CITY OF YACHATS
Library Commission

October 11, 2016

Chair Dunsdon called a special Work Session of the Library Commission to order at 10:00 a.m. in the Civic Meeting Room of the Yachats Commons. Members present: David Dunsdon, Marion Godfrey, Terri Homer, Marv Wigle and Nikki Carlson.

I. **Minutes –** Motion to Approve Minutes April 5th & May 10th 2016 – Aye – 5, No - 0

II. Reports

A. Financial Report – No comments and Accepted as Is. $40,000 to repair the West wall is not necessary at this time per a contractor that Public Works had look at the job. Godfrey wanted to know what the money would be used for at this point. Wulff stated that the Council will decide where the monies will go.

B. Volunteer Librarians – No Report
Wulff stated that the fire marshall was concerned with the children's room and where the book shelves were located and obstructing the clear path to the fire exit door. The fire extinguisher needs to be moved to a visible location. The inspection was actually done by the Safety Committee, Jackson & Kentta. A report will be forwarded to the City Administrator and to the committee.

C. **Friends of Yachats Library –** No Report

III. Business

A. **Strategic Planning -** Wigle wanted to know what the commission's involvement with the budget process is.
Dunsdon stated that two members met with Janet Racliff and Janet Hickma and discussed prior year's budget and the issues and forward to the City Recorder, which then is presented to the Council.

Davies commented that the $150,000 bequest is still in the probate process, and is not complete at this time.
Homer stated that Dunn, Friends of the Library does have funds available to the library for special projects and will have to apply for. There is also a grant available every two years for approximately $10,000 limit.

B. **Building -** Homer, Building Group met with Casey Baker an architect out of California that is a resident of Yachats now met with the volunteers. The group submitted a wish list to improve the interior or expansion of the Library. Casey is not charging for her services. Friends of the Library is also aware of the projects.

Godfrey state that the storage of the books needs to have a place to be stored and that Dunn's residence is not available any longer.

Davies stated that they could use the 501 Building at this time.

C. Paid Manager Discussion – Godfrey stated has draft notes on job description. At this point no further information. The next meeting should have more concrete information for this position.

D. Strategic Planning - Carlson met with both Ratcliff & Hickam have reviewed each of the goals and objectives. Will discuss at the next meeting.
The $150.00 Library membership for the state site is up for renewal and is it still a valuable resource. Will discuss at the next meeting and invite the manager from the Waldport Library to discuss issues.

Dunsdon stated as the chair, has the authority to have a work session is available upon request if needed. Goal #3 is Library operation has work groups that are looking at the policy & procedures needs to provide a report and add item to agenda. There are five work groups that will have a report to submit to put on the agenda.

IV. Other Business

A. From the Library Commission –

Godfrey wants to officially thank the Friends of the Library for the certificates.

Motion – Carlson to officially write a formal letter thanking the Friends of the Library for the Certificates. Aye -5, No – 0

Godfrey stated that she was disappointed that the volunteers did not want to participate in walking in the parade and handing out book marks. Hope to promote next year and have the group walk in the parade.

B. From the Floor – Buckwald, stated that in an effort to make the bio solids process more effective and efficient, Public Works will need to expand the conveyer, will need to move the west side fence approximately 8-10 feet toward the building. There are two flower beds will need to be moved. Will have to the 1st of the year to get it relocated. Not sure whose responsibility it will to move the flower beds.

C. From the Library Commission – Copies of the draft of Strategic Plan for 2017-2022 were distributed to the commission members. Carlson requested that any comments or changes be sent to her so they could be incorporated into the draft for discussion at the next meeting

D. From the Floor – None.

There being no further business before the Library Commission, the meeting was adjourned at 11:03 a.m.

Attest:

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David Dunsdon, Chair

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Kimmie Jackson, Clerk II