City of Yachats

LIBRARY COMMISSION

April 11, 2017

Minutes

Commission Chair David Dunsdon called the April 11, 2017 regular meeting of the Library Commission to order at 10:00 am in Room 1 of the Yachats Commons. Members present: David Dunsdon, Nikki Carlson, Marion Godfrey, Marv Wigle. Absent: none. Staff present: none. Audience: 2.

I. Announcements

A. Correction to Agenda for April 11, 2017

Chair Dunsdon noted meeting title is a regular meeting and not a special work session.

II. Minutes

Commissioner Wigle moved to approve minutes of January 10, 2017 and March 14, 2017: Aye - 4; No - 0.

III. Reports

A. Revenues and Expenditures – no report available at this time

B. Library Volunteers

Volunteer Sarah Moore reported between $5,400 and $5,500 was raised from the Library Book Sale, Moore reported Janet Ratcliff is planning summer reading program entitled, “Build a Better World,” and is organizing activities for children around the eclipse.

C. Friends of Yachats Library – none

IV. Work Group Reports

A. Procedures

Commissioner Godfrey stated that until the strategic planned is approved by the City Council, there will be nothing to report on procedures. Dunsdon asked Godfrey to notify him when this issue needs to be added to o the agenda.

B. Building/Interior

Commissioner Godfrey stated that until a decision is made regarding the building and possible move, there would be nothing to report. Dunsdon reported he had made contact with Shirley, John Hall’s sister, who will contact Hall to get his input on the memorial. Dunsdon noted he would like the Friends of the Library to help defray costs.

C. Budget/Finance

Wigle reported he and Commissioner Carlson met with volunteers Janet Rackcliff and Janet Hickam to generate Revenue and Expenditure Report for the 2017-2018 library budget. They wanted to maintain current service levels for children’s programs, acquisition of new materials, and free access to computers and wi-fi. Items to note in the report included the following changes:

33% drop in gifts and donations
14% increase equipment and repairs
9% increase children's books program
8% increase books and periodicals
52% increase for materials and services

Wigle stated some of part of these changes are due changes in categorization as part of the integration of two systems at the city. Wigle stated he believed the report is realistic and necessary.

Dunsdon submitted a request for a CIP of $40,000 but it was not approved. He anticipated it would be granted future years. Dunsdon had questions about unencumbered balances on the report.

D. Strategic Planning

Carlson reported the strategic plan is at point where the whole commission can go forward with making changes and working on action items. Carlson suggested the council devote the next work session to this topic. Carlson reported Rackcliff and Hickam had indicated their approval. Dunsdon stated he would like to get public input on the strategic plan, as well as 501 building, at the June work session.

V. New Business

A. 501 Building

Carlson noted:

1. The city had purchased the 501 Building to be a revenue generator, and the City Council would be discussing uses at their next meeting (tomorrow). Dunsdon stated he had forwarded to the commissioners Councilor Glenn's report on the potential uses of the 501 building (The attachment had not gone through so Anderson will see that it gets distributed).
2. She had met with Councilor Frye and Manager Davies about the library's interest the building.
3. The library's previous reluctance to consider the location was due, in part, to having to share the space and thus not seeing a significant increase in square footage.
4. Manager Davies stipulated no monies from bequest would be used for the renovation.
5. As the City would be paying for the renovations, the process might take several years due to cash flow constraints. Dunsdon understood the City would pay for a feasibility and cost study and would like that information before the commission's next meeting.

Carlson indicated she would present to the Council the commission's requests and concerns for taking occupancy.

Carlson stated the following issues would need to be addressed:

1. Parking: The library would need dedicated spaces, and potential problems could arise when there are special events at the Commons, especially on weekends. Manager Davies indicated signage could be arranged.

2. Dumbwaiter: The library would need a means of easily getting books to the second floor storage area.
3. Timeline: The library would need to examine the sequence of renovations to assess how they could transition without disrupting library services.
4. Library Independence: The library would want to retain their independent status from the City. Dunsdon would want a written statement from the City regarding their relational structure.
5. Electrical Needs: Library volunteer Yvonne Wolfe noted difficulty of adding additional electrical outlets in structure with concrete pad.

Wigle stated he recently visited the building and could see how the facility could work as a library, but he noted the nature of the building would change the overall culture and ambience of the library. Wigle expressed concern for how volunteers might respond to working in a less-intimate environment. Godfrey suggested they make assessments on human flow. Wigle noted they could have the volunteers visit the building.

Carlson reported results of volunteer survey (n=14): Yes or Maybe – 11; No – 3. Volunteers raised the following questions:

1. Does the library get the whole building? Yes.
2. Is storage available? Yes.
3. Will the staff and volunteers have a say in the remodel? Yes.
4. What will the present library be used for? They would like to see the building remain, possibly for City Hall or a new health clinic
2. Will the building be more secure? The building would likely be more secure against break-ins but not against having loiters. Lighting would be improved.
3. Will a professional review designs? Yes.

Godfrey noted city has talked to Washington Federal about installing an ATM in the building. The Commission is not opposed to an ATM.

Dunsdon stressed importance of library volunteers, the Commission needs to be sure volunteers are comfortable with any changes. Godfrey noted acceptance might increase when people can see concrete plans.

PRO

1. Increased ADA compliance
2. More/better lighting for safety
3. Additional parking
4. More area: 4800 sf in new building
5. More accessible storage
6. More visible from highway (could increase visitors)
7. Closer to the YYFAP kids in commons
8. Space for separate area for children's section
9. Summer reading programs could be more integrated with commons
10. Separate computer area
11. Closer to emergency evacuation route

12. Located uphill for wastewater treatment plant
13. Meeting room for community use and/or to rent out (privacy for Medicare consultant)
14. Increased office area

CONS
1. Need to install dumbwaiter
2. Need 2 volunteers per shift
3. Need to hire designer to help with layout
4. Would likely have to do renovations in stages given finances of City

The Commission agreed a move needs to be in library's best interest and rather than to serve some need of other entities.

VI. Notice from Commission to Council for 501 Building Consideration

Carlson moved to present to the City Council an indication of their interest in moving the library to the 501 Building: Aye - 4; No – 0.

VII. Request to Friends of Library

Godfrey moved to request of the Friends of the Yachats Library an amount not to exceed $2,000 for purposes to hire a consultant or interior designer to evaluate interior design of either building: Aye - 4; No – 0.

VIII. Future Meeting Topics

Wigle moved to have the following meetings:
5/9/17 – Work Session on Strategic Plan (and additional 501 discussion)
6/13/17 – Special Public Meeting on 501 Building and Strategic Plan
7/11/17 – Regular Meeting where Commission makes a final recommendation/decision as to Commission's commitment to 501 Building

Motion to approve above-listed meeting topics and schedule: Aye - 4; No – 0.

IX. Other Business

A. From the Commission

Wigle asked if library is part of the Passport Program. The Yachats card valid at other libraries, and other library cards are valid in Yachats.

B. From the Floor – none

There being no further business before the Library Commission, Dunsdon adjourned the meeting at 10:59 am.

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David Dunsdon, Chair Date

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Minutes prepared by H.H. Anderson on April 28, 2017