1. 10:00 A.M. Agenda

   Documents:

   2019-07-09 Library Agenda.pdf

2. 10:00 A.M. Meeting Materials

   Documents:

   2019-05-07 Library Minutes DRAFT.pdf
   2019-07-09 Library Carrel Design.pdf
   2019-07-09 Library Expansion Funding Plan.pdf
   2019-07-09 Library Meetings Summary.pdf

CITY OF YACHATS

LIBRARY COMMISSION
WORK SESSION METTING
441 Hwy 101 N., Yachats Commons, Room 3

July 9, 2019, at 10:00am

AGENDA

I. Meeting called to order

II. Minutes of May 7, 2019

III. Reports
- A. Library Volunteers
- B. Friends of the Library
- C. Financial Report
- D. Other

IV. Current Business
- A. Strategic Plan Updates
  1. Sustainability of Programs
  2. New Programs
  3. Library Technology
  4. Future Needs and Interests

V.
- A. Other Business
- B. From the Commission
- C. From the Floor

VII. Adjourn

Next Meeting Date: October 8, 2019

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.

Posted: 1/31/19

City of Yachats

LIBRARY COMMISSION
Special Work Session
May 7, 2019

<u>Draft Minutes</u>

I. Call to Order

Chair Marv Wigle called the May 7, 2019 work session of the Library Commission to order at 10:00 am in Room 1 of the Yachats Commons. Members present: Marion Godfrey, Nikki Carlson, Dianne Allen, David Rivinus, and Marv Wigle. Staff present: none. Audience: 1.

II. 2019-2024 Strategic Plan

A. Announcements

Wigle indicated he received a request from the City Manager to provide input on how the Commission fits in with the Council and structure of the City. Wigle noted the strategic plan fulfills some of this input and the document Commissioner Rivinus drafted also helps define the role of the Library Commission.

Commissioner Godfrey asked Wigle about the usefulness of the Commission Chairs meeting with the City Manager. Wigle indicated it was useful and it was a place where information was discussed frankly.

Wigle reported there was ample open discussion at the Volunteers meeting. Commissioner Allen concurred with Wigle's assessment and noted people felt heard. Wigle noted he hoped to involve volunteers in the strategic plan and projects. Godfrey noted some volunteers needed encouragement to work beyond their two-hour shift. Commissioner Rivinus suggested that they include the additional roles volunteers need to assume into training procedures documentation. Godfrey agreed, noting simple things like learning how the Dewey Decimal system works should be identified.

Commissioners discussed communications around getting articles in the Newsletter and wanted notification if an article had not been submitted.

Wigle reported the City Manager has added a building maintenance line item to the budget, calculated at a rate of $3.50 per square foot. He explained the conceptual approach of budgeting going forward where miscellaneous items were included in the Library budget rather than coming out of a general fund from the City.

B. Security

Allen reported the Library has recently had several visitors using the computers and loitering in the back and in the restroom. Allen reported she talked to a person connected with the Sheriff's Department about how to manage the situation.

Volunteer Sara Moore reported there were people behind the Library the previous Friday using and/or selling drugs. She reported she tried to call Dave Buckwald but could not reach him. Godfrey stated that after 4:00 pm, they need a number they can call without taking 30 minutes for someone to arrive. Wigle reported an incident in his neighborhood where people were being unruly and the Sheriff would not send someone down.

Allen suggested they have some customer service training on managing the homeless and indicated she would talk to the City Manager about the issue. Allen stressed that they need two people in the Library at all times. Wigle asked if there was information on this topic in the Policies and Procedures manual. Godfrey indicated this issue should go into the Admin side of their policy document in progress.

C. Strategic Plan

Wigle suggested they first prioritize the Goals and Objectives. Rivinus indicated he believed he could be most helpful on Goal D and this goal should be a priority as the Friends had lost their grant writer. He noted they were about halfway toward their fundraising goal. Rivinus reported the Council of Governments could assist in finding both grant writers and available grants.

Commissioners agreed Goals A and D were the first priorities and Goal C was third.

D. Goal D

Wigle noted Objective 1 was of highest priority and was in process. Rivinus indicated he would work on Objectives 1 and 2. Rivinus wanted to know the role of the Friends in this area. He had the understanding that the Friends were only writing small grants. Wigle reported he had met with Friends President Sandy Dunn and received the impression that they were not planning to be very proactive. He noted the value of raising money through a 501(c)3. Commissioners expressed concern that the Friends were not willing to apply for large grants. Recorder Anderson clarified that the Commission cannot legally tell the Friends what to do but they can ask what the Friends were willing to do. Rivinus indicated he would talk to Dunn.

