



**City of Yachats**  
**Library Commission**  
DRAFT Meeting Summary Minutes  
City Hall, 441 Hwy 101 N, Yachats, OR 97498  
Thursday, January 8, 2026

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**Work Session**

**Regular Session**

- Discussion and possible vote - Marilyn McKinnon

Marilyn was introduced as a prospective Library Commission member and provided a brief personal and professional background, highlighting her journalism career, long-term residency in Yachats, and lifelong commitment to libraries and reading. The motion was made to recommend to the City Council the appointment of Marilyn to the Library Commission, and passed unanimously.

**I. Meeting Called to Order** (reminder to silence phones)

**II. Announcements & Correspondence**

The commission will discuss the changes from a commission to a workgroup.

**III. Public Comment** (no more than 5 minutes each)

No comments.

**IV. New Business**

a. Election of Commission Officer

(4:53) Election of Commission Officer - Chair Rivinus announced he would not seek reappointment, but would continue to support the Commission during the library grand opening and transition period. Member Schellhase was nominated as Chair.

The motion was made to accept Schellhase as Chair, and passed unanimously.

b. An explanation of the legal process of evolving from a Commission into a Workgroup

(36:21) Process to change from Commission to Workgroup & Vote - Members

discussed ongoing City-wide changes to advisory bodies, and the Library Commission is expected to transition from a governing commission to a work group under the City's current governance structure. Until formal documents are prepared by the City Attorney and adopted by Council, the Library Commission must continue operating in its existing capacity.

The motion was made to change from a Commission to a Workgroup, and passed unanimously.

- c. Discussion and possible vote to recommend to City Council that the Yachats Library Commission evolve into the Yachats Library Workgroup

**V. Reports** (an opportunity for Commissioner questions and comments)

- a. Summary Minutes of October 23, 2025

No changes.

- b. Budget Report

(6:53) Commissioner Morrill presented the budget report through October 2025, noting that expenses were at or below 33 $\frac{1}{3}$ % of the annual budget, consistent with being four months into the fiscal year. Prepaid expenses and insurance accounted for higher early expenditures. Reserve balances were reported as sufficient to cover remaining construction costs, and added that updated capital project numbers indicate the project is within approximately 1% of budget, with an estimated overage of less than 0.5%, attributed primarily to minor change orders.

- c. From the Library Administrator

(8:46) Tracy Altson provided an operational update, reporting that the new library is open and functioning well, with a strong community response. Issues were noted with exterior doors and locks, particularly weather exposure and alignment, and interim security procedures have been implemented. Members discussed the community use of the library community room; scheduling is currently coordinated through the Commons Coordinator. While no final fee structure has been adopted, the general direction is toward no rental fee during operating hours, with possible suggested donations or refundable deposits for after-hours use. There is continued growth in digital library usage, with approximately 195 active users.

- d. From Friends of Yachats Library

(22:37) The Commissioner Rivinus received an update from Sue May that included expanding bookcase storage, assistance with furniture removal, and significant material support for library equipment, such as televisions and furnishings. The Friends were recognized for their continued generosity and resilience.

**VI. Ongoing Business**

**VII. Other Business**

- a. From Commission
- b. From Staff

**VIII. Adjourn**

Adjourn Yachats Library Commission Meeting 10:59 am

**Minutes prepared by: Kimmie Jackson, Recorder**