



City of Yachats

LIBRARY COMMISSION

Quarterly Meeting

July 23, 2020

Draft Minutes

I. Call to Order

Chair Nikki Carlson called the July 23, 2020 quarterly meeting of the Library Commission to order at 10:05 am via Zoom. Members present: Marion Godfrey, Nikki Carlson, and David Rivinus. Staff present: Community Services Coordinator Heather Hoen and Deputy Recorder Kimmie Jackson. Librarians present: Rose Valentine and Dianne Allen. Audience: 4.

II. Minutes

A. January 16, 2020

Commissioner Godfrey moved to approve the January 16, 2020 and March 5, 2020 minutes as amended: Aye – 3; No – 0.

III. Interviews with Prospective Commissioners

Carlson explained the candidates would be appearing in fifteen-minute intervals and the Commission could cover other agenda items as time permitted between interviews.

A. Nancy Lefever

Commissioners introduced themselves to Nancy Lefever. Lefever stated she was currently a book editor and writer and has been a psychotherapist, drug counselor, and a marketer. She reported she was an avid reader and believed in using libraries rather than purchasing books. She had volunteered to be a Library volunteer but the volunteer roster was full. Rivinus summarized what Lefever's role could be as a Commissioner, using many of her skills. Lefever reported she ran an intake center for a community health center and was accustomed to managing politics and many forms of input. Lefever reported she has signed a long-term lease and plans to be in the area long-term. Godfrey stressed the importance of teamwork. Rivinus explained that there has been centralization of government of Yachats to a professional staff where it has previously been run by committees and volunteers. Lefever requested clarification regarding the library hierarchy. Rivinus clarified that the Commission falls under the City, the Friends were a separate group, and there are no paid Library staff.

1 Rivinus moved to recommend to the City Council that they appoint Nancy Lefever to the
2 Library Commission: Aye – 3; No – 0.

3
4 **B. Naomi Steenson**

5 Commissioners introduced themselves to Naomi Steenson. Steenson stated she has
6 lived in Yachats for three years, she has worked in the social services and hospitality
7 industries, managed adult disability services in Oregon counties, and served as
8 Governor's advocate and children's ombudsmen for the State reporting to the Governor.
9 She reviewed some of her work on "messy" cases in the State human services area.
10 Steenson summarized learning how to work amid upheaval and constant change. She
11 stated the most important lesson was learning to lose one's ego. She also noted her
12 transition to learning to be pragmatic and strategic.

13
14 Steenson asked what model or vision the Commission currently had for the Library and
15 its role in the community. Rivinus indicated this question was one reason the
16 Commission wanted to bring in a consultant. He noted the centralization of governance
17 within the City and the move to adhere to consistent procedures. He summarized the
18 vision to be a library that reflects the needs and wishes of the community. Godfrey
19 noted the social role of the Library within the community, such as residents and
20 travelers using computers and volunteers providing information on how to get services.
21 She noted the Library serves people for nearby communities and a large tourist base.
22 Godfrey noted the changes in state and county rules around libraries. Steenson stated
23 she truly wanted to be helpful to the Library and to serve the community.

24
25 Rivinus moved to recommend to the City Council that they appoint Naomi Steenson to
26 the Library Commission: Aye – 3; No – 0.

27
28 **C. Viki West**

29 Commissioners introduced themselves to Viki West. West stated she and her husband
30 purchased property 21 years ago and finally got their house built last year. She
31 indicated she was an avid reader and has volunteered at the Eugene library for many
32 years, she has been an accountant, her husband was an architect, and she was ready
33 to volunteer in the community. Rivinus stated the Commission had a need to better
34 understand financial documents and budgeting. Rivinus explained the Library interacts
35 with four or five different entities, creating a need for diplomacy. He noted the Library
36 was facing significant changes, including new Commissioners, new volunteers, the
37 expansion, and a new Friends Board member. West reported her volunteer work in
38 Eugene was with the children's library and their story time. West noted she had
39 volunteered with the Yachats Children's Program. West explained the type of work she
40 has done in accounting, including work with an Estonian man whose cultural
41 approach provided a different perspective and a need for her diplomacy.

