



City of Yachats

LIBRARY COMMISSION

Work Session

January 16, 2020

Approved Minutes

I. Call to Order

Vice Chair Nikki Carlson called the January 16, 2020 quarterly meeting of the Library Commission to order at 10:02 am in Room 1 of the Yachats Commons. Members present: Marion Godfrey, Nikki Carlson, Dianne Allen, and David Rivinus. Absent: Marv Wagle. Staff present: none. Audience: 6.

II. Minutes of October 8 and December 12, 2020

Commissioner Rivinus moved to approve the October 8, 2019 meeting minutes as presented: Aye – 4; No – 0.

Commissioner Allen moved to approve the December 12, 2019 meeting minutes as presented: Aye – 4; No – 0.

III. Election of Officers

Commissioner Godfrey moved to keep the Commission officers as is pending further notice from Commissioner Wagle: Aye – 4; No – 0.

IV. Reports

A. Library Volunteers

Allen reported the Library was getting a defibrillator. The Library will try having morning hours on Wednesdays for February and March 2020. Wednesday hours will be from 10:00 am to 6:00 pm. Sara Moore suggested they notify the cleaning person about this change.

Allen reported they have a fully staffed volunteer shift list and ten people on a list as substitutions. She indicated there were others interested in volunteering, but they were waiting for more opportunities for the volunteers to work.

Godfrey asked about the need to separate library money from the Friends money in the cash drawer. Allen indicated that any book sales would go directly to the Friends. She stated they will have two jars, one for donations and one for other library fees. Allen added that each volunteer will note on their hours sheet how much money they took in.

1 Allen reported the volunteers continue to be great.

3 **B. Friends of the Library**

4 Commissioner Rivinus reported he would be meeting with Sandy Dunn to get updates.
5 Allen reported she and Rose Valentine meet with her as well. Allen reported the Friends
6 have \$50,000 on deposit, a letter of expectation for \$50,000 in a few months, and an
7 estimate of \$50,000 at the end of the year as part of the Petersen donation. Allen
8 reported decisions still need to be made over the location and use of the books. Sue
9 May reported the books have all been categorized and that Dunn would be talking to
10 Petersen to get her approval for what will happen. May noted a significant portion of the
11 books were academic-level reading and text books. May reported some will go to the
12 Library, some will be put into the Library Book Sale, and some will be sold.

14 **C. Financial**

15 Commissioner Carlson reported she met with Financial Manager Martha Jirovec and the
16 City Manager about the financial sheets and what will be upcoming. She stated the
17 Library was financially sound. Commissioners wanted to see a monthly budget for the
18 month to compare to. Jane Shay indicated she has received notes from Janet Ratcleff
19 about her expenses. Carlson said the City was setting up an account with Amazon for
20 the Library to use, and the Library would get monthly statements. Allen indicated that
21 the login password will indicate who made the charge. Rivinus added that Amazon
22 provides itemized expenditures if items are purchased through their charge system.

24 Rebecca Bloch asked if there was a clear designation for roles and responsibilities with
25 who is responsible for what. Allen clarified that the meeting was with the financial
26 person, not the IT people. Rivinus noted that the changes in progress will prove to be
27 very beneficial but patience is needed until the pieces fall into place.

29 Bloch stressed that it was extremely important to know the roles and responsibilities
30 with a cloud-based system and with IT. Allen noted volunteers will have to be trained to
31 adjust to the time it takes to load pages on the new system.

33 **D. Other - none**

35 **V. Commission Business**

36 **A. Approval of Children's Librarians**

37 Jane Shay stated she has owned a house in Yachats for over 30 years and moved here
38 permanently in 2011. She was a kindergarten and Title I teacher. She began
39 volunteering at the Library and has taken on more responsibility over time. She noted
40 her husband would not be assisting her but Suzie Walseben, who is also a former
41 teacher, has agreed to be her assistant.

43 Godfrey asked Shay about coverage during her travels. Shay indicated Janet, Carita
44 Edson, and Walseben will be able to run story time when she was out of town. Godfrey
45 suggested Shay ask Janet Ratcleff about the grant for the summer program.

1 Godfrey moved to appoint Jane Shay as the Head Children's Librarian of Yachats
2 Library: Aye – 4; No – 0.
3

4 **B. Update on Consultant Selection**

5 Godfrey reported she talked to three consultants: Ruth Metz, Penny Hummel, and a
6 Minneapolis strategy group. She noted that Hummel was currently helping with a project
7 for the Waldport Library and will be meeting with her on January 27, 2020. She still
8 needs to schedule appointments with the other two. She indicated she and Rivinus will
9 be formulating questions and identifying the scope of work.

10
11 **C. Finances** – reported earlier
12

13 **D. Library Security**

14 Carlson noted that a new phone system was under consideration. Commissioners
15 agreed they need a cordless phone.
16

17 Allen reported many users like the current location of the computers. She asked if they
18 had to push the carrels against the walls. Godfrey recalled the location against the wall
19 was to allow the librarian volunteers to observe that the computers were being used
20 appropriately. Commissioners discussed space allocations within the Library.
21

22 Allen clarified that Heather Hoen could postpone getting the electrician to do wiring until
23 the new plans are developed.
24

25 **E. Policies and Procedures**

26 Godfrey reported they are meeting on January 20, 2020 to incorporate the items that
27 must be changed due to the new cloud system. Patty Hodgins was in the process of
28 editing. Godfrey indicated their plans for the Administrative Policy would change
29 because of the need to address privacy issues.
30

31 **VI. Other Business**

32 **A. From the Commission** - none

33 **B. From the Floor** - none
34

35 Carlson closed the work session at 10:56 am.
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Nikki Carlson, Chair

Date

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44 Minutes prepared by H.H. Anderson on January 18, 2020