



CITY COUNCIL

Work Session Meeting Minutes August 14, 2023

Mayor Drotzmann called the regular meeting to order at 6:00pm. Present were Councilors Barron, Duron, Linton, Hardin, McCarthy, and Myers. Councilor Peterson was excused. In attendance was City Staff to include: City Manager Byron Smith, City Attorney Rich Tovey, Chief Edmiston, Planning Director Clint Spencer, Court Administrator Jillian Viles, Library Director Mark Rose, Assistant City Recorder Heather La Beau, and City Recorder Lilly Alarcon-Strong.

Library Budget

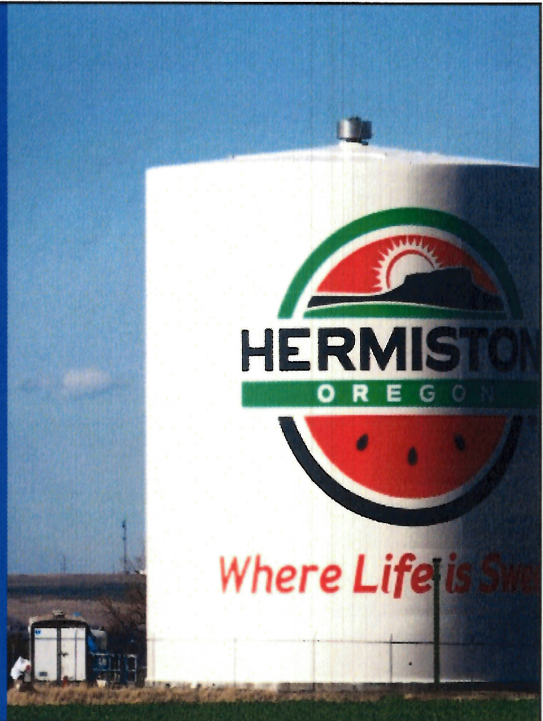
Library Director Mark Rose presented information and answered Council questions regarding the operations of the Library (PowerPoint presentation and handout attached), to include: customers served, materials offered for use both in hard copies and electronic formats, programs offered for different age groups, current building resources, staff duties and responsibilities, and more.

Adjournment

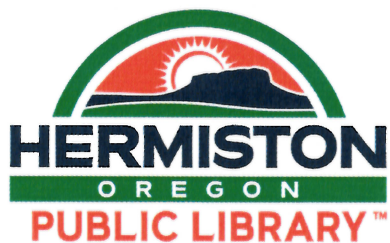
Mayor Drotzmann adjourned the work session meeting at 7:00pm and stated the Council will take a short break before starting the regular City Council meeting at 7:03pm.

