

**UMATILLA LIBRARY ADVISORY COMMITTEE MEETING
AGENDA
CITY COUNCIL CHAMBERS, 700 6TH ST, UMATILLA, OR 97882
NOVEMBER 10, 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 - May 19, 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 [Review of Library Policy - "Revision of Library Policies" #004](#) *Suggested Action: Discussion Only*
 - 7.2 [Review of Library Policy - "Mission Goals and Statements" #005](#) *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
LIBRARY ADVISORY COMMITTEE MEETING
SEPTEMBER 8, 2021**

1) MEETING CALLED TO ORDER

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

2) ROLL CALL

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

ABSENT: None

EXCUSED: N/A

STAFF PRESENT: Melissa Ince, Susie Sotelo

3) APPROVAL OF AGENDA

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

4) PUBLIC COMMENT

None.

5) NEW BUSINESS

5.1 Election of Chairman

Judy Simmons moved to appoint Melina Enkey as Chairman. Arnell Eynon seconded the motion. Voted: 4 – 0. Motion Carried.

5.2 Library Board Minutes – May 19, 2021

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

6) STAFF REPORT

6.1 Update on Library Director Recruitment

Interim Director Ince informed the committee that Susana Sotelo has been selected as the next Library Director effective September 1st. Committee members congratulated Susie.

6.2 Update on library operations and upcoming events

Interim Director Ince gave a brief update on library operations. The library is closed to the public but is still offering curbside pickup and delivery. We will be hosting a teen art night on September 29th.

6.3 Library Semi-Annual Report – January-June 2021

Interim Director Ince presented the Semi-Annual Library Report that we prepared for City Council. The report highlighted monthly events and circulation numbers.

7) DISCUSSION ITEMS

The committee discussed the next meeting date and set it as November 10, 2021 at 6pm.

8) ADJOURN

Melina Enkey moved to adjourn. Wendi Damerval seconded the motion. Voted: 4 - 0. Motion carried. Meeting adjourned at 6:30 p.m.

Melina Enkey, Chair

ATTEST:

Susana Sotelo
Library Director

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

Review of Library Policy - "Revision of Library Policies" #004

Meeting Date:

2021-11-10

Department:

Finance & Administrative Services

Director:

Melissa Ince

Contact Person:

Susana Sotelo

Phone Number:

Cost of Proposal:

N/A

Amount Budgeted:

N/A

Fund(s) Name and Number(s):

N/A

Reviewed by Finance Department:

Yes

Previously Presented:

N/A

Attachments to Agenda Packet Item:

[Revision of Library Policies 004.doc](#)

Summary Statement:

Discussion Only

Consistent with Council Goals:

Goal 5 : Perform at the Highest Levels of Operational Excellence



UMATILLA PUBLIC LIBRARY

700 6TH Street
P.O. Box 820
Umatilla, OR 97882

Policy Number: 004
Policy Name: Revision of Library Policies
Date Adopted: 06-06-2001
Document Status: In process

Revision of Library Policies

The preceding statements of Umatilla Public Library's policies shall be subject to review and needed revision at least every three years by the Library Advisory Council. Individual policies will be reviewed or added as needed.

END OF POLICY

Adopted by the Umatilla Library Board of Directors on 06-06-2001
Revised on 11-10-2021

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Review of Library Policy - "Mission Goals and Statements" #005	Meeting Date: 2021-11-10
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Susana Sotelo	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: N/A
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Attachments to Agenda Packet Item:

[Mission and Goal Statement 005.doc](#)

Summary Statement: Discussion Only
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Consistent with Council Goals: Goal 5 : Perform at the Highest Levels of Operational Excellence



UMATILLA PUBLIC LIBRARY

700 6TH Street
P.O. Box 820
Umatilla, OR 97882

Policy Number: 005
Policy Name: Mission and Goal Statements
Date Adopted: 06-06-2001
Document Status: In process

Mission and Goal Statements

- A. The mission of the Umatilla Public Library is to provide quality materials and services that fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.
- B. The general library goals of the Umatilla Public Library shall be:
- a. To serve all residents of the community and the surrounding region.
 - b. To acquire and make available to all residents of the above area, such books, periodicals, pamphlets, and other services as will address their needs to:
 - i. Become well informed
 - ii. Locate answers to important questions
 - iii. Cultivate the imagination and creative expression
 - iv. Develop skills for career and vocational advancement
 - v. Enjoy leisure by means of reading and other media services
 - c. To acquire the means to provide the most frequently requested materials locally and upon demand
 - d. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development.
 - e. To strive consistently to discover new methods and improvements for better service for the library's customers.
 - f. To review regularly these goals of the Umatilla Public Library and, if necessary, revise them in the light of new developments.

END OF POLICY

Adopted by the Umatilla Library Board of Directors on 06-06-2001
Revised on 11-10-2021