City of Yachats

**LIBRARY COMMISSION**
**Quarterly Meeting**
July 9, 2019

<u>Draft Minutes</u>



**I. Call to Order**
Chair Marv Wigle called the July 9, 2019 quarterly meeting 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: Facilities Manager Heather Hoen. Audience: 1.

**II. Minutes**

A. April 11, 2019

Commissioner Godfrey moved to approve the April 11, 2019 meeting minutes as amended: Aye 5; No – 0.

B. May 7, 2019

Commissioner Rivinus moved to approve the May 7, 2019 meeting minutes as amended: Aye 5; No – 0.

**III. Reports**

**A. Library Volunteers**

Janet Rackleff reported the first summer program will begin on July 11, 2019 and has 43 participants enrolled. The Children's Program partnered with the Yachats Academy of Arts and Sciences for a Universal Stories series and noted there was a man in the area who made the space suits for NASA. She reported they have a volunteer who will dress as a space alien. She indicated things are running well

**B. Friends of the Library-** none

**C. Financial Report** - none

**D. Other** - none

**IV. Current Business**

**A. Strategic Plan**

**Goal 1: Sustainability of Programs**

Godfrey reported items 3 for Library Technology and 4 for Future Needs and Interests were covered in the Policies and Procedures manual. Godfrey noted that the safety and security component still needed work. Commissioner Allen indicated she would get information to

Chuck Carlson and the Commission when it was completed. Godfrey added that this policy would need to be in line with what the City creates for a general security policy.

**Goal 2: New Programs**

Allen reported that Nancy Lamvik indicated the Sea Aire volunteer will be in charge of the book bag and Allen will provide a new bag each month. Allen noted the biggest issue was getting the residents to return the books.

Allen reported the City safety meeting will be on July 16, 2019 at 9:30 am. Allen anticipated they could finalize their safety plans after this training. Facilities Manager Hoen reported the City insurance company was stressing the importance of having two volunteers present at all times. Allen noted some volunteers were wanting to work alone, and Godfrey noted the volunteers were City volunteers and needed to follow City policies. Wigle clarified that the Policies and Procedures Manual would need to be approved by the Commission.

Hoen noted the City gets asked questions about what was being done for the safety of children. Hoen stated that minors are not supposed to be left alone with one adult. She indicated insurance companies look for a statement of this policy in writing.

Rackleff asked if a volunteer being trained would qualify as a second person. Hoen indicated a trainee would qualify as a second person. Rackleff indicated the library manager sometimes wanted quiet time to work when patrons were not around. Wigle stated that having a single worker was not a problem when the Library was closed.

Rackleff noted that parents will often leave their children at the computer when they go elsewhere in the Library. Hoen explained that this area was gray and that line-of-sight could be adequate for supervision of children.

Allen explained volunteers would use a list of registered voters to solicit input. She also noted they could have people who come into the Library indicate whether to have eBooks. Godfrey noted she and Wigle would be talking to the leader of the Lincoln County Library District about the possibility of the City access the Chinook system for eBooks. Godfrey noted a stand-alone system for Yachats would be too expensive.

Rackleff explained children are now using eBooks in the schools both for text books and pleasure reading and that children will be using eBooks more and more through phones and tablets. She noted the straw vote would not be reflecting the population that will be using it most. Allen suggested they proceed with an assumption that children will be using eBooks and the straw vote will determine what is offered to adults. Godfrey noted she would need to find out what the current library management software could do with eBooks. Rackleff believed the eBook management software would be separate from the main library software.

The Commission approved Allen setting up a straw poll in the Library about opinions on eBooks.

Allen reported there were two book clubs hosted in the Library, one by Dave Baldwin and one by Cathy Standard. She reported one group brings alcohol and she thought she had a permit. Hoen noted that the City requires a permit for serving alcohol on City property.

Carlson reported she was investigating little free libraries and learned there is a 501(c)3 who provides libraries and instructions for building a little library kiosk. She noted these kiosks require a sponsor. There is a fee and the organization provides starter books. Godfrey suggested that they do not need books from the free library group as they have plenty in storage. The Commission discussed desirable locations. Wigle noted Angell Job Corps might be able to help build the kiosks.

Carlson recalled that the Commission agreed to put on hold the efforts to support authors/presentations until the new addition was completed.

**Goal 3: Library Technology**

Wigle noted the Friends of the Library were working with COG about leasing seven computers for the Library. Hoen noted there would be a cost adjustment to include software. Hoen clarified that all computers in the Library would be replaced before the remodel.