Hermiston Public Library

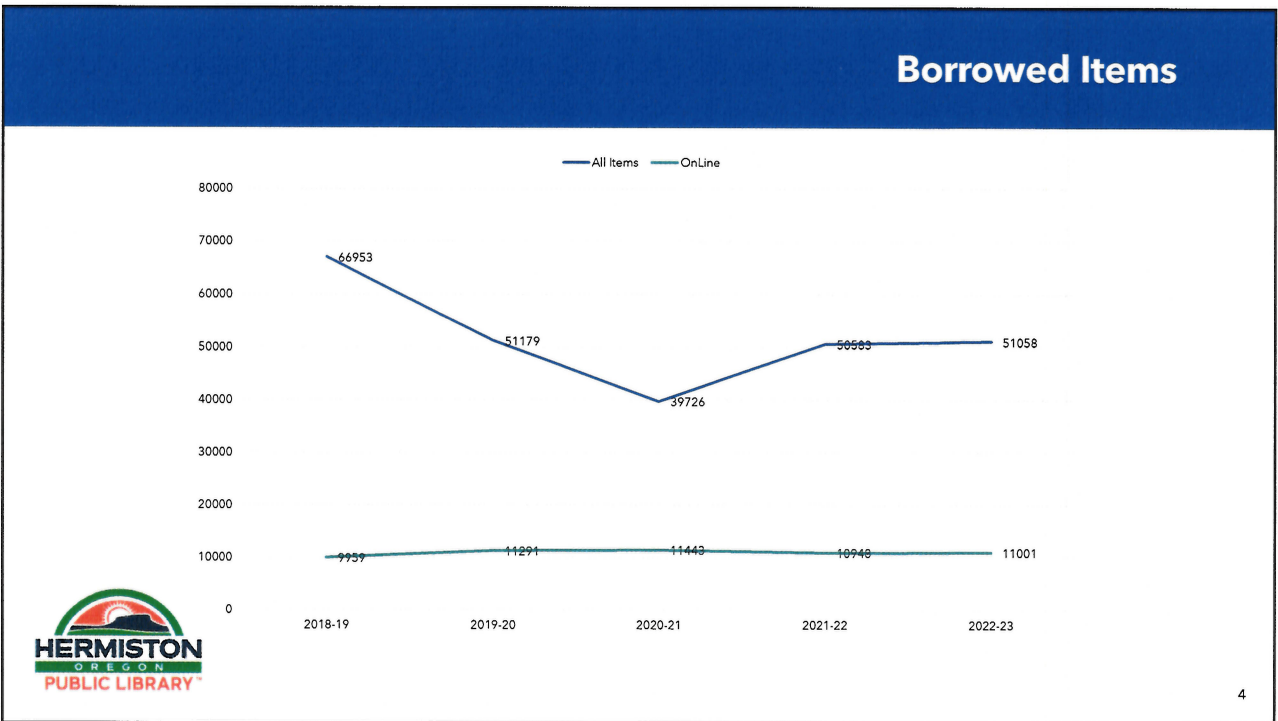
Director, Mark Rose



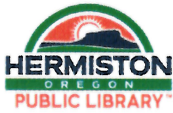
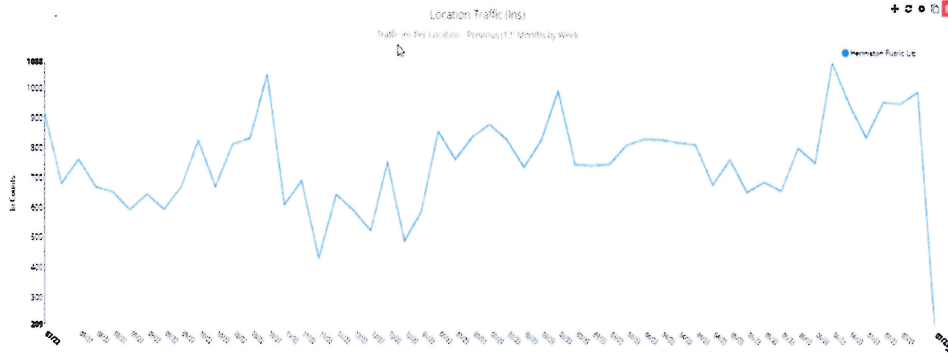
Our Mission



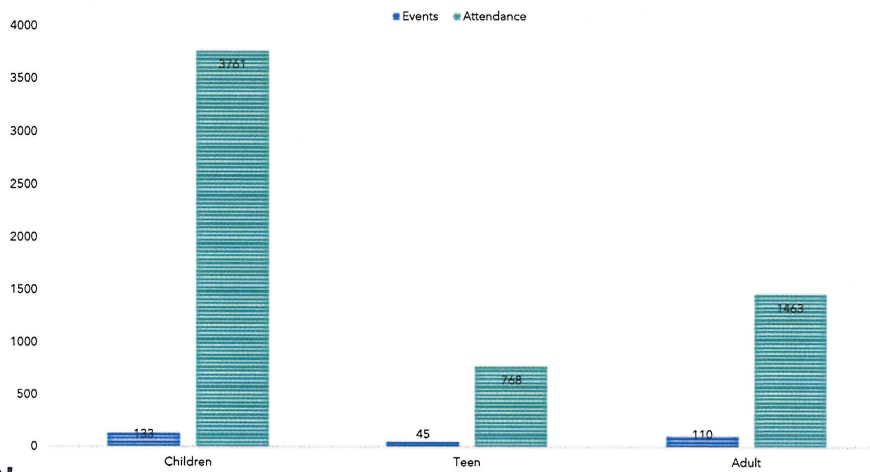
To provide to the public, in a friendly and courteous manner, timely access to information, and exposure to cultural events, for the purpose of learning, self-development, or life enhancement.



