City of Yachats

LIBRARY COMMISSION

SPECIAL MEETING & WORK SESSION

December 11, 2017

Minutes

Commission Chair David Dunsdon called the December 11, 2017 special meeting of the Library Commission to order at 11:03 am in Room 1 of the Yachats Commons. Members present: David Dunsdon, Nikki Carlson, Marion Godfrey, Marv Wigle, Nancy Bolton-Rawles. Absent: none. Audience: 4.

I. Allocation of $75,000 of Hall Bequest

Commissioner Wigle moved the Library Commission recommend to City Council that a maximum of $75,000 of the John Lester Hall Jr. bequest to the library be dedicated to the library move project and that these funds be expended in a manner and for such purposes as will be mutually agreed upon by the Library Commission and the City Council: Aye – 5; No – 0.

II. Logo Discussion

Commissioner Bolton-Rawles reported she has incorporated feedback on her logo design and presented several options. Godfrey favored the original design, with the addition of alterations to remove “the moustache.” Bolton-Rawles indicated the original design had benefits of being simple and easily reproducible. She noted the birds symbolize ideas coming out of books. Bolton-Rawles indicated she would make adjustments as suggested by Commissioners, and the Commission can re-evaluate in January 2018.

III. Library Commission Applicants

Dunsdon indicated Marv Wigle has agreed to serve another term on the Library Commission.

Godfrey moved to recommend to the Council that Marv Wigle be re-appointed to the Library Commission: Aye – 5; No – 0.

Commissioners discussed finding another person to serve on the Commission. Commissioners agreed a person from the surrounding area would benefit the Commission.

IV. City Manager’s Response to Chair

Dunsdon suggested accepting Manager Beaucaire’s responses to his questions and forward to the Council a recommendation for clarification on the roles and responsibilities of the Friends of the Library, the Library Steward, and the 2+2 Work Group.

Wigle asked for clarification on the Council’s bearing responsibility over the Friends of the Library. Commissioners discussed the fuzzy boundaries with the various groups.

Dunsdon would like to see things the Friends do go through the Commission, who would then make recommendation to the Council

Wigle moved to ask the Council for clarification on the roles and responsibilities of the Friends of the Library, the Library Steward, and the 2+2 Work Group: Aye – 5; No – 0.

Wigle closed the Special meeting at 11:15 am.

Wigle opened the work session at 11:15 am.

I. Strategic Plan

Carlson stated there are five goals and suggested each Commissioner take one objective and follow through to its implementation. Part of this work would include developing action items from the goals and strategies. Commissioners agreed to that approach with the following assignments:

Goal 1 - Godfrey (she is already working on this)
Goal 2 - Carlson
Goal 3 - Bolton-Rawles
Goal 4 - Wigle
Goal 5 - Godfrey (with assistance from Wigle)

Commissioners discussed the overlap between goals and their work. Dunsdon noted there was a “living” aspect to the strategic plan so there will be future updates.

Godfrey suggested Bolton-Rawles be a floating member for the goals to provide assistance where needed. Regarding Goal 3 on technology, Bolton-Rawles explained her expertise is in web and graphic design software, and she is less aware of other aspects of computers.

Godfrey suggested Bolton-Rawles be added to the library subcommittee examining the library’s software upgrades needs. Librarian Janet Ratcliff explained the current library system and what they need to upgrade.

Carlson suggested each Commissioner re-examine the goals and identify potential restructuring based on the new situation with the library move. Dunsdon noted the existing draft is a good start.

Commissioners discussed whether they could email information to each other. Anderson clarified there can be no replying to emails as that would constitute a meeting. Dunsdon noted that if an email is sent to all Commissioners for informational purposes only, Manager Beaucaire needed to be copied.

Carlson suggested they schedule a work session for February to work on a revision of the goals. Dunsdon suggested the Commission schedule work sessions each month in between the regular meetings. Commissioners agreed to this suggestion.

Next Meeting Agenda

Dunsdon proposed working with Wigle to set the January agenda to help enable smooth transition to new leadership. Dunsdon noted the Chair has the responsibility of establishing the agenda.

Commissioners agreed on the following agenda items for January:

1. Officer elections
2. Logo
3. Update from 2+2 (make this an ongoing item for regular meetings)

Godfrey asked how their motion regarding clarification from the Council would be implemented. Dunsdon indicated he would handle the matter.

Dunsdon thanked Commissioners for their willingness to take on responsibilities.

Wigle expressed strong appreciation for all the invaluable work Dunsdon has done to steer the Commission. All Commissioners emphasized the importance, effectiveness, and dedication for what Dunsdon has contributed.

Dunsdon indicated it has been an honor and a pleasure working with the Commission.

With no further business before the commission, Dunsdon adjourned the meeting at 11:41 am.

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David Dunsdon, Chair Date

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Minutes prepared by H.H. Anderson on December 11, 2017