City of Yachats

LIBRARY COMMISSION

March 14, 2017

Minutes

Commission Chair David Dunsdon called the March 14, 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: City Manager Joan Davies, City Councilor Greg Scott. Audience: 6.

I. Strategic Plan

A. Wi-Fi and Computer Updates

Councilor Greg Scott (speaking as IT Manager) reported:

1. Updating Wi-Fi system in is progress – He is integrating a comprehensive network of city buildings. The new system should be more stable, enable access control, and allow for monitoring excessive uploads/downloads (look for abuse, e.g. pirated movies)
2. Unifying city mail system is about to happen. The new system will allow for proper archiving and include all city bodies.
3. Upgrades to the city main website is currently on hold but will resume in late 2017.
4. There is no default home page on library computers. Scott asked that the default page be the city home page so users stay current on city news.
5. Scott asked commissioners to logoff of network instead of "closing screen" at the end of each meeting. The logoff is accessible from the apple icon in upper left corner of the screen.

An audience member wanted clarification on 3 possible logons for the library: public use, library administration, and catalog (public and admin sides). Scott stated he only oversees public access points.

B. Review and Update of Strategic Plan

Tom Lauritzen from the Finance Committee reported it has been six years since reviewing the library strategic plan. He noted a strategic plan typically has seven parts:

1. Mission Statement – why and who you are
2. Vision Statement – what you will look like in five or more years
3. Guiding Principles – overarching values and rules
4. SWOT (Strengths, Weaknesses, Opportunities, Threats) – specific issues
5. Competitive Advantage – what you do that is better than competition
6. Long Term Strategic Objectives – what you want to leave as your legacy and what are time horizons

7. Short Term Goals, Priorities, and Initiatives – includes Action Plans, Scorecard, and Financials. Examples are book storage and dry rot in building.

Lauritzen explained some areas are more or less relevant to commission's work.

Lauritzen noted in 2011, the Finance Committee developed s SWOT plan for Library Commission (summary in packet). At that time, an additional building was estimated to cost $100,000. Other items in the SWOT would cost $50,000 for a total of $150,000.

Dunsdon stated the commission has made progress on addressing these issues. He argued, in response to a statement made by Lauritzen, a V-shaped roof for a side-by-side new addition is a bad design for the coast, citing the old Waldport high school as an example of poor design.

Lauritzen noted strategic plans need regular reviews and early in the calendar year is ideal as it allows for timely submissions to the finance and budget committees.

Lauritzen invited the commission to come to a finance committee meeting to ask for capital funds. The city has reserve funds available to committees, but only reviews projects for distribution of funds to a particular project when asked.

III. Review and Update of Strategic Plan

A. Strategic Plan Draft

Commissioner Carlson reported she and Commissioner Wigle have created a draft of the strategic plan for the Library Commission. Carlson stated the current strategic plan draft is a "working plan" and more functional to the commission's current needs. Carlson suggested the commission review the draft one more time.

Commissioner Godfrey asked if the library volunteers committee needs to approve the draft. Dunsdon stated he would get input from relevant stakeholders, including volunteers and library managers. He noted the plan ultimately needs to be submitted to the City Council.

Finance Committee member John Moore stated the Finance Committee is addressing CIPs (Capital Improvement Projects) at their April meeting. Carlson asked if there was a maximum amount they may ask for. Moored stated the maximum number is contingent on available funds. Moore stated the commission has a greater chance of receiving capital funds if they make a request at the April Finance Committee meeting even if they had not determined the specific amount needed.

Dunsdon proposed the commission have a completed version of their strategic plan by their October meeting, after which the plan will be submitted to the city council. All commissioners agreed.

B. Core Values

Dunsdon stated his recollection that the commission was to discuss core values as group at this meeting. Carlson suggested tabling the core values discussion in favor of discussion more urgent matters. Copies of existing core values were distributed to the members at the end of the meeting.

IV. Hall Estate Bequest

Carlson noted the bequest is specifically restricted to the library and the money has been put into special fund. Dunsdon and Wigle have begun the process of generating recommended uses of the fund. The commission agreed they do not want to use the money for operating expenses or other minor uses.

Wigle suggested someone contact the family to see if they have preferences for how the money is used. An audience member stated a family member has contacted the library (Janet) about their wishes for use of the funds. Dunsdon suggested the Friends of Library might pay for cost of memorial plaque or other marker of recognition.

The commission asked that options for use of the bequest be discussed at the next regular meeting.

V. Library Shelving Needs

Carlson summarized the main shelving concern is a need for stabilization. An audience member (Yvonne) noted the shelving is in violation of the State code on earthquake bracing and that the city is likely liable for injuries sustained from accidents around fallen shelves.

Wigle stated he believed a professional is needed to evaluate the shelving situation. Dunsdon agreed a structural engineer or other qualified expert is needed give an evaluation, and he is pursuing some leads. He stated Sandy Dunn reported The Friends of the Library are willing to hire such a consultant. Dunsdon noted there are companies who specialize in library shelving (e.g., Roseburg Shelving). He suggested the commission request a bid to install new shelves to establish a project maximum.

Godfrey stated she has a lead on an interior designer but has not been able to make contact. Godfrey stated she is not aware of the terms that may have been negotiated with this contact. Dunsdon suggested he and Godfrey discuss the matter further, then Godfrey will pursue the contact. The commission agreed that Dunsdon should proceed with getting a quote from a bookcase dealer.

Regarding funding, Dunsdon reported Dunn indicated they Friends of the Library do not need a detailed breakdown of costs and can proceed with a general description of the project and the amount needed. Moore suggested the commission send someone to Finance Committee meeting even if they do not have a hard number on need so they the amount of funding from each of their three sources: CIPs, the Friends of the Library, and the Hall Bequest Fund. The commission agreed Dunsdon should move forward with getting the Friends of the Library to hire a designer and/or engineer to make recommendations about scope of work to be done.

Carlson argued improvements to shelving should be delayed until library goals are determined. She noted the improvement expenditures would be wasted if the library moves to a new building or if an addition is made to the library resulting in floor plan rearrangements. Dunsdon also noted plans to consult with an interior designer might also result in the floor plan be rearranged. Godfrey added that given the wastewater plant expansion closer to the library and the strong likelihood of needing a larger space in the future, bracing the shelves now would be wasteful.

Wigle believed immediate needs are the priority and thus shelving should take precedent. Godfrey noted even if shelving bracing is completed now, the shelves could be moved in the future. Carlson asked about permanence of bracing.

Regarding moving or expanding the library building, Dunsdon noted the lack of available city property. Carlson added previous location suggestions would still be in a tsunami zone.

VI. Other Business

A. From the Commission

Carlson asked to have regularly scheduled work sessions in the middle of the regular meetings. All agreed. Dunsdon wants to have date for the ongoing intermittent work sessions by the next meeting (e.g., second Tuesday). The next work session will focus on details of the strategic plan.

B. From the Floor

An audience member suggested if cost to fix the existing shelves is equal to or more than cost of installing new ones, the commissioners should go with new shelving.

C. Next Meeting Agenda

1. Next work session – May 9, 2017, 10:00 am
    Strategic Plan Update
2. Next regular meeting – April 11, 2017, 10:00 am
    a. Shelving Upgrades
    b. Strategies and Options for Allocating Hall Bequest Fund

There being no further business before the Library Commission, Dunsdon adjourned the meeting at 11:12 am.

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David Dunsdon, Chair Date

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Minutes prepared by H.H. Anderson on March 14, 2017