Visits



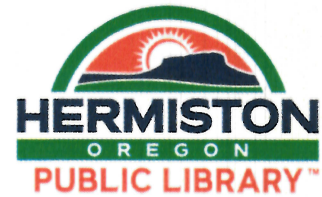
Programming



A Library Is



- **Books**
- **Building**
- **Staff**
- **Computer System**



7

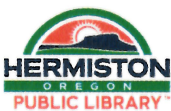
Materials

Physical

- Books
- Newspapers
- Magazines
- DVDs
- Audio

Electronic

- Books
- Audio
- Newspapers
- Magazines
- Video



8

Building

Stores the collection of materials and allows public use

- Welcoming
- Community living room
- Gather place
- Space for programs & activities
- Staff workspace
- Seating
- Tables
- Computers
- Shelving



9

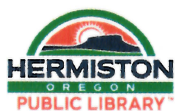
Staff

Hours of operation

- More staff = more open hours
- Process new materials for lending
- Assistance in finding what is needed
- Evaluate services
- Plan to engage the public

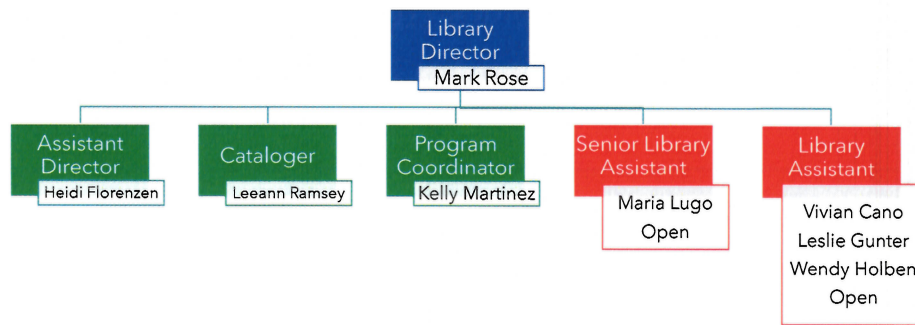
Program/Activities

- Weekly Story times
- Teen activities
- Book Club
- Adult Game night
- Materials displays
- Social Media
- Newsletter



10

Staff Organization Chart



11

Staff

Director

1. Researches, evaluates, develops and recommends programs, techniques, and procedures to improve the services and effectiveness of the library.
2. Responds to inquiries from the public, clubs, and other community organizations regarding library objectives, policies and services; researches and responds to various research/reference requests.
3. Attends local, state, regional, and national conference of library associations.
4. Directs the daily work of the library and its staff; hires, trains, counsels and evaluates staff. Takes necessary disciplinary action, resolves employee complaints.
5. Selects print materials to be added to the library collections; reviews materials periodically for replacement, repair, discard, and collection adequacy.
6. Plans, with staff, future activities and programs. Develops and coordinates special library programs and projects; prepares news releases.
7. Develops and manages the financial aspects of operating the library, including the library budget; prepares grant applications to increase revenue for library programs and materials; researches and seeks other funding support for library.
8. Prepares periodic internal and external reports and correspondence related to area of responsibility.
9. Serves as member of management team; coordinates with state regulatory agencies; works with Umatilla County Special Library District to insure compliance with MOU and its funding.
10. Engages professionally with Oregon State Library, Oregon Library Association, and American Library Association to insure use of current best practices.
11. Develops short- and long-term departmental goals; works with Board of Trustees, Friends of the Library, and community groups to insure library is responsive to needs of the community.



