

**UMATILLA LIBRARY BOARD MEETING
AGENDA
CITY COUNCIL CHAMBERS, 700 6TH ST, UMATILLA, OR 97882
MAY 19, 2021
6:00 PM**

1. **MEETING CALLED TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF AGENDA**

4. **PUBLIC COMMENT**

5. **NEW BUSINESS**

5.1 Library Board Minutes - April 7, 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.*

6.2 May 2021 Newsletter *Suggested Action: No action needed, staff report only.*

Our May 2021 Electronic Newsletter can be viewed [HERE](#).

6.3 Annual Library Service Plan 2021-22 *Suggested Action: No action needed, staff report only.*

6.4 [Update on Ordinance 844 - 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: No action needed, staff report only.

City Council is voting on Ordinance 844 on May 18th. The City Council version and clean copy without redline are attached. Staff will provide an update on the results of that meeting.

7. **DISCUSSION ITEMS**

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
APRIL 7, 2021**

1) MEETING CALLED TO ORDER

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

2) ROLL CALL

PRESENT: Arnell Eynon, Judy Simmons, Melina Enkey, Wendi Damerval

ABSENT: None

EXCUSED: N/A

STAFF PRESENT: Melissa Ince, Kellie Lamoreaux, Susie Sotelo

3) APPROVAL OF AGENDA

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

4) PUBLIC COMMENT

None.

5) NEW BUSINESS

5.1 Election of Chairman

Judy Simmons nominated Wendi to serve as chairman. Arnell Eynon seconded the motion. Voted: 4 – 0. Motion carried.

5.2 Library Board Minutes – February 17, 2021

Wendi Damerval moved to approve. Judy Simmons seconded the motion. Voted: 4 - 0. Motion carried.

6) STAFF REPORT

6.1 Update on library operations and upcoming events

Staff also informed the board that the new library StoryWalk has been installed connecting Hash Park and Kiwanis Park. It encourages families to get exercise while reading and enjoying time outdoors. A new book will be featured each month. There will be a grand opening kickoff event on April 14th from 3:00-5:00pm.

Staff announced that library will return to regular, pre-covid operating hours on Monday, April 19th.

The library received a Citizen Science grant for \$2,100 from the University of Pittsburgh that encourages public participation and collaboration in scientific research. We will use these funds for the StoryWalk prizes, as well as several science kits for checkout in the library.

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

Interim Director Ince presented the draft Ordinance that was given to City Council the night before. This Ordinance is intended to clean up several inconsistencies between the City Charter and current Code and change the name to the Library Advisory Committee. Wendi Damerval voiced concerns over the Board losing authorities it currently has. Judy Simmons stated that the Board has not ever been involved in personnel decisions and she likes the new language because it more clearly lines up with how the Board has operated in the past. Board members requested that a clean copy be emailed out after the meeting as the redline version was hard to follow. Council will be voting on the Ordinance prior to the next Library Board meeting.

7.2 Library Budget Discussion

Interim Director Ince informed the Board that in addition to normal operating expenses, we have requested funds for new window decals, study room updates, public computer replacement and storage cabinets with wheels for our STEAM supplies. We will also be budgeting personnel expenses at pre-covid levels and Arianna is returning to her part-time position.

Our next meeting will be May 19th at 6:00pm.

8) ADJOURN

Arnell Eynon moved to adjourn. Wendi Damerval seconded the motion. Voted: 4 - 0. Motion carried. Meeting adjourned.

Wendi Damerval, Chair

ATTEST:

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

Umatilla Public Library

Annual Library Service Plan – FY 2021-22

Library Vision for the Future:

At the heart of the City of Umatilla, the Umatilla Public Library provides resources, programs, and events for all community members. We have a collection of over 27,000 books, movies, audiobooks, magazines, and newspapers available for check out. We also offer over 76,000 e-books and audiobooks available in our digital library for all our patrons at no cost. We offer free computer access, as well as printing and faxing at a low cost. Over the past several years, we have increased our emphasis on programs and events for all ages. The COVID-19 pandemic forced us to reduce programming, but we are excited to resume our efforts. Our vision is to motivate and encourage patrons of all ages to continue reading, growing, and learning no matter what age!

Goal #1: Teen outreach

Community Needs:

Provide a neutral safe public space that provides opportunities for adolescents to grow intellectually, emotionally, and socially, to develop new literacies for learning and expression, and to gain workplace preparedness.

Priority Area:

6-12 Youth Programs: Focus on establishing/maintaining a lifelong relationship between the youth and the public library.

