

1 City of Yachats

2 **YACHATS LIBRARY COMMISSION**

3 **Regular Quarterly Meeting**

4 November 2, 2021

5 Chair, David Rivinus called the meeting to order at 11:00 am, members present: Viki  
6 West, Marion Godfrey, Naomi Steenson. Guests: Dianne Allen, Rose Valentine, Jane  
7 Shay, Linn West, Rebecca Bloch, Sandy Dunn and Sue May and Deputy Recorder,  
8 Kimmie Jackson

9 Rivinus indicated the commission had a quorum and the need to discuss designers for  
10 the library expansion. Start with work session and if informal agreement reached will  
11 proceed. Linn West invited as architect and to answer questions. He will address the  
12 general concept of the design and how to go about getting designers. There are  
13 seasons during the construction business so now is the ideal time to get the design  
14 work done and our ducks in a row. Rivinus asked Linn West to discuss the process.

15 West went through the different options of choosing architects/engineers and designers.  
16 Because of being a public entity, public contracting laws would have to be followed  
17 hiring designers and contractors. Rivinus asked the difference between hiring an  
18 architect and an engineer.

19 West advised that in this case with an interior designer involved there is little  
20 requirement needing an architect. If we were soliciting for an architectural team to  
21 design the building without having a designer on board, the architect would be fully  
22 responsible for the design.

23 Rivinus asked about what the difference was between getting prices from the contractor  
24 and then prices from the subcontractors.

25 West replied: in the design build process the GC will be responsible for supplying what  
26 the commission wants with the amount of money it has as opposed to the general  
27 construction avenue whereby the general contractor that comes in with the low bid is  
28 the one you will have to select. In this approach you have the opportunity to select a  
29 contractor and designer based on their experience and their submission of the RFP and  
30 RFQ process and you are selecting what you would like and not just necessarily based  
31 on cost.

32 Rivinus asked for questions or comments.

33 Godfrey indicated the process described by West seemed like the most flexible method  
34 of getting what we want with our budget range.

35 West further advised that it is more flexible and it also would allow, if something would  
36 occur during the design, and you determine the cost is considerably more than the  
37 dollars you have at this point, you can put the team on hold and do more fundraising  
38 before putting out final documents to be bid. If you went with a regular design bid

1 approach, you would not know that final number until you went through the process,  
2 paid for the entire design, the plan went out to bid and then finding out you're way over  
3 budget and have to fundraise, redesign and go back out to bid. I think it is the most  
4 flexible in terms of for the project itself.

5 Rivinus suggested two committees when soliciting for an interior designer, first a smaller  
6 committee to go and look at original responses to the application process followed by an  
7 executive committee that not only includes members of the commission, a librarian and  
8 member of the Friends and a volunteer.

9 Dunn indicated that the Friends did not want to be involved in the design phase and  
10 advised their job was to fund-raise. She further advised that there are a lot of others in  
11 the community, perhaps a patron of the library that would be more helpful.

12 Godfrey agreed that it would be advantageous to have a patron of the library on board,  
13 one that uses it often.

14 Dunn suggested John May, he is a contractor, a long-term user of the library, he has  
15 helped with book sales, and he has done some maintenance on the building...

16 Discussion was held regarding the RFQ. Also discussed was the fact that the Library  
17 Commission currently does not have a City Council Liaison. Rivinus advised he would  
18 determine who the library liaison is, or have one appointed and then they can deal  
19 directly with the council.

20 Dunn further indicated that while they are talking about expansion, they need to be  
21 reminded there is a current building and there is a responsibility for maintenance.

22 Rivinus advised he would be attending the Parks & Commons Commission where they  
23 will be putting together a new description for a facilities manager.

24 Steenson advised the RFQ was well written; the scope of work is somewhat broad and  
25 generalized which is appropriate but hoped between the selection processes and  
26 interviews, the Commission would develop a more specific and well-defined scope of  
27 work.

28 West advised that once the interior designer was chosen they would help determine the  
29 scope of the contractor and design team when put out to bid.

30 Any further questions or comments?

### 31 **General meeting**

32 Announcements or correspondence – none

33 Vote of soliciting contractor and interior designer pursuant as discussed above.

34 Godfrey moved to proceed with the Design Build approach as discussed in the above  
35 narrated work session.

1 Vote: Marion Godfrey – Aye, Naomi Steenson – Aye, Viki West – Aye, David Rivinus –  
2 Aye. Motion passes.

3 Rivinus will keep everyone in the loop he will proceed to get a liaison to the council as  
4 we are losing valuable time.

