City of Yachats

LIBRARY COMMISSION

January 16, 2018

Approved Minutes

Former Vice-Chair Marv Wigle called the January 16, 2018 meeting of the Library Commission to order at 10:00 am in Room 1 of the Yachats Commons. Members present: Marion Godfrey, Nikki Carlson, Nancy Bolton-Rawles, and Marv Wigle. Staff present: none. Audience: ?.

I. Election of Chair and Vice Chair

Commissioner Godfrey nominated Marv Wigle to be Chair of the Library Commission: Aye – 4; No – 0. Wigle elected as Chair.

Commissioner Carlson nominated Commissioner Nancy Bolton-Rawles. Bolton-Rawles nominated Marion Godfrey – Godfrey declined. Godfrey nominated Commissioner Nikki Carlson. Vote: Bolton-Rawles – 1; Carlson – 3. Carlson elected as Vice Chair.

II. Approve Minutes

Wigle indicated they would vote on all previous minutes at their next meeting.

III. Reports

A. Friends of the Library

Wigle reported around $17,000 was the last number he had heard for funds raised for the Library Move Project.

B. Library Volunteers

Volunteer Sara Moore reported the Dolly Parton Imagination Library Project is beginning this month, and a volunteer will go to the next Families Together dinner to sign up kids.

IV. Old Business

A. Proposal to suspend until further notice work on the Strategic Plan

Carlson moved to suspend until further notice work on the Strategic Plan: Aye – 4; No – 0.

Carlson noted they could reassess once they have more definitive information on the new Library.

B. Proposal to terminate work on the Logo Project

Bolton-Rawles suggested they hand the project back to the City for them to decide on how to create logos for all departments.

Bolton-Rawles moved to terminate work on the Logo Project: Aye – 4; No – 0.

C. Status of the Procedures Project

Godfrey reported they have finished the front desk protocols and are working on administrative procedures. She noted this work would be ongoing. She thanked Chuck Carlson for his contributions.

D. Update on the Website/Marketing Project

Bolton-Rawles reported she has had no feedback on her website proposal and she believed the City is handling the website development. She had been told the City would be getting more assistance on website development and that the Library is part of that. She noted so far her website development work has been related to the Friends of the Library website. Godfrey suggested Bolton-Rawles talk to Manager Beaucaire.

E. Update on the 2+2 Workgroup

Wigle reported Janet Rackleff was helpful in establishing dates for deadlines at the last meeting. The workgroup will examine floor plans and a list of items to be included in the Library as part of a Manager Beaucaire's RFP for a project manager/architect. Wigle stated he had preliminary information for the Commission to review now which could be voted on at a January 30, 2018 special meeting. Wigle indicated he would like any proposals to be reviewed by the volunteers and this Commission before anything is recommended to the Council.

Volunteer Wulff noted plans will need to be reviewed by the Fire Marshall. Wigle stated he has talked to Fire Chief Petrick who suggested including the Lincoln County Planning Department. Given the recent vandalism in the 501 Building, Wulff asked if the workgroup was considering special security measures, such as where the circulation desk is located. She noted the staff would have more time to respond to a disruption if located away from the entrance. Wulff suggested an architect would typically work from a list of requirements rather than a suggested layout. Commissioners discussed how the new location would be impacted by more visibility.

Wigle noted the move is contingent upon getting a library they want and is not engraved in stone. He emphasized the Commission retains the right to withdraw their recommendation to move if their criteria are not met or they do not believe they have adequate support.

V. New Business

A. Procedures for developing, approving, and recommending Library layout proposal

Wigle handed out materials on proposed layouts and items to include in a new Library. Wigle thanked Godfrey, Loren Dickenson, Chuck Carlson, and Library volunteers for their extensive input on these documents. Moore clarified that the winnowed down plans would be presented to volunteers later in January. Wigle added that Councilor Frye wanted to have a community meeting on the final versions.

Issues raised included:

- Moore and Wulff asserted having a microwave and sink open to the public as presented in Design 3 is not a good idea.
- Commissioners agreed they need double doors on the front entry.
- Regarding reusing the existing stacks, Wulff noted they can only be secured by bolting at the top, a factor that will need to be considered in the new design. Godfrey noted they could be used against walls.

Wigle reported there was a suggestion to have the City rather than the Friends apply for the grant from the Ford Foundation. His concern with that proposal would be that the City not use that money to do the work to upgrade the building for occupancy. Commissioners discussed issues around ensuring the City adequately prepare the building for housing a library. Commissioners agreed that, given the charge to create a "dream library," in doing their work on the project they have considered the needs of the Library apart from City budget issues.

Commissioners discussed approaches to communicate with the City Manager, the Council, and the 2+2 work group around readying the building, grant funding, and recommended plans.

VI. Future Meetings

Wigle suggested having a voting meeting on January 30, 2018 at 10:00 am where they could vote on a plan to recommend to Council for the Council's February 7, 2018 meeting.

Commissioners agreed they do not need to meet on February 13, 2018 for a work session.

Commissioners agreed to have a work session on March 13, 2018 at 10:00 am.

VI. Other Business

A. From the Commission

Carlson noted she and Godfrey attended the last Council meeting where the Council agreed to allow $75,000 of the Hall Bequest to be used for the Library move. She noted the Council asked about the issues raised by former Chair Dunsdon, and she and Godfrey indicated the Library Commission did not share the concern.

B. From the Floor

An audience member questioned why the Friends wanted to pass the Ford Foundation grant to the City. Commissioners discussed the relationship between the Friends and the Library Commission.

With no further business before the commission, Wigle adjourned the meeting at 11:04 am.

Marv Wigle, Chair Date

Minutes prepared by H.H. Anderson on January 21, 2018