



City of Yachats

LIBRARY COMMISSION
Work Session and Special Regular Meeting
March 5, 2020

Approved Minutes

I. Call to Order

Vice Chair Nikki Carlson called the March 5, 2020 work session and special regular meeting of the Library Commission to order at 10:30 am in Room 1 of the Yachats Commons. Members present: Marion Godfrey, Nikki Carlson, and David Rivinus. Absent: Marv Wgle. Staff present: none. Audience: 2.

WORK SESSION

II. Bids from Needs Assessment Consultants

Commissioner Rivinus explained they interviewed three consultants for the needs assessment work. He stated they sought information in three areas:

1. Assistance on design and expansion of physical plant
2. Relationship between the City, the Library Commission, and Library staff
3. Day to day operations

Rivinus suggested Stu Wilson from Minnesota might not be the best choice due to pragmatic issues about location and approach to the assignment where they would be categorized into a preconceived type of Library. He indicated both Ruth Metz and Penny Hummel were extremely qualified and both would be excellent choices.

Rivinus indicated that he identified three issues in reaching his conclusion:

1. Which of the two candidates would communicate better with the Library volunteers who are not professional librarians.
2. How, in part due to the locations of the interviews with Metz in a restaurant and Hummel at the Yachats Library, the physical plant and operations should take precedence over governance.
3. Hummel is already located in the area with her work in Waldport and Newport so travel costs could be lower.

Based on these factors, he was favoring Hummel.

Rivinus indicated the two Yachats Librarians favored Hummel and came to that conclusion independently. After talking with them, he was leaning toward Hummel but would be comfortable with Metz.

1 Sandy Dunn asked what Hummel was doing for Waldport. Commissioner Godfrey
2 indicated that Jane Shay had speculated that she was helping Waldport consider a
3 move. Rivinus added that Hummel placed substantial advertisement in the Newport
4 News-Times asking for citizens to come to a meeting

5
6 Sue May clarified that the Minnesota group was working with people in Portland.
7 Rivinus noted that these consultants have expertise in different areas. May added that
8 Metz had indicated the cost would be greater than \$15,000. Godfrey noted they have
9 between \$12,000-\$20,000. May got clarification that the assertion that they could save
10 travel expensive with Hummel came not from her proposal but from in-person
11 conversations. May did not have the impression that Wilson would not give adequate
12 attention to the nuances of the Yachats Library. May also liked the fact that Wilson
13 indicated they would not exceed their \$7,000 quote. Rivinus noted that Wilson's quote
14 did not include travel costs. Godfrey added that they did not speak to the actual person
15 who would be coming to Yachats.

16
17 Godfrey stated she spoke with MaryKay Dahlgreen from the County District who
18 indicated all three would be fine consultants.

19
20 Dunn clarified that references had not yet been contacted. She suggested that
21 references might be able to provide more detail on what the consultant did for them.
22 She also suggested asking references about what they would do differently were they to
23 hire that person again.

24
25 May expressed concern that Metz did not reveal until the end of her proposal that there
26 were no associates.

27
28 Carlson had the impression that the Minnesota firm took a "cookie cutter" approach, that
29 Metz was more appropriate for a larger library, and that Hummel seemed to have the
30 best fit with a small, nuanced library. Carlson also noted that Metz seemed more
31 focused on governance. Godfrey stated that Dahlgreen echoed this perspective on
32 governance versus physical design/operations. Godfrey believed Hummel would better
33 communicate with the volunteers.

34
35 Commissioners noted that the consultant would speak with all relevant groups, including
36 the Friends of the Yachats Library.

37
38 Carlson closed the work session at 11:08 am.

39 40 **SPECIAL RMEETING**

41 Carlson opened the special meeting at 11:08 am with three audience members.

42 43 **III. Minutes of October 8 and December 12, 2020**

44 Postponed to the April quarterly meeting.

45 46 **IV. Election Chair and Vice Chair**

1 Carlson indicated that Marv Wigle indicated he would like to resign as Chair but remain
2 on the Commission.

3
4 Commissioners discussed the policy on absences from meetings. Rivinus indicated he
5 would further investigate the matter.

6
7 Rivinus moved to have Nikki Carlson continue to be Commission Chair through July:
8 Aye – 3; No - 0.

9
10 Godfrey moved to have David Rivinus serve as Vice-Chair through July: Aye – 3: No –
11 0.

12 13 **V. Selection of Consultant for Library Needs Assessment**

14 Godfrey moved to have the City negotiate a contract with Penny Hummel to conduct the
15 Library Needs Assessment study: Aye – 3; No – 0.

16
17 Rivinus indicated he and Godfrey would send letters to the consultants not chosen.

18 19 **VI. Other Business**

20 **A. From the Commission.**

21 Rivinus stated the Commission needs to move forward with getting additional members
22 on the Commission. Carlson noted she will be leaving the Commission in July. May
23 asked for clarification on Wigle's plans to return to the Commission.

24
25 Rivinus suggested they prioritize getting a new member to replace Dianne Allen and
26 then to reassess Wigle's status. Commissioners agreed to include an announcement in
27 the April Newsletter. Godfrey indicated she would compose a statement.
28 Commissioners discussed if there were specific qualifications for a Commissioner.
29 Commissioners agreed that a new Commissioner should not be a member of the
30 Friends of the Library Board. Commissioners assigned who would speak to the persons
31 Wigle suggested.

32 33 **B. From the Floor**

34 Dunn reported the Friends have revised their bylaws to increase membership from three
35 to four. They have also removed the ex officio commissioner member and library
36 managers from membership. She also reported that they were moving forward with
37 plans for the book sale, and they are considering that this may be the last book sale
38 given demands for storage. Carlson indicated Manager Beaucaire indicated that she
39 was looking for locations around the city to store books. Rivinus added that using a
40 storage facility could reduce the income by up to 20%. May suggested the Library has
41 disconnected itself with the book sale. She suggested having the book sale be
42 discussed as part of the library growth plans.

43
44 Dunn reported the \$13,000 from the Oregon Coast Community Foundation grant
45 extension is up in March. She anticipated there was a significant chance of losing that
46 money as construction has not started. Dunn and the Commission discussed possible

1 changes in contributions from the Friends toward the project and additional grants that
2 the consultant could help acquire. Rivinus noted that they had previously been focusing
3 on the Ford Family Foundation and the consultant indicated that there are many other
4 resources.

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6 Librarian Rose Valentine provided an update on the Library was anticipating around the
7 Coronavirus epidemic.

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9 Carlson closed the special meeting at 11:52 am.

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16 Nikki Carlson, Chair

Date

17 Minutes prepared by H.H. Anderson on April 9, 2020