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CITY OF YACHATS
YACHATS LIBRARY COMMISSION
SUMMARY MINUTES
October 10, 2024

The quarterly regular meeting of the Yachats Library Commission was called to order by Chair David Rivinus at 10:00 a.m. in the Civic Meeting Room of the Yachats Commons. Members present, Commissioners, Marion Godfrey, Street Schellhase, Layne Morrill and Naomi Steenson, Co-Chair; Staff: Kimmie Jackson, Recorder
Audience: 12

Announcements & Correspondence –

The chair reminded the members, there will be no more hard copies of the packet provided. Copies of the agenda will be provided to follow along with the meeting.

Citizens' Concerns - None

Reports

Chair Rivinus led the Library Commission's quarterly meeting, introducing a shift to online document access for future gatherings. Commissioner Morrill presented the budget report, indicating that personnel expenses are on track at 17%, while materials and services are at 58% due to previously low book orders. The commission discussed the library rebuild project, which is currently navigating the permit application process, noting a reduced backlog at the county. Rick McClung will serve as the on-site manager for construction oversight and emphasized the need for meticulous financial tracking to ensure that payments correspond with completed work, aiming for project completion by October 2025.

It was proposed a community event to celebrate the demolition of a building, highlighting recent developments such as the groundbreaking for a new animal shelter and the relocation of a large log from the library's front; acknowledged challenges in sourcing beams and posts for the library, warning that fulfilling such requests could lead to increased costs and delays. The meeting also covered the library's recent achievements, including the successful summer reading program and plans for a football-themed fall reading initiative. It was mentioned the library's participation in the YFAP trick-or-treat event and ongoing support for children through bi-weekly sessions, while also finalizing a 30-page administrator's handbook for future use.

In addressing operational matters, it was expressed a desire to reinstate a faxing service for the community, citing its previous popularity and the technical challenges posed by the new printer setup. She also discussed the completion of her library statistical report, pending the adoption of a patron confidentiality policy necessary for compliance with state regulations, and reported a slight increase in e-book usage on the

1 Libby platform, although many patrons still prefer print copies. Financial updates
2 included successful grant negotiations and fundraising efforts, with a recent book sale
3 generating \$1,550 and unexpected donations totaling around \$1,500 allocated to
4 various projects.

6 **Patron Confidentiality Policy Discussion**

7 The Library Administrator highlighted the completion of over 1,000 data points for the
8 library's annual statistical report, with the final item being the adoption of a public-facing
9 patron confidentiality policy; emphasized the importance of this policy for compliance
10 with state requirements and plans to share it on the city website; additionally, mentioned
11 the library's new Facebook presence for community updates. Discussed of the patron
12 confidentiality policy and its approval.

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14 The Chair highlighted the importance of a well-structured confidentiality policy,
15 commending Steenson's work on the document and proposed adding references to
16 ethical guidelines and suggested including a process for handling challenges related to
17 library materials. It was emphasized the need for proactive measures in light of
18 increasing book bans and information requests.

20 **UPS Customer Service Center Closure**

21 It was shared that the UPS customer service center in Newport is closing, requiring
22 returns to be made in Corvallis concerns expressed over the inconvenience this poses,
23 especially with the limited return window for Amazon items. Additionally.

25 **Action Items:**

26 * Recorder will ensure that all meeting documents are available online for future
27 meetings.

28 * Kimmie Jackson will forward the bid set and contract from the contractor as soon as it
29 is received.

30 * Morrill will continue tracking financial expenses related to the library rebuild project
31 and report any discrepancies.

32 * Morrill will carefully review the requests for payment against the budget line items
33 monthly to ensure that payments align with the work completed.

34 * The Chair will motivate the contractor to expedite the demolition of the current library
35 building.

36 * Administrator will finalize and distribute the 30-page administrator's handbook.

37 * The Administrator will communicate with the city about the need for a phone jack for
38 faxing capabilities in the new library setup.

39 * The Administrator will submit the patron confidentiality policy to the state once
40 approved; make suggested updates to the patron confidentiality policy and send it back
41 for review; and will reach out to the appropriate person for next year's capital expenses
42 as she prepares her report for the state.

43 **Meeting adjourned at 10:45 a.m.**

44
45 **Kimmie Jackson, Recorder**