12

Staff

Assistant Director

1. Directs the daily work of the library and its staff; Prepares all work schedules, approves all leave requests, and assigns appropriate duties as necessary; participates in hiring, training, and resolving of employee complaints.
2. Assists Library Director; Researches, evaluates, develops and recommends programs, techniques and procedures to improve the services and effectiveness of the library.
3. Responds to inquiries from the public, clubs and other community organizations regarding library objectives, policies and services; researches and responds to various research/reference requests.
4. Selects print materials to be added to the library collections; reviews materials periodically for replacement, repair, discard, and collection adequacy.
5. Responsible for acquisition of all computer software, hardware, and electronic technology. Coordinates the troubleshooting and maintenance of these technologies.
6. Plans, with staff, future activities and programs. Develops and coordinates special library programs and projects; prepares news releases.
7. Assists in developing and managing the financial aspects of operating the library, including the library budget; prepares grant applications to increase revenue for library programs and materials; researches and seeks other funding support for library.
8. Prepares periodic internal and external reports and correspondence related to area of responsibility.
9. Coordinates with state regulatory agencies; works with Umatilla County Special Library District to insure compliance with MOU and its funding.
10. Attends local, state, regional, and national conferences of library associations. Engages professionally with Oregon State Library, Oregon Library Association and American Library Association to insure use of current best practices.
11. Assists Library Director in developing short and long term departmental goals; works with Board of Trustees, Friends of the Library and community groups to insure library is responsive to needs of the community.

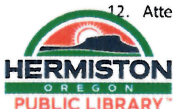


13

Staff

Cataloger

1. Records all purchased materials in the library catalog.
2. Inspects existing bibliographic and item records for errors and makes corrections as needed.
3. Complies with standards set by the Sage Library consortium.
4. Requests assistance of the USCLD cataloger should an issue be unclear.
5. Collects and manages all money receipts from library customers in coordination with the City Finance Department.
6. Assists in the activities and operations of the circulation desk; performs circulation duties which include checking materials in and out, collecting fines/fees, reviewing materials returned for damages and arranging materials for re-shelving.
7. Provides training to, and answers questions from, library assistants, volunteers and job training workers regarding library procedures, policies and practices.
8. Reviews and makes recommendations of operating procedures for circulation and other related library activities; accepts and acknowledges library donations.
9. Provides information on library services and materials to library patrons and assists them in the use of the library. Responds to customer concerns and complaints.
10. Recommends procedural changes or enhancements to the computerized circulation system. Completes special projects and tasks as assigned. Maintains files, records and statistics.
11. Makes repairs to damaged library materials. Assists with shelving and straightening of materials.
12. Attends professional conferences and reads professional literature; participates in staff meetings.



14

Staff

Program Coordinator

1. Oversees the activities and operations of library programming; coordinates dates, personnel assigned and applicable audience.
2. Advises in the selection of books. Creates displays and promotional materials for children's and teen collections.
3. Provides training to, and answers questions from, library assistants, volunteers and job training workers regarding library procedures, policies and practices.
4. Works with Children's programmer in preparation and presentation of programs and services for children and teens.
5. Assists in the activities and operations of the circulation desk; performs circulation duties which include checking materials in and out, collecting fines/fees, reviewing materials returned for damages and arranging materials for re-shelving.
6. Reviews and makes recommendations of operating procedures for circulation and other related library activities; accepts and acknowledges library donations.
7. Provides information on library services and materials to library patrons and assists them in the use of the library. Responds to customer concerns and complaints.
8. Recommends procedural changes or enhancements to the computerized circulation system. Completes special projects and tasks as assigned. Maintains files, records and statistics.
9. Attends professional conferences and reads professional literature; participates in staff meetings.



15

Staff

Senior Library Assistant

1. Oversees the activities and operations of the circulation desk; performs circulation duties which include checking materials in and out, collecting fines/fees, reviewing materials returned for damages and arranging materials for re-shelving.
2. Advises in the selection of books. Creates displays and promotional materials for children's and teen collections.
3. Provides training to, and answers questions from, library assistants, volunteers and job training workers regarding library procedures, policies and practices.
4. Reviews and makes recommendations of operating procedures for circulation and other related library activities; accepts and acknowledges library donations.
5. Provides information on library services and materials to library patrons and assists them in the use of the library. Responds to customer concerns and complaints.
6. Provides interlibrary loan service; maintains records for interlibrary loan service; uses online library databases to update and edit records.
7. Recommends procedural changes or enhancements to the computerized circulation system. Completes special projects and tasks as assigned. Maintains files, records and statistics.
8. Makes repairs to damaged library materials. Assists with shelving and straightening of materials.
9. Attends professional conferences and reads professional literature; participates in staff meetings.



