm.

7) **DISCUSSION ITEMS**

7.1 Library Board Responsibilities

Interim Library Director Ince gave an overview of the Library Board section of the Umatilla City Code, including the Library Board purpose, frequency of meetings, election of chairperson and responsibilities/duties. City Manager Stockdale addressed 2-3-6 (B) dealing with Supervision of Direction. To bring the new board members up to speed, he outlined the staffing changes that had been made during the pandemic. He also apologized to the board for not bringing this matter to them sooner. It is very uncommon for City boards or committees to have any involvement in personnel matters. The Umatilla City Council does not even have this type of authority or involvement. In fact, the code says that any attempt to directly or indirectly coerce the manager in the appointment or removal of any city employee is grounds for removal. City Manager Stockdale explained that he consulted with our pre-loss attorneys who agreed that this is a very unusual situation that could open the city up to liability and recommended that we update the code to remove such language. Staff will be reviewing the code in the upcoming months to present new draft language for discussion and approval at City Council.

8) **ADJOURN**

Melina Enkey moved to adjourn. Wendi Damerval seconded the motion. Voted: 3 - 0. Motion carried. Meeting adjourned at 7:27 p.m.

Judy Simmons, Chair

ATTEST:

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

ORDINANCE NO. XXX

AN ORDINANCE REVISING THE LIBRARY BOARD'S DUTIES AND RESPONSIBILITIES BY AMENDING TITLE 2, CHAPTER 3 OF THE CITY OF UMATILLA MUNICIPAL CODE

WHEREAS, a Public Library has existed continuously in the City of Umatilla since the passage of Ordinance No. 51 in March of 1914; and

WHEREAS, Ordinance No. 571 was adopted on April 02, 1990 and established a Public Library Board as authorized by state law; and

WHEREAS, the City of Umatilla has evaluated its current procedures and studied the procedures of other communities; and

WHEREAS, staff recommends the changes outlined herein be considered by the City Council for amendment to Title 2, Chapter 6 of the City of Umatilla Municipal Code

NOW THEREFORE, THE CITY OF UMATILLA DOES ORDAIN AS FOLLOWS:

1. **Underlined** language proposed to be added
2. **~~Strikethrough~~** language proposed for deletion

2-3-1: PURPOSE:

The City Public Library **Advisory Committee Board** shall **act as an advisory committee to the Library Director** ~~advise and make recommendations to the librarian~~, and when appropriate, the City ~~Manager~~ **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.~~ **The Library Advisory Committee serves to provide citizen input and to advise on policy, services, and library development. The Committee members build community support and act as advocates for the Library's services.**

2-3-2: COMMITTEE BOARD MEMBERSHIP; RESIDENCY; COMPENSATION:

A. Membership: The **Committee Board** shall consist of five (5) members appointed by the Mayor with the approval of the City Council. The **Committee Board** shall be responsible to the City ~~Manager~~ **Administrator**, Mayor and City Council. **Committee Board** members shall be appointed from resident voters within the urban growth boundary of the City, **and one high-school aged member representing youth**. In addition to the appointed members to the **Committee Board**, the **City Manager, or his/her designee, Administrator**, Mayor and **Library Director librarian** may serve on the **Committee Board** as ex officio members.

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

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 **Committee 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 **Committee 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 Council Policies & Procedures** or for a change of residence outside the City's urban growth boundary.

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.

2-3-4: MEETINGS:

The **Committee Board** shall meet at such times as the **Committee Board** may determine are appropriate and necessary but no less than once every **quarter other month**. All **Committee Board** meetings shall be conducted in accordance with the **Council Policies & Procedures bylaws of the organization**, the provisions of this Chapter and with State and local law.

2-3-5: OFFICERS:

The **Committee Board** shall, at its first meeting **of the calendar year**, elect a chairman and such other officers as the **Committee Board** may deem appropriate. ~~Officers shall have such duties and authority as the Committee Board shall establish, consistent with its bylaws, other provisions of this Chapter and with law.~~

2-3-6: RESPONSIBILITIES AND DUTIES:

A. Advisory Capacity: The **Committee Board** shall have the responsibility for advising and making recommendations to the **Library Director librarian**, and when appropriate, to the **City Manager, or his/her designee, Administrator**, Mayor and Council, on all matters pertaining to the planning, acquisition, development and management of the Library.

B. Supervision of Direction: The City **Manager Administrator** shall have the responsibility for the hiring, termination, discipline and any other personnel actions affecting the **Library staff librarian**. ~~The Board shall act in an advisory capacity in the selection, discipline or termination of the Librarian. The City Manager, or his/her designee, may request the assistance from Committee members to participate in hiring interviews at his/her sole discretion.~~

C. Rules and Regulations: The **Committee Board** shall **advise staff on library policy, services, and library development. prepare and adopt reasonable rules and regulations governing the use of and proper conduct in the library in the City.**

D. Budget:-~~The Committee may make recommendations or requests to the City Manager, or his/her designee, for increases/decreases in Library programing or operations that may impact the annual 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 **Committee 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 **Library Director librarian** shall be responsible for the preparation of the report with **Committee Board** input.

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

The **Library staff librarian** shall assist the **Committee Board** in the performance of its duties, ~~and shall prepare reports as requested by the Board.~~

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

The City Manager, or his/her designee, Administrator shall be the fiscal and internal administrative agent for the library, ~~and~~ The department shall operate in conformance with adopted City administrative policies & procedures, including, but not limited to 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.~~

A. Provide advice and recommendations on established or proposed policies, goals, and objectives for the Library;

B. Promote public participation and awareness programs to increase the use of the Library;

C. Help evaluate community needs and resources to guide the provision of Library services to the community;

D. To advocate, promote, support, and encourage positive and beneficial community relations.