## 5 **Reports**

### 6 ***Librarians***

7 Allen – discussed good turnout at the staff meeting and fabulous outcome at the  
8 children's library for Halloween. Janet Radcliff passed out about 110 books as well as  
9 candy. It became a family celebration night with parents and relatives dressed up.

10 Shay indicated the event was sponsored by YYFAP and The City. It was a family event.

11 Rivinus asked if Monday was now busier.

12 Allen advised that they were busier and that was due to Rose prodding. We had a hard  
13 time staffing but now there are many more volunteers.

14 Valentine discussed the computer and phone system and the system Rebecca  
15 suggested for computer issues. Also indicated the phone system has not worked since  
16 it was put in. Planning on going to the City Office and see what can be done to fix the  
17 problem. Positively, a friend's husband is a retired IT person and is familiar with these  
18 phones and wants to help us. We are lucky to have Rebecca in terms of  
19 communications with computers and phones we appreciate her.

20 Shay said she looks forward to the kids being able to come for story time and advised  
21 she and her husband are starting story time this week like the summer, going to the  
22 preschool classroom, multipurpose room in the Commons for the older kids and the  
23 homeschool in the big room at the church every other week. They can't check out books  
24 unless they come to the library with their parents which they don't do much and the  
25 teachers can check out books.

26 Godfrey suggested getting a phone line independent of the city phone system. It is not  
27 appropriate to expect volunteers to use their own phones and it is a safety issue; the  
28 library should have a good, working phone.

29 Rivinus felt there is practical versus philosophical issue. Determine if the city can  
30 resolve the issue and if not within a reasonable amount of time, then we will go out on  
31 our own.

32 Godfrey advised it is a two-way street. We are part of the city and we should be heard.

33 Rivinus advised Kimmie messaged that NBS will be here tomorrow to solve the  
34 problem.

35 Dunn had a question about the volunteers and the hours of the library. I thought the  
36 reduced hours were due to lack of volunteers and Covid. If things are ramping down,

Covid is eased and we have volunteers what is the catalyst for more hours? A discussion was held regarding volunteers as well as patrons feeling comfortable.

It was decided to continue as currently operating and see how the holidays affect the community and usage of the library. Corona and its effects are now a way of life and we just have to do it.

Rivinus thanked the librarians for their hard work.

Allen discussed the Big Blue Box. It has replaced the book drop. The book is dropped in and goes down an elevator/dumb waiter and it is dropped into a basket. The books don't break and are secure. The lock box and key system is good.

### ***The E-book Program***

Discussion was held as to how many are taking advantage of the system, money that was obtained through grants for the system and the library's vision is for a long-term participation in the community and the services they will offer. Rebecca supplied info regarding patron usage.

Rivinus suggested taking a wait and see tact until after the holidays.

We are still unable to update the hours on the city website. I sent a message to Dayna. Between the phones not working and the website not being updated it is difficult for folks to know what is happening.

### ***Friends***

- Follow up about book giveaway – we paid for those books and thank you Jane for working on that project.
- We've had 150 responding to our new hours posted on the Friends post.

No major fundraising right now. Going forward with the expansion, where is the grant writing with this? Discussion was held as to what grants might be pursued and what type of grant writer would be best. Indicated the cost of a grant writer would be approximately \$5k.

### ***Volunteers***

Marion that we cannot expand too much in hours until volunteers are comfortable with browsers in the library. We need to proceed slowly.

### ***Old business***

None.

### ***New business***

Rivinus indicated he was grateful to Sue May indicating that the P&C Commission was working on a new job description for a facilities manager. There is draft on the website but it does not include the library. They have 3 new members including the chair and they lack history on how the various commissions worked with Heather and how that

1 process should work with the liaison with the City. He will give them his input and this  
2 could be a very positive collaboration.

3 Rivinus indicated it was time to very seriously start looking for a librarian. Discussion  
4 was held regarding time parameters and viable librarian options.

5 Rivinus thanked everyone for their participation and advised they would next meet on  
6 the regularly scheduled date and time.

7 Adjourned at 12:12 pm.

8 Transcribed by Contractor, L.F. Barrett on November 7, 2021

9 Corrected November 17, 2021

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