16

Staff

Library Assistant

1. Works at the circulation desk which includes checking library materials in and out, collecting fines/fees, reviewing materials returned for damages and arranging materials for re-shelving.
2. Responds to inquiries from the public (in person and by phone) individually and in groups regarding use of the library; explains the use of library facilities, including public catalog computers, photocopy and FAX machines and audio-visual equipment; assists patrons with basic reference and other library-related questions.
3. Reviews/prepares applications and library cards for new users.
4. Places books and materials on reserve and notifies patrons when available.
5. Shelves books and other library materials.
6. Makes minor repairs to damaged library materials.
7. Opens and closes library as assigned.
8. Types and photocopies correspondence, schedules, reports, minutes and other materials; maintains library related files.
9. Coordinates inter-library loan requests through correspondence with other libraries.
10. Operates computer to increase, verify, and maintain information and data on collection.
11. Assists with summer reading programs for children and other special library programs or projects.
12. Prepares periodic reports regarding library activities and department time sheets.
13. May translate English-Spanish for patrons in person or written materials



17

Computer System

Database

- Data for all Materials
- Data for all Patrons
- Linking both data types as required
- Operating Rules
- Staff

Hardware

- Computers
- Communications systems
- Staff



18

Oregon Comparables

| | Population Served | Users | Total Paid Staff | Full time Staff | Total Operating Revenue | Materials/Books Budget | Items | Building Size | Total Loans | Annual Open Hours | Visits |
|----------------------------|-------------------|-------|------------------|-----------------|-------------------------|------------------------|--------|---------------|-------------|-------------------|--------|
| NEWBERG PUBLIC LIBRARY | 25376 | 10579 | 11.87 | 9 | 1723982 | 109620 | 87452 | 22500 | 291209 | 1956 | 65646 |
| MOLALLA PUBLIC LIBRARY | 25402 | 5869 | 8.5 | 5 | 1038476 | 99260 | 58154 | 10000 | 169271 | 2450 | 28493 |
| CROOK COUNTY LIBRARY | 25482 | 6599 | 10.65 | 9 | 1947224 | 119964 | 50009 | 17430 | 125760 | 2550 | 66902 |
| WOODBURN PUBLIC LIBRARY | 26250 | 8613 | 8 | 5 | 1117325 | 62892 | 57451 | 21878 | 120171 | 1907 | 35562 |
| ONTARIO LIBRARY DISTRICT | 26805 | 4189 | 10 | 3 | 742354 | 110447 | 122421 | 55000 | 54373 | 2080 | 10200 |
| HERMISTON PUBLIC LIBRARY | 27144 | 9399 | 9.05 | 4 | 870709 | 33777 | 35098 | 14000 | 54977 | 2808 | 29619 |
| TILLAMOOK COUNTY LIBRARY | 27628 | 11572 | 26 | 26 | 3626600 | 312600 | 239888 | 30000 | 240765 | 2080 | 142048 |
| COOS BAY PUBLIC LIBRARY | 28817 | n/a | 12.7 | 12 | 1373048 | 99116 | 110983 | 25872 | 267949 | 1938 | 61446 |
| WILSONVILLE PUBLIC LIBRARY | 28908 | 13929 | 16.36 | 7 | 2027405 | 166562 | 111931 | 28677 | 374081 | 3172 | 115572 |
| FOREST GROVE CITY LIBRARY | 29578 | 13200 | 12.32 | 9 | 1327391 | 86830 | 85615 | 24700 | 309697 | 2407 | 65759 |
| WEST LINN PUBLIC LIBRARY | 30268 | 13620 | 14.95 | 10 | 2953819 | 152242 | 93267 | 28000 | 458932 | 2609 | 106298 |
| | | | 11.4 | | \$ 1,512,173 | \$ 104,071 | 81238 | | 222642 | 2388 | |

As Tillamook County Public Library has 5 Branches and 26 full time staff I have removed it from the averages



How to get a Hermiston Public Library card

You must be a Hermiston resident and at least 18 years old to register for a library card.

Children 17 years old and younger must be registered by a parent or legal guardian.

Identification required to get a library card:

Valid Oregon driver's license or ID card with current local physical address.

or

Valid picture ID and current Proof of Residence such as:

Voter Registration card, utility bill, bank statement, or rental agreement.