42
43 Rivinus moved to recommend to the City Council that they appoint Viki West to the
44 Library Commission: Aye – 3; No – 0.

1 Carlson explained the Commission was appointing three new Commissioners as she
2 was resigning as of August 1, 2020.

3
4 West clarified that the Library Commission meets quarterly. Rivinus added there would
5 likely be extra meetings given the current work in progress.
6

7 **IV. Budget Discussion**

8 City Manager Shannon Beaucaire joined the meeting to review the budget. Manager
9 Beaucaire reviewed the factors in creating the City's budget given the situation with the
10 pandemic, forecasting revenues at fifty percent of the average of the last three years.
11 She explained the restricted portion of the Visitor Amenities Fund that supports the
12 Library. This restricted portion could only be expended on tourism promotion and
13 tourism related facilities. She asked the Commission and Librarians to attach a note to
14 expenses and funding requests to explain how that expense applies to tourism to
15 provide justification for use of the restricted funds.
16

17 Manager Beaucaire reviewed the income line items in the budget. She noted the
18 allocated labor included support for the Community Services Coordinator Heather Hoen
19 and possibly some support from Public Works.
20

21 Manager Beaucaire reported the expenses reflected the numbers given to her. She
22 highlighted:

- 23 • Additional funding for legal expenses
- 24 • Increase in insurance of 12%
- 25 • No transfers to capital reserves this year.
26

27 Regarding the Capital Reserves fund, Manager Beaucaire reported:

- 28 • The Hall Bequest was separated out as a line item
- 29 • There were no transfers into the fund
- 30 • There was an allocation of \$50,000 for capital should expenses arise around the
31 needs assessment.
- 32 • The allocated labor of \$7,500 was 15% of the capital outlay and included staff
33 time spent on capital projects.
34

35 Rivinus stated he has found different philosophies on using capital reserves, including
36 keeping reserves so that it could be used to build funds versus expending the monies
37 on major projects. Manager Beaucaire stated that decision would be a discussion for
38 the Commission that could be recommended to Council. Sandy Dunn clarified there
39 was currently \$306,000 available for capital spending.
40

41 Manager Beaucaire showed how to find the financial reports on the website. She noted
42 the Library operating costs were in the General Fund and the capital reserves were in
43 General Reserves.
44

1 Manager Beaucaire explained the City was switching from a cash to an accrual basis for
2 accounting. She noted this change meant that monthly reports are not closed until late
3 in the following month.

4
5 Rivinus clarified that previous years of financial reports were not on the website.
6

7 **V. Upcoming Activities for Needs Assessment**

8 Commissioner Rivinus reported they are moving forward with the assessments and the
9 first meeting would begin on August 6, 2020. He reported Penny Hummel would be
10 meeting with four small groups, including the Commissioners, the librarians, City staff,
11 and the Library volunteers. He noted she would take a tour of the Library, and then
12 begin to establish who will be included in the dialog for input. Rivinus indicated Hummel
13 would meet with as many volunteers and patrons of the library as possible.
14

15 **VI. Update on Library Policies and Procedures**

16 Godfrey explained that Chuck Carlson and Patty Hodges have completed their editing
17 of the policy document, and they have sent the edited version to other Commissioners.
18 Carlson stated they could vote to accept them after all editing was complete. Rivinus
19 suggested they have Penny Hummel, the library consultant, review them as well.
20 Godfrey clarified that 90% of the contents cover what has been done in the past and the
21 intent is to ensure all volunteers follow the same procedures.
22

23 Godfrey noted the administrative policy document could not be reviewed until
24 Commissioners could meet in person.
25