Year 1 Activities:

- Establish a Teen Advisory Group to give teens the opportunity to develop new teen programs and develop leadership skills.
- Apply for a Teen Services Grant to purchase a 3D printer and supplies and host a summer 3D printing workshop for teens. As a follow up to the summer workshop, establish a 3D printing club that meets throughout the school year.
- Make improvements to the study rooms including the purchase of new white boards and flip top tables.
- Implement additional programming events targeted for teens such as craft nights, game nights, movie nights at the library.
- Investigate establishing a Teen Book Club.

Goal #2: Update the Umatilla Public Library website and promote the use of digital resources

Community Needs:

The COVID-19 pandemic shut down many traditional library services and created a need for access to electronic resources. Although our library has re-opened, we feel it is necessary to continue to focus on our website and electronic resources for those community members who continue to utilize them.

Priority Area:

Technology: Focus on significantly increasing web presence and technology resources including access to the internet.

Year 1 Activities:

- Work with City IT department to re-design the website.
- Ensure that the website is easy to navigate and meets ADA requirements.
- Ensure that the website is updated on a weekly basis to reflect current events.
- Promote online subscription databases (Library2Go etc.) to the public and provide trained staff assistance for their use.
- Continue to offer online resources and programming such as our digital monthly newsletter and Little Readers program.
- Promote utilization of mobile hotspot checkout program.
- Replace aging public use computers.

Goal #3: Community relations and outreach

Community Needs:

Getting to the library is difficult for some of our patrons because of lack of transportation or because of health issues. Other patrons are not aware of the programming and services we offer and we need to do a better job of advertising and attending local events.

Priority Area:

Community Relations Program: Focus on establishing the library as a vital presence in the community.

Year 1 Activities:

- Resume Umatilla Public Pop-Up Library with services to:
 - Lifeways (Mental Health Hospital)
 - The Links (Senior Living Apartments)
 - Parks and other housing developments where no transportation is available
 - Umatilla Community Center and Senior Lunches
 - Umatilla/Morrow County Head Start
- Continue home delivery service two days per week. Continue curbside pickup during all operating hours.
- Partner with Umatilla Parks and Recreation to set up library booth at City events.
- Promote new StoryWalk in Hash Park and explore the possibility of adding a second StoryWalk at Nugent Park once trail repairs are completed.
- Attend graphic design training to improve the appearance of promotional materials.

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Update on Ordinance 844 - An Ordinance Revising the Library Board's Duties and Responsibilities by Amending Title 2, Chapter 3 of the City of Umatilla Municipal Code	Meeting Date: 2021-05-19
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Melissa Ince	Phone Number:
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Cost of Proposal: N/A	Fund(s) Name and Number(s): N/A
Amount Budgeted: N/A	

Reviewed by Finance Department: Yes	Previously Presented: April 7, 2021
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Attachments to Agenda Packet Item:

[ORD_844.docx](#)

[Clean Copy of Library Advisory Committee.docx](#)

Summary Statement: No action needed, staff report only. City Council is voting on Ordinance 844 on May 18th. The City Council version and clean copy without redline are attached. Staff will provide an update on the results of that meeting.
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Consistent with Council Goals: Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.

ORDINANCE NO. 844

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.

2-3-1: PURPOSE:

The City Public Library Advisory Committee shall act as an advisory committee to the Library, and when appropriate, the City Manager, Mayor and City Council. 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 MEMBERSHIP; RESIDENCY; COMPENSATION:

A. Membership: The Committee shall consist of five (5) members appointed by the Mayor with the approval of the City Council. The Committee shall be responsible to the City Manager, Mayor and City Council. Committee members shall be appointed from resident voters within the urban growth boundary of the City, and one 14-18-year-old high-school member representing youth. In addition to the appointed members to the Committee, the Manager, Mayor and Library Director may serve on the Committee as ex officio members.

B. Compensation: No Committee member shall receive a salary or any payment for materials or services rendered by the Committee, but Committee 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 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 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 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 shall meet at such times as the Committee may determine are appropriate and necessary but no less than once every quarter. All Committee meetings shall be conducted in accordance with the Council Policies & Procedures, the provisions of this Chapter and with State and local law.

2-3-5: OFFICERS:

The Committee shall, at its first meeting of the calendar year, elect a chairman and such other officers as the Committee may deem appropriate.

2-3-6: RESPONSIBILITIES AND DUTIES:

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

B. Supervision of Direction: The City Manager shall have the responsibility for the hiring, termination, discipline and any other personnel actions affecting the Library staff.

C. Rules and Regulations: The Committee shall advise staff on library staff on policy, services, and library development.

D. Annual Reports: The Committee 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 shall be responsible for the preparation of the report with Committee input.

2-3-7: ASSISTANCE TO THE COMMITTEE:

The Library staff shall assist the Committee in the performance of its duties.

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

The City Manager or his/her designee shall be the fiscal and internal administrative agent for the library and the department shall operate in conformance with City administrative policies & procedures, including those pertaining to the following:

- A. Give input to establish 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.