If you reside outside of Hermiston, please visit your city library to obtain a card.

We do accept library cards from other libraries in Eastern Oregon that are part of the Sage system.

Cómo obtener una tarjeta de la Biblioteca Pública de Hermiston

Usted debe tener por lo menos 18 años de edad para registrarse para una tarjeta de la biblioteca.

Menores de edad hasta los 17 años deben ser registrados por un padre o tutor legal.

Identificación requerida para obtener una tarjeta de la biblioteca:

Licencia valida de conducir de Oregon ó tarjeta de identificación con la dirección actual.

Tarjeta de identidad consular, Pasaporte de los Estados Unidos de América,

Pasaporte Internacional o Identificación militar de Estados Unidos.

O

Identificación con fotografía válida y prueba de residencia como:

Credencial de elector o factura de servicios públicos, contrato de alquiler o cualquier identificación dado por el Gobierno Federal de los Estados Unidos de America.

Si usted reside fuera de Hermiston, por favor visite la biblioteca de su ciudad para obtener una tarjeta.

Aceptamos tarjetas de otras bibliotecas en el este de Oregon que forman parte del Systema Sage.



CITY COUNCIL

Regular Meeting Minutes August 14, 2023

Mayor Drotzmann called the regular meeting to order at 7:03pm. Present were Councilors Primmer, Myers, Barron, McCarthy, Linton, Hardin, and Duron. Councilor Peterson was excused. In attendance was City Staff to include: City Manager Byron Smith, Assistant City Manager Mark Morgan, City Attorney Rich Tovey, Chief Edmiston, Planning Director Clint Spencer, Court Administrator Jillian Viles, Library Director Mark Rose, Assistant City Recorder Heather La Beau, and City Recorder Lilly Alarcon-Strong. The pledge of allegiance was given.

Recognition- Oregon Mayors Association (OMA) Award

City of Toledo Mayor and OMA President-Elect Rod Cross presented Mayor Drotzmann with the 2023 Oregon Mayors Association (OMA) Mayors Leadership Award and stated the award is given annually by the statewide association representing cities of all sizes to recognize leadership, involvement in community issues, and more.

Mr. Cross stated Mayor Drotzmann always represents Hermiston very well regardless if it's local or statewide issues and it is evident that he is an integral part of Hermiston's positive growth and development.

Mayor Drotzmann stated he felt honored accepting the award and thanked Mr. Cross for traveling to Hermiston to present it to him. (Applause from the audience.)

Presentation- Hermiston School District (HSD) Updates

HSD Assistant Superintendent Jake Bacon gave information regarding: the number of new staff hired this school year; Grow Your Own Program; student registration process and the 5,000 current registered students; the dire need for substitute teachers; construction updates at Highland Hills and Desert View Elementary Schools; free school supplies, breakfast, and lunch will be provided for all K-12 students throughout the year; Summer School and free summer lunch program; fall sports; new First Student bus service that is replacing Mid-Columbia Bus; and more.

Citizen Input on Non-Agenda Items

Ronald Caudell, 420 SE 8th Street- Thanked the Council and Police Department for addressing his concerns regarding code violation issues in his neighborhood. Mr. Caudell asked that the Council consider what it can do concerning the lack of water in the Maxwell Ditch as many animals depend on the water from that ditch.

Consent Agenda Items

Councilor Primmer moved and Councilor Hardin seconded to approve Consent Agenda items A-B, to include:

- A. Committee Vacancy Announcements
- B. Minutes of the July 24th City Council Regular Meeting

Motion carried unanimously.

Resolution No. 2286- Award CMGC Contract for Library, Harkenrider Center, and City Hall Projects to CB Construction Inc.- City Manager Smith gave information regarding authorizing the City to proceed with construction contract negotiations with CB Construction, Inc. for construction projects at the Library, Harkenrider Senior Center, and City Hall.



Where Life is Sweet

CITY COUNCIL

Regular Meeting Minutes

August 14, 2023

After some discussion, Councilor McCarthy moved and Councilor Duron seconded to approve Resolution No. 2286 and lay upon the record. Motion carried unanimously.