Regarding Objective 3, Godfrey noted they cannot put the management of donations that go to the Friends in a City document. She added that part of this was under the purview of the City Manager. Godfrey noted Chuck Carlson should be involved as well. Carlson clarified Chuck Carlson would work with the City Manager.

Allen suggested Objective 7 be placed under Goal C. Commissioners discussed mailing information to people in the area beyond the water bill mailing list. Allen indicated she would talk to Angie at the Post Office.

Godfrey noted Objective 6 would involve a job description.

Wigle and Godfrey agreed to take on Objective 5 and would meet with Mary Kay.

Commissioners agreed Objectives 4 and 6 could be on hold.

E. Goal A

Wigle assigned Objectives 3 and 4 to Godfrey, noting the position description was in the document Rivinus drafted. Godfrey added they were planning to create a training document from the Policies and Procedures work.

Objective 3 was assigned to Janet Hickam and Janet Rackleff.

Godfrey and Carlson indicated they would work on Objective 2.

F. Goal C

Carlson suggested Rebecca Bloch might get involved in this area. Godfrey noted they would need to discuss the budget if they were going to change the computers with the remodel. Commissioners agreed to ask Bloch for recommendations around technology.

G. Goal B

Objective 1 was assigned to Janet Rackleff.

Allen noted she has worked on Objective 2 with respect to Sea Aire. Allen indicated Sea Aire would like to have large print books from the Library. She also noted that many of these books get lost. Allen added that Yvonne Wulff has been getting books to Sea Aire. Godfrey suggested they pull large print books from the book sale and give them all to Sea Aire.

Commissioners discussed ideas for book clubs and programs related to Objective 3. Allen indicated she would gather more information.

Carlson stated she would handle Objective 4. She indicated she had ideas about how to a display books or provide a list in conjunction with YAAS speakers.

Commissioners noted they needed to wait on the expansion to address Objective 5. Godfrey suggested having a writers group meeting at the Library.

Commissioners discussed the little library stations and where they might be most useful and issues around books being returned. Carlson indicated she would explore options for this program.

Wigle summarized the assignments of the Objectives.

Rivinus volunteered to come to the Library if someone was needed for security reasons. Godfrey suggested they speak with Janet about immediately implementing a procedure around this issue.

Godfrey noted the table in the back was an attraction for people to loiter or sleep, and Commissioners discussed removing the table and internal arrangements to accommodate people who bring their own laptop to work on.

Commissioners agreed to provide updates on their progress at their regular July 2019 meeting.

III. Other Business

A. From the Commission - none

B. From the Floor - none

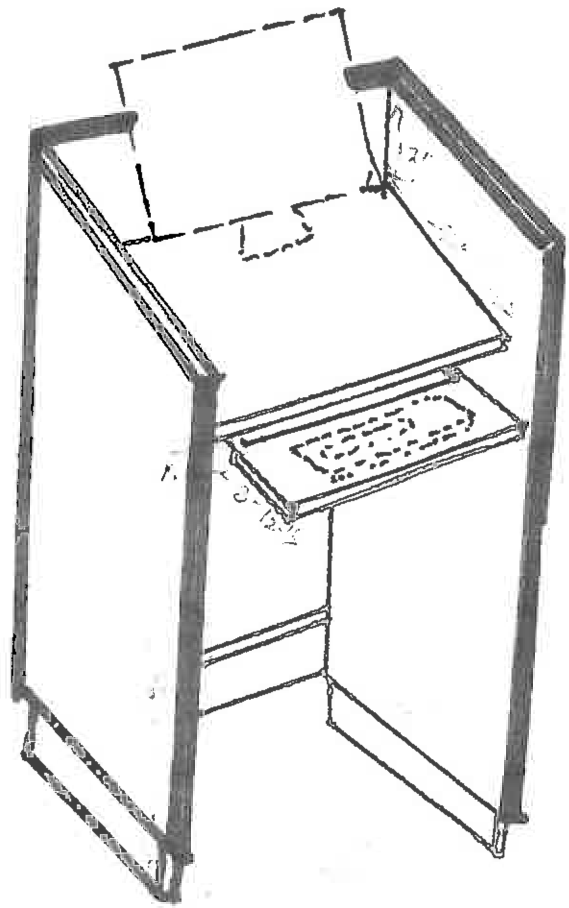
Wigle closed the meeting at 11:47 am.

