City of Yachats

LIBRARY COMMISSION

January 10, 2017

Minutes

Commission Chair David Dunsdon called the January 10, 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. Council present: Councilor Barb Frye. Audience: ?.

I. Announcements

A. Chair Dunsdon announced that Terri Homer has resigned from the commission.

II. Minutes

Motion to approve minutes of October 11, 2016: Aye - 4; No - 0. Minutes approved.

III. Reports

A. Financial Report:

1. Dunsdon noted revenues exceeding expenses.
2. Dunsdon reported his intention to have the bequest income placed in a separate fund to allow the most flexibility for future usage. Manager Davies affirmed bequest funds are specifically for the library and would go into a specific fund.

B. Volunteer Librarians Report

1. Volunteer Sarah Moore announced computer support person JD Deriberprey has been authorized to replace one of the public computers and to upgrade the existing computers to increase stability. The Friends of the Library is paying for this work.
2. Janet Hickam has completed training of an additional volunteer which will fill the volunteer positions.
3. Volunteers Janet Hickam, Janet Rackleff and the Friends are preparing documents due in February 2017 for the Trust Management grant. The grant covers books on cd, large print books, and other items on the library's wish list. Commissioner Wigle asked for clarification on the grant funder. Dunsdon stated Trust Management has been very generous to the library providing funding every two years to support materials costs.
4. Dunsdon asked if a decision had been made to replace the existing public printer with one that uses larger cartridges so operating costs will decrease. Commissioner Godfrey indicated discussions are in progress.

C. Friends of Yachats Library - no report

IV. Business

A. Budget/Finance Work Group Report – no report at this time.

B. Building/Interior Work Group Report

1. Godfrey indicated she would contact previous member(s) to get current status of the work. Dunsdon said he would serve on this committee in place of Homer.
2. Dunsdon reported bookshelves have not yet been secured in accordance with state law. Godfrey asked if this item would be part of the city budget as it was related to state law. Manager Davies stated the city would hire a carpenter to secure the shelves. The commission wanted to proceed with the carpentry work. Wigle noted trade-offs between volunteer and paid work from a potential interior designer and suggested they explore hiring a professional. Dunsdon noted the Friends of the Library are willing to provide some funding to investigate hiring an architect.
3. Manager Davies stated several issues were raised at a previous safety inspection, including materials too close to heaters and placement of fire extinguishers. Carlson indicated the fire related matters have been or are being corrected. Godfrey indicated she would follow-up on safety items to be corrected.

C. Continued Discussion: Paid Library Manager

1. Godfrey asked other commissioners to make input on the documents she previously provided. Wigle suggested the commission hold a work session to review the documents.
2. Dunsdon reported he has arranged a meeting with Deidre Conkling, Executive Director of the Lincoln County Library District, to investigate external funding for library management positions and other resources such as a shared e-book system. Wigle noted complications in searching for external funding of a paid position such as union status and managerial status. Wigle referred commissioners to an online resource that reviewed the history of the District formation, noting Yachats being the only city to opt out. Dunsdon asked Wigle to forward the document to all commissioners.

D. Discussion: Strategic Plan

Carlson reported progress is being made on updating the plan. She stressed a need to enumerate action items, potentially developed in a work session.

E. Procedures Work Group Report

Godfrey asked Dunsdon to review draft procedures document. Dunsdon suggested this work be done in a work session.

F. Need for Work Sessions
Dunsdon summarized at least two work sessions are needed, one for strategic planning/core values and one for procedures. Carlson reminded commissioners of the need to let volunteers review the documents before finalizing.

G. Membership in Oregon Library Association Godfrey stated membership fee was previously $150. Godfrey asked what services would be gained, and Wigle noted membership will help determine what services may be available.

Motion to join the Oregon Library Association for one year: Aye – 4; No- 0. Motion approved.

H. Election of Chair/Vice-Chair
Godfrey nominated Wigle for Vice-Chair. Motion to approve Wigle as Vice-Chair: Aye – 4; No – 0.

Dunsdon agreed to serve as Chair for one additional year.

VI. Other Business

A. From the Commission
Councilor Frye confirmed she is the city council shepherd for the Library Commission.
Carlson suggested commissioners send all documents in pdf format. Dunsdon asked all emails go through the city office in order to comply with open meeting laws.

B. From the Floor
Fry asked if commissioners had city email addresses. Dunsdon state he will check with staff to see if they can get city email addresses.

There being no further business before the Library Commission, Dunsdon adjourned the meeting at 10:40 am.

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David Dunsdon, Chair Date

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Minutes prepared by H.H. Anderson on March 16, 2017