Accept a grant award of \$51,000 for the Southeast Hermiston Industrial Area Utility Expansion Study

Assistant City Manager Morgan gave information regarding the acceptance of a grant award to develop and improve the inventory of existing utilities and establish a plan for extending water and sewer to the area of prime industrial land located between Feedville Road and Penney Ave to help facilitate investment marketing and employment growth.

After some discussion, Councilor Primmer moved and Councilor Hardin seconded to accept the grant award of \$51,000 from the Special Public Works Fund. Motion carried unanimously.

Possible New Branding for Eastern Oregon Trade and Event Center (EOTEC)

City Manager Smith stated earlier this year the Council directed City staff to move forward with new branding for EOTEC. The City contracted with Focal Point Marketing to develop branding alternatives and gather input. Based on that outcome, City staff is asking the Council to approve concept #2 as the clear winner of the rebranding efforts.

After some discussion, Councilor Primmer moved and Councilor Myers seconded to approve the presented EOTEC Branding. Motion carried unanimously.

Committee Reports

Recreation Projects Fund Advisory Committee- Councilor Barron stated the Committee met and decided not to accept late applications submitted now nor in the future and recommended more marketing be done to let the public know about this opportunity.

Eastern Oregon First-Responders Chaplain's Association (not a City Committee)- Councilor Duron stated this Committee and the Kiwanis are partnering together to bring an event filled day on October 7th for the Faith & First Responders event and Kids Day event at Butte Park. The community is encouraged to participate in these free events.

Public Infrastructure Committee- Mayor Drotzmann stated the Committee was given information regarding Amazon development updates, water infrastructure, developing a wastewater pretreatment and acceptance policy for industrial partners, and more.

Mayor's Report

Mayor Drotzmann spoke regarding:

- National Night Out event and thanked UCFD#1 and Fire Chief Stanton for partnering in the event
- Attended the OMA Conference last week where there were many discussions regarding: homelessness challenges, photo radar, and more
- Thanked EOTEC General Manager Al Davis and staff, as well as all Fair and Rodeo Board members, staff, volunteers, and all first responders for all their work at the Fair and Rodeo last week, and thanked the community for their continued support of these events stating the community always steps-up and supports our youth.



CITY COUNCIL

Regular Meeting Minutes
August 14, 2023

Council Reports

Councilor Primmer thanked all law enforcement officials who helped at the Fair and Rodeo.

Councilor Linton asked that the City consider a rent control ordinance to help tenants with affordable housing and consider implementing restrictions such as landlords being unable to evict educators or tenants with children during the school year stating she was given the idea from a Washington State City with a similar ordinance.

Councilor Myers thanked Human Resources Specialist Crystal Inners, City Recorder Lilly Alarcon-Strong, and staff for their work during the Fair and Rodeo Parade.

Councilor McCarthy gave information regarding the Umatilla County Fair and Parade, Farm City Pro-Rodeo, MelonFest, and City surplus items being listed for sale on Municibid website.

Councilor Duron stated she met with architects and other stakeholders to help give ideas regarding the library's future and stated public input would be obtained during MelonFest. Thanked UCFD#1 for all their work as it is very apparent they have been very busy, and thanked all first responders who helped at the Fair and Rodeo.

Youth Advisory Report

Youth Advisors were not in attendance.

City Manager's Report

City Manager Smith gave information regarding:

- City Picnic this Thursday starting at 5:30pm
- Required Cyber security training

Recess for Executive Session

At 8:04pm Mayor Drotzmann announced the City Council of the City of Hermiston will now meet in Executive Session in the Executive Session Room for the purpose of discussing matters pertaining to litigation.

The Executive Session is held pursuant to ORS 192.660 (2) (h) which allows the Council to meet in Executive Session to consult regarding the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are excluded. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No final decision may be made in executive session. At the end of the executive session, the council will return to open session which the audience may attend. The executive session will last approximately 10 mins.



Where Life is Sweet

CITY COUNCIL

Regular Meeting Minutes
August 14, 2023

Reconvene and Adjourn City Council Meeting

Mayor Drotzmann reconvened and adjourned the City Council Meeting at 8:22pm as there was no other City business.




SIGNED:



Dr. David Drotzmann, Mayor

ATTEST:



Lilly Alarcon-Strong, City Recorder