City of Yachats

LIBRARY COMMISSION
Work Session
December 12, 2019

Approved Minutes

I. Call to Order

Vice Chair Nikki Carlson called the December 12, 2019 special work session of the Library Commission to order at 10:00 am in Room 1 of the Yachats Commons. Members present: Marion Godfrey, Nikki Carlson, Dianne Allen, and David Rivinus. Absent: Marv Wigle. Staff present: Facilities Manager Heather Hoen. Audience: 6.

I. Expansion Project

Facilities Manager Heather Hoen reported the project is waiting for the evaluations before updating any plans. She indicated the plans are filed and easy to retrieve when needed.

II. Updates

Commissioner Rivinus reported he has been in contact with Rachel Woody, a fundraiser who specializes in library work, and has worked with the Astoria library. She has provided an estimate of $5,000 to perform the work. Rivinus has informed Woody about the changes and updates, and the fundraiser was well aware of and willing to work around changes. He also indicated she was willing to work with Ruth Metz.

Rivinus reported he was learning much about the City's finances as the Library representative to the Finance Committee. He reported they are approaching budget deadlines for FY21. Carlson reported she and Janet Hickam previously went through the budget line by line with the Commission Chair. Commissioner Allen indicated she received training on check writing. Allen stated there was an issue in a previous month about revenues for the Library being held up because of expenses for other departments. Allen reported there was a credit card for the Library that the four Librarians could check out.

Sue Forty, Financial Manager with OCWCOG, stated the City has credit cards through their bank but would be changing to a purchase card system. She indicated the current card has a $3,000 monthly limit, so if others have spent that, the Library could not charge to the card. She indicated the Library would likely get multiple purchase cards which would eliminate encountering the limit due to transactions by other departments. The Library's cards would have a limit, which the City Manager would establish. Forty explained they would get their monthly statements and a sheet for reporting expenses. Forty also reported the City was looking into purchasing housekeeping supplies in bulk so the Library would not have to order their own.

Rivinus reported the City has been working hard to overhaul the financial systems that were in need of greater efficiency and transparency.

Allen reported they were starting to use a cash drawer rather which would have to be balanced daily. Commissioner Godfrey asked how the cash for book sales that goes to the Friends of the Library would be handled and whether they would have to keep track of every copy and donation. Manager Beaucaire explained the monies brought in need to be attributed to a line item in the budget. Manager Beaucaire stated monies for the Friends need to be kept separately from Library money.

Allen explained to Manager Beaucaire that Martha Jirovec had stated they could get surplus furniture and supplies from surplus sales from places like OSU.

Allen reported Rose Valentine indicated Meredith Howell was interested in grant writing. Godfrey stated Howell did the fundraising for the original expansion project and had to stop because of her other work. Godfrey noted Howell received a grant from the Ford Family Foundation of around $5,000 to pay for her services. Rivinus stated Rachel Woody has demonstrated extensive knowledge of opportunities with different grant funders.

Allen reported work was in progress to get the Library data and software uploaded to the cloud. The plan is to be done by Friday, December 13, 2019.

The Commission discussed the Petersen donation and Marv Wigle's memo about where the donation goes. Rivinus recalled the Friends have stated they want to focus on the functioning of the Library and not capital building.

Godfrey reported the Policies and Procedures Manual was being sent to Patty Hodgins for editing. She indicated when it comes back, the Commission needs to review it closely to ensure their objectives were all included. She noted the Administration Manual was in progress. Carlson clarified there would be a limited number of people who could edit the document going forward. Rivinus added that some parts might need adjusting after they get the consultant's needs assessment report. Godfrey indicated the Word version would be kept on the password protected admin computer and the document on other computers would be pdf. Godfrey reviewed the process that will be followed for creating the Administration Manual.

Godfrey reported she sent letters to three people and they have received two replies. Commissioners discussed the next steps in contacting these consultants. Godfrey noted Manager Beaucaire asked that they ensure they are not charged for the first telephone contact. Godfrey noted she will be out of the country for three weeks. Rivinus indicated he would make contact and indicate that they will set up a meeting after the holidays.

Godfrey reported she and Wigle spoke with the Lincoln County Library Director who indicated she was comfortable working with any of the prospective consultants. Carlson clarified they were working on two projects with consultants: 1) fundraising and 2) needs assessment and space planning. Rivinus added that the system of governance should be addressed in the needs assessment. Godfrey reported the County Library Director indicated that the State was rewriting library regulations and would likely require for public libraries that they be funded by the city and have a paid director. She expected this action to happen within two or three years.

Carlson reported she has working on outreach but believed those activities should be taken over by Library volunteers. Godfrey suggested that the Head Librarian be involved with this outreach. Commissioners agreed to discuss this with the Librarians once they have acclimated to their new positions.

Godfrey reported she had the name of the consortium that manages the E-books program. She planned to contact her to ascertain how the program works and how much it costs. She suggested if over 50% of patrons want E-books, the Library should provide them. The Commission agreed Godfrey should gather more information.

Rose Valentine confirmed she talked to Howell who expressed interest in grant writing. The Commission noted they discussed this and would not be making decisions today.

Valentine provided an update on the migration to the cloud.

Godfrey noted that Hoen was still looking for an electrician to wire the area for the carrels.

Valentine and the Commission discussed removing a table from the Library and getting some new chairs. Godfrey anticipated the chairs could be purchased from funds with one of the grants the Friends received.

Carlson closed the work session at 11:05 am.

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Nikki Carlson, Chair Date

Minutes prepared by H.H. Anderson on December 30, 2019