Hoen reported the COG representative has asked that either Hoen or Bryan Chitka (COG) be notified of problems and asked that others not try to fix the computers. She asked that the Library have a volunteer be trained in maintenance. Allen clarified that the new computers should arrive by the end of July 2019.

Godfrey asked about rewiring when the Library gets new computers. Hoen reported Chitka suggested that the computers be hard-wired, as that will make the systems faster and more reliable. She also noted it would be cheaper to have Pioneer install the wiring.

Godfrey reported she looked carrels for the computer stations and a place in Eugene could make customized units for $1,200 to $1,300 each. Rivinus clarified they would be getting four carrels for the four public computers.

Godfrey reported they are getting three 4-foot mobile pyramid book cases for children’s section for approximately $1,400 each.

Godfrey noted they will need spots with appropriate furniture in the adult section of the library where people can work on their laptops and connect to the WiFi.

**Goal 4: Future Needs and Interests**

Rivinus reported there were four entities (Commission, volunteers, Friends, and City of Yachats) that needed to work together around grant writing. He had five meetings with representatives from these groups. He reported the Friends see their fundraising mandate as supporting the programs of the Library rather than the “bricks and mortar” of the library, as Sandy Dunn believed “bricks and mortar” were the responsibility of the City. He reported Sue Dunn could take on the grant writing responsibilities and use the Friends for their 501(c)3 status as long as the Friends do not have to administer the grants.

Rivinus met with Wigle, Hoen and Manager Beaucaire where they decided the three main entities should meet together. In a meeting with Sandy Dunn and Maggie Marshall representing the Friends, Manager Beaucaire and Hoen representing the City, and Rivinus and Wigle representing the Commission, it was decided:

1. The three groups would work with Sue May or other grant writer to pursue the Ford Family Foundation grant, where the Friends would use their 501(c)3 status as long as they did not have to administer the grant;
2. They should pursue a Collins Foundation grant;
3. The Friends agreed to allow the City and a grant writer to pursue other grants related to remodeling needs using their 501(c)3, under conditions that the City and Commission do the grant writing and the Friends do not have to administer the grants;
4. The Friends would commit to raising $30,000;
5. The proposals would first be brought to the Commission and then, upon approval by the Commission, to go to the City Council;
6. Hoen would work to put together a cost estimate for the expansion project;
7. The Library would lease new computers.

Rackleff asked if the City was planning to hire a grant writer. Wigle speculated that the City was planning to use COG to help with identifying and applying for grants. Rivinus reported that Dunn was optimistic about getting grant writer Meredith Howell to help.

Wigle summarized the relationships they were developing.

**III. Other Business**

**A. Other Business**

Hoen reported she wrote an RFP for the Library expansion and the attorney indicated they actually needed an Intention to Bid (ITB), so she rewrote the proposal. Wigle explained they needed to provide the remaining information so Manager Beaucaire to take the document to the Council on July 17, 2019.

Hoen reported the engineer estimated $194,000 to complete the work but believed this number did not include a prevailing wage. She indicated this factor would add 30%.

Rivinus moved to authorize Commissioner Wigle complete the document with Facilities Manager Hoen and to provide a funding plan for presentation to Council: Aye 5; No – 0.

Hoen indicated she knew of two contractors who were interested in bidding on the project and explained where the ITB would be posted. Hoen wanted to start accepting bids in August 2019.

Wigle indicated the Commission would assemble a group to review the bids and to develop the questions for the evaluation.

Carlson indicated she talked to Dave Baldwin about coordination between YAAS and the Library, and Baldwin stated he would bring the idea to his group at their next meeting.

Rivinus indicated that Dunn suggested that there be an ombudsman to ensure that everyone has the same information. Wigle identified the City, City Council, Friends, Volunteers, and Librarians. Hoen pointed out that having each Commissioner take a group might cause some kind of rolling meeting. Minutes Recorder Anderson noted that the Commission needed to conduct its business at Commission meetings. Rackleff suggested putting a Commission summary in the Newsletter. The Commission discussed options for communications. Rivinus suggested starting with a bullet-point summary in the Newsletter and an email to the Friends each month. Anderson added that the Commission can put the information on the new website Library Page. Rivinus indicated he could print the minutes and take them to Dunn to get feedback and answer questions.

**B. From the Commission** - none
**C. From the Floor** - none

Wigle closed the meeting at 11:50 am.

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Marv Wigle, Chair Date

Minutes prepared by H.H. Anderson on August 16, 2019