______________________________ ___________

Marv Wigle, Chair Date

Minutes prepared by H.H. Anderson on June 14, 2019

HANDOUT 7/9/19



HANDOUT 7/9/19

Table 1

LIBRARY EXPANSION/REMODEL PROJECT FUNDING PLAN - JULY 17,2019				
	ADDITION (400sq. ft. @ $325/sq.ft.)	**REMODEL** (2000 sq. ft. @ $85/sq.ft.)	**FURNITURE/ FIXTURES**	**TOTAL**
BUDGET:	$130,000	$170,000	$70,000	$370,000
FUNDING GOAL:	$140,000	$180,000	$80,000	$400,000
	CITY OF YACHATS	**CITY OF YACHATS**	**FRIENDS OF THE YACHATS LIBRARY**	
FUNDING TO DATE:				
CIP Funds	$26,250	$33,750		$60,000
Hall Bequest Funds	$43,750	$56,250		$100,000
Lincoln County Community and Economic Development Funds			$15,000	$15,000
Oregon Community Foundation - Community Grants Program			$11,400	$11,400
Ford Family Foundation - Technical Assistance Grant			$4,000	$4,000
Fundraising - Events			$2,100	$2,100
Fundraising - Individual Donations			$17,000	$17,000
In-Kind Labor (estimate: 800 hours @ $15/hr.)	$5,250	$6,750	$12,000	$12,000
Total To Date	$75,250	$96,750	$49,500	$221,500
TO BE RAISED:	$64,750	$83,250	$30,500	$178,500
PENDING AND PLANNED:				
Ford Family Foundation - Rural Capital Grant	$55,000	$70,000		$125,000
Collins Foundation	$15,000	$20,000		$35,000
Siletz Tribal Charitable Contribution Fund			$5,000	$5,000
Fundraising/Grants			$25,500	$25,500
TOTAL TO DATE AND PLANNED:	$145,250	$186,750	$80,000	$412,000

CHECKLIST

		Task
☐	Current interior	Paint
☐	Current interior	Replace floor (carpet?, laminate?)
☐	Current interior	Attach book shelves to floor (seismic)
☐	Current interior	Adequate wiring
☐	Current interior	Reconfigure computer stations
☐	Current interior	Reconfigure/add shelving
☐	Current interior	Replace front door
☐	Current interior	Replace lighting
☐		
☐	Addition	Shelving and furnishings
☐	MOU?	Clarify where we are (Design phase? RFP?) and who assumes responsibility for what.
☐	Projected costs bases:	
☐	Surrogate: 2019 Quarterly North America Construction Report - First Quarter - Portland Area - University (Accomodates prevailing wage (Davis-Bacon) requirements and reinforced by RS Means data)	$330-$465/sq. ft.
☐	Use $350 sq. ft since	
☐	Formal Needs Assessment? (Informal: More shelving, space for gathering.)	

HANDOUT 7/9/19

Results of meetings regarding the library expansion and the possible grant from the Ford Family Foundation.

There are three entities that have to work together: Commission, City and Library Friends. While my mandate was to pursue acquiring funds for the library expansion, it soon became apparent that one of the major stumbling blocks was a lack of communication among the three entities, and diplomacy seemed to be the first order of business.

As such, there were meetings as follows:

1) With Marv
2) With Sandy
3) With Heather
4) With Shannon, Heather and Marv
5) With representatives of all three entities: Shannon and Heather representing the city; Sandy and Maggie (?) representing the Friends; Marv and me representing the Commission.

What was resolved in this most recent—and productive—meeting were the following issues:

1) Working with either Sue May or with another designated fundraiser suggested by the COG, the three entities—especially the City under Heather's direction—will pursue the Ford Family Foundation Grant. The Friends agree to make their 501c3 status available for this purpose as long as the City and the Commission are responsible for the legwork, and the Friends, themselves, are left out of the grant's administration. Further, Sandy will test the waters with Meredith to see if she might be willing to review the grant proposal before submitting the final version to the FFF.
2) Additionally, there will be efforts made to pursue a Collins Foundation Grant.
3) The Friends agree to allow the Commission and the City to use the Friends' 501c3 status to pursue other grants, again, as long as the application process and the administration are done by the City and the Commission, and as long as the grant can be applied to a remodel-related need other than specifically "bricks and mortar."
4) The Friends agree that they will, themselves, work toward raising about $30,000.
5) With these specific agreements reached in principle, it was agreed at this meeting that these proposals will be brought, first, to the Library Commission in July. And assuming approval by the Commission, then brought before the City Council for their go-ahead.
6) In the meantime, Heather will work toward putting together an actual cost estimate for the expansion project. At the moment, the estimates are varied and based on only minimal "hard" numbers.
7) In other business, the Friends agree to finance the annual lease of 8 computers for the library, based on an option that Shannon brought to the attention of the Friends. These computers will be of similar, recent quality and will be maintained by the lessor.
8) Finally, Sandy proposed some sort of ombudsman arrangement in order to minimize the ill-effects of the "Yachats Rumor Mill," and just to assure that all three entities have, and are operating from, the same information.