26 Carlson asked if the City was going to have regularly scheduled meetings on budgeting.
27 Manager Beaucaire explained they could conduct them by zoom if the Commission
28 wanted them.
29

30 **VII. Update on Library Activities**

31 Rose Valentine reported the system for book reserving and pick-up was going well.
32 She reported she was in the Library on Tuesdays to go through correspondence and
33 maintenance of various tasks. She stated Jane Shay was coordinating the weekly book
34 giveaways in the Pavilion on Thursdays. Dianne Allen reported there were two
35 volunteers staffing the book pick-up on Wednesdays and there were ten volunteers
36 working on the program. She noted there have not been a lot of people using this
37 program. She noted that these volunteers were working on other tasks when they were
38 not fulfilling orders. Allen reported they were trying to get yachatsnews.com to run a
39 story.
40

41 Carlson asked how a person who did not have computer access could get books. Allen
42 reported people can call on Tuesdays when volunteers were there to put in orders. She
43 stated 10:00 am to noon was the best time on Tuesday to call. Allen reviewed the
44 process they are using to hand out the orders. She stated they let the books sit for
45 three to six days when they are returned.
46

1 Rivinus asked how the Librarians were doing with the new procedures. Valentine
2 explained how they have adjusted to regular “chores” and the pandemic, noting that
3 being away from the library for longer periods due to COVID has meant that volunteers
4 need more time to review the processes. Valentine indicated the break has allowed her
5 to review everything in more detail and to learn more about what was needed. Allen
6 reported she and Valentine were working well together and have figured out how not to
7 duplicate each other’s work. She added they were looking forward to working with
8 Hummel.
9

10 **VIII. Update from Friends of the Library**

11 Sandy Dunn stated the Friends have moved all books from the 501 Building, they are
12 using Room 8 at the Commons for storage, and they are not soliciting for book
13 donations. She reported they have had two pop-up book sales on weekends that have
14 generated over \$2,300, and she thanked Sue May Spakes and Sara Moore for
15 organizing and making this event happen. She also thanked the volunteers for moving
16 books and the City for allowing book storage in Room 8. Dunn stated their goal was to
17 disburse as many books as possible from Room 8 in anticipation of that room eventually
18 being used for events again. Dunn reported they are meeting with Hummel on August
19 7, 2020 and the next popup book sale would be August 9, 2020.
20

21 Dunn reported the Lions Club donated \$1,000 at the beginning of July 2020 and \$250
22 from a local resident. She indicated they have not lost any additional grant money but
23 that this situation might change. She noted they have not applied for additional grant
24 money as they need some timeline to proceed. Dunn noted Meredith Howell was still
25 willing to assist in completing the Ford Family Foundation grant if her time allows when
26 they are ready to proceed.
27

28 Dunn stated she had a letter of commitment from Marg Petersen, and that Peterson had
29 asked that she delay her planned July donation until later in this calendar year or the
30 spring of 2021. However, if the \$50,000 was needed for matching funds for a grant, she
31 would be willing to make the payment when needed.
32

33 **IX. Other Business**

34 **A. From the Commission**

35 Rivinus reported he had a discussion with Marg Petersen who reported she redefined
36 the payment schedule for her donation to the Friends of the Library. Rivinus reported
37 Peterson indicated she has already sent a payment to the Friends, she would give a
38 second payment at groundbreaking, and she would make the final payment upon
39 completion.
40

41 Godfrey suggested they definitely need to adopt an electronic book system and to work
42 with OverDrive media and the state system (a consortium). She suggested they need
43 to gather background information on costs and system catalog compatibility. Godfrey
44 asked that this topic be on the agenda for the next meeting and suggested they could
45 possibly get a grant to help fund the program.
46

B. From the Floor - none

Carlson adjourned the meeting at 11:57 am.

Nikki Carlson, Chair

Date

Minutes prepared by H.H. Anderson July 29, 2020

DRAFT