

1. Agenda

Documents:

[2020-07-23 Library Commission Agenda.pdf](#)

2. Meeting Materials

[2020-05-Financial-Report-General-Reserves](#)

[2020-05-Financial-Report-General-Fund](#)

Documents:

[2020-03-05 Library Minutes.pdf](#)

[2020-01-16 Library Minutes.pdf](#)

3. No Agenda

There is no agenda available for this meeting, please review the minutes.



**CITY OF YACHATS
LIBRARY COMMISSION
441 Hwy 101 N.,
July 23, 2020 at 10:00am
Regular Meeting
AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/85742824331?pwd=dWZRbFpaRUhFbmliZkI3b3N4Q2d3dz09>

Meeting ID: 857 4282 4331

Password: 808135

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- I. Meeting called to order
- II. Approval of January 16, 2020 and March 5, 2020 Minutes
- III. Meeting with Library Commission Candidates and Vote
- IV. Budget Discussion – Shannon Beaucaire
- V. Summary upcoming activities for Needs Evaluation – David Rivinus
- VI. Update on policies and procedures – Marion Godfrey
- VII. Update on Library activities – Diane Allen & Rose Valentine
- VIII. Update from Friends of the Library
- IX. Business
 - a. Other Business
 - b. From the Commission
 - c. From the Floor
- X. Adjourn

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org. In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance.



City of Yachats

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

Draft 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 Wagle. 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 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 to in reaching his:

1. Which of the two candidates would communicate better with the Library volunteers who are not professional librarians.
2. How, part due to the locations of the interviews with Hummel in a restaurant and Metz at the Yachats Library, the physical plant and operations should take precedence over governance.
3. Metz 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 Metz.

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 Metz 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 like 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 MEETING**

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.

5
6 Librarian Rose Valentine provided an update on the Library was anticipating around the
7 Coronavirus epidemic.

8
9 Carlson closed the special meeting at 11:52 am.

10
11
12
13
14
15 _____
16 Nikki Carlson, Chair

Date

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



City of Yachats

LIBRARY COMMISSION

Work Session

January 16, 2020

Draft 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 redress 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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39
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41 _____
Nikki Carlson, Chair

Date

42
43
44 Minutes prepared by H.H. Anderson on January 18, 2020