

1. Library Agenda

Documents:

[2018-04-10 Library Agenda.pdf](#)

2. Meeting Materials

Documents:

[2018-03-13 Library Minutes DRAFT.pdf](#)

[2018-04-10 Memo From Sandy Dunn.pdf](#)



CITY OF YACHATS

LIBRARY COMMISSION

441 Hwy 101 N., Yachats Commons, Room 1

April 10, 2018 at 10:00am

AGENDA

- I. Call to order
- II. Approve Special Meeting minutes and Work Session minutes for March 13, 2018
- III. Reports
 - a. Commission Work Groups
 1. Procedures
 2. Budget/Finance
 - a. Library Volunteers
 - b. Friends of the Library
 - c. Library Move Project
- IV. Business
 - a. Discussion: The role and responsibilities of the Library Commission and its members:
 1. As identified in the *Library Commission Handbook*.
 2. As they might or might not be more clearly identified, defined, codified, and communicated in the future.
 - b. Discussion: The responsibilities of Yachats City Commissions in general and their role in city government:
 1. As defined in *Municipal Code* and *Administrative Policy*.
 2. As they might or might not benefit from a general review of their roles and responsibilities by the City Manager, Commission Chairs, and City Council.
 - c. Other Business:
 1. From the Commission
 2. From the floor
- VI. Adjourn

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. Posted: 04/05/18



City of Yachats
LIBRARY COMMISSION
SPECIAL MEETING
March 13, 2018

Draft Minutes

Chair Marv Wigle called the March 13, 2018 special meeting of the Library Commission to order at 11:10 am in Room 1 of the Yachats Commons. Members present: Marion Godfrey, Nikki Carlson, Nancy Bolton-Rawles, and Marv Wigle. Audience: 4.

I. Approve Minutes

A. October 10, 2017

1. Page 1, Line 40: "Reshay" should be "Shay"
2. Page 2, Line 30-32: Change "including library meetings on the goyachats.com page" to "creating a temporary library website"

Commissioner Godfrey moved to approve the October 10, 2017 minutes as amended:
Aye – 3; No – 0 (Wigle absent)

B. November 14, 2017

1. Page 1, Line 33: "litter of support" should be "letter of support"
2. Page 1, Line 40: "favorably" should be "favorable"
3. Page 3, Lines 9, 13, 38, 39, 41: "Ratcliff" should be "Rackleff"
4. Page 4, Line 13: "Ratcliff" should be "Rackleff"

Commissioner Carlson moved to approve the November 14, 2017 minutes as amended:
Aye – 4; No – 0.

C. December 11, 2018

1. Page 2, Lines 1, 6, 9, 12: Wigle should be Dunsdon
2. Page 2, Line 31: "her expertise is in software" should read, "her expertise is in web and graphic design software"
3. Page 2, Line 32: "of technology" should read "of computer"

Commissioner Bolton-Rawles moved to approve the December 11, 2017 minutes as amended: Aye – 4; No – 0.

D. January 16, 2018

1. Page 2, Line 10: "wanted to handle" should read, "is handling"
2. Page 2, Line 11: "She had heard" should read, "She had been told"
3. Page 2, Line 11: "and that a Library portion might be" should read "and that the Library is"
4. Page 2, Line 12: "She noted the website development work related," should read, "She noted so far her website development works has been related"
5. Page 2, Line 17: "Ratcliff" should be "Rackleff"

Godfrey moved to approve the January 16, 2018 minutes as amended: Aye – 4; No – 0.

1
2 **E. January 30, 2018**

- 3 1. Page 1, Line 7: "Former Vice-Chair" should read "Chair"
4 2. Page 1, Lines 14-15: "Frye indicated suggested" should read, "Frye indicated"
5 3. Page 2, Line 12: "committee" should be "committed"

6 Carlson moved to approve the January 30, 2018 minutes as amended: Aye – 4; No – 0.
7

8 **II. Other Business**

9 **A. From the Commission**

10 Godfrey noted there was a discussion about a letter of commitment from the Council for
11 grant writing purposes. She added Manager Beaucaire was going to get an
12 assessment on risk involved with commitment letter (in November 14th 2017 minutes).
13

14 Bolton-Rawles asked about how communication with Council should proceed other than
15 through minutes. Wigle suggested this matter is part of what needs clarification.
16

17 Godfrey noted from the November 14, 2018 minutes there was going to be a \$50,000
18 CIP request from the City for the Library move. Wigle indicated he would follow through
19 on this matter.
20

21 Godfrey noted they had not decided on how the other half of the \$75,000 is to be
22 invested. Wigle indicated he discussed this matter with Manager Beaucaire and noted
23 the option of the State Treasury short-term investment fund. Janet Rackleff noted that
24 Robert Gettis with the Oregon Community Foundation indicated they could manage that
25 money.
26

27 Godfrey recalled there was discussion in December 2017 about the Friends reporting to
28 the Commission with Library move issues.
29

30 Bolton-Rawles noted there was a discrepancy between a 10-15 year vision and the
31 short-term needs around the move. Godfrey noted they would have to make some
32 compromises and be realistic, but until the numbers come in, they should stay with
33 dream library. Wigle confirmed that there is no need to compromise at this point in time.
34

35 Commissioners noted it would be ideal if the City had a website where updates and
36 events could be announced.
37

38 **B. From the Floor**

39 Rackleff asked about Sandy Dunn, President of the Friends of the Library,
40 teleconferencing into meetings. Anderson noted there is a table speaker by the Chair's
41 seat for that use.
42

43 With no further business before the Commission, Wigle adjourned the special meeting
44 at 11:45 am.

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Marv Wagle, Chair

Date

Minutes prepared by H.H. Anderson on February 10, 2018

DRAFT

Handout 4/10/18

Sandy Dunn

Apr 8 (2
days
ago)

to Janet, Janet, Marv, Marion, barbara, shannon, me, maggie, Nancy

We ended our March 27 meeting with each of us having some assignments. This is a report on what the Friends of Yachats Library have decided.

The idea of having the Friends take over the management of the 501 building construction and renovation as a possible means to circumvent the State Procurement laws ended up being a possibility the group was willing to explore. The City needed to check with their attorney and the Council, the Friends needed to decide if they could do the job or want to do the job and the Commission said they could start getting preliminary costs estimates.

The Friends have discussed this proposal and we are sorry to report that we are not willing to take on this project. As much as we want to help move this project along, it is way beyond the mission of our non-profit fundraising organization. The Friends group is not equipped with the needed insurance, staff or legal resources to manage a construction project.

We stand ready to assist the Library move project with continued fundraising and grant writing. There are two current opportunities to obtain construction related funds from grants. The Business Oregon and the Ford Family Foundation. We are offering to write these grants requests and once the money is received we will turn it over to the City for them to manage and use. The Business Oregon deadline is April 30 so we need an answer from the City as soon as possible so we can schedule the project into our workload.

We still support the Council's decision to move the library and we are ready to continue fundraising and helping with the planning and financial aspects of the project.