

1. Library Agenda

Documents:

[2018-07-10 Library Agenda.pdf](#)

2. Meeting Materials

Documents:

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

[2017-07-11 MOU Library-Council.pdf](#)



CITY OF YACHATS

LIBRARY COMMISSION SPECIAL MEETING

441 Hwy 101 N., Yachats Commons, Room 1

July 10, 2018, at 10:00am

AGENDA

- I. Call to order
- II. Approve Draft Minutes April 10, 2018 and May 11, 2018
- III. Business
- IV. Discussion: Options and next steps related to the proposed move of the library from its current location to the 501 building.
 - a. Look to the City to provide the balance of the funding necessary to accomplish the proposed remodel of the 501 building for library use.
 - b. Modify the preliminary plans for the 501 building generated by the 2+2 Working Group and reassess expectations to lower costs.
 - c. Pursue an expansion of the current facility within projected available resources.
 - d. Pursue the construction of a new, purpose-built library.
 - e. Other options.
 - f. Next steps and possible recommendations to the City Council. Financial Report
- V. Other Business:
- VI. From the Commission
- VII. From the floor
- VIII. 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: 05/07/18



City of Yachats
LIBRARY COMMISSION
April 10, 2018

Draft Minutes

Chair Marv Wigle called the April 10, 2018 quarterly 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. Audience: 3.

I. Minutes

A. March 13, 2018 special meeting minutes

Commissioner Godfrey moved to approve the March 13, 2018 special meeting minutes: Aye – 4; No – 0.

B. March 13, 2018 work session minutes

Godfrey moved to approve the March 13, 2018 work session minutes: Aye – 4; No – 0.

II. Reports

A. Library volunteers

Janet Hickam is training two new volunteers. Janet Ratcleff is training a new volunteer for the Children's Program. There are twelve The Ladies Club has sold 33 of the 40 bags that help support the summer reading program.

B. Friends of the Library

Meredith Howell read a letter from Sandy Dunn about whether the Friends could take on the management of a large.

The City to check with their attorney and the Council.

The Friends reported they are not willing to take on this project. It is well beyond the mission of the nonprofit.

Ready

Business Oregon and Ford Family Foundation. Offering to write the grant requests. Once money is received, they will turn the money over to the City for them to manage.

Manager Beaucaire has forwarded the information on to the attorney. Will have for discussion at meeting on April 13, 2018 at Sandy Dunn's house.

Wigle noted someone is overcoming some resistance.

Howell also suggested they might want to phase the project as it is moving slowly. Wigle expressed concern about making a move without having all of their needs met and being stuck with those conditions.

1
2 d. Library Move Project

3 Manager Beaucaire indicated the structural engineer will come next week week to
4 evaluate the crack in the floor and the storage capacity of the attic.

5
6 David Chamberlain has agreed to bring a contractor in to estimate a cost per square
7 foot for the renovation.

8
9 Howell noted the Business Oregon infrastructure grant is funded with lottery dollars.
10 They will need a cost estimate for their April 30, 2018 grant deadline. Howell noted they
11 should excluded the stairs and the attic, as those are not necessary items for the
12 project. Howell estimated a fair chance from the Business Oregon. She estimated a
13 high chance to get 150,000 to 200,000 from the Ford Family Foundation, but they need
14 to apply sooner. They won't give money until raised everything. This grant would help
15 with other grants.

16
17 Howell indicated they do not know how the construction project will be manager. This
18 plan information is necessary for the grant applications. Guidelines are to ask for 50-
19 100,000 – they give 200,000 to each region. She suggested they ask for between
20 60,000-75,000.

21
22 Wigle clarified the Finance Committee met and indicated they have included 50,000 for
23 the move project. He understood that 50 is from the Hall Bequest. Wigle noted that the
24 Commission has requested that Hall funds only be used for Library , not for
25 occupancy issues.

26
27 Beaucaire noted the Council approved 75,000 from the Hall for the Library, and Finance
28 allocated \$50,000 of that for FY18-19 and \$25,000 for FY19-20.

29
30 Wigle clarified that money is unrestricted.

31
32 Carlson asked Beaucaire if they were still needing to have the design and build
33 contracts be issue sequentially. Beaucaire reported the attorney has indicated they
34 might not have to hire an architect and could go straight to engineering. Beaucaire
35 indicated she was having difficulty in visualizing their engineer of record designing a
36 library. She hopes to get the engineer RFP out today.

37
38 Godfrey asked about the Commission's involvement with the RFPs. Wigle indicated the
39 Commission would be involved, as would the Friends.

40
41 Manager Beaucaire wanted to get clarity on what the Friends meant by taking
42 control...Wigle noted neither the City nor the Friends have the ability to manage the
43 grant.

1 Wigle was concerned if the grant would include indirect or administration costs, and
2 whether monies given by the Friends to the City could include these administrative
3 costs.

4
5 Godfrey asked if the Commission was to decide if they use an architect. Manager
6 Beaucaire noted she would welcome input on that decision and that she relies on input
7 from the Commissions.

8 9 **A. Commission Work Groups**

10 1. Procedures

11 12 13 2. Budget/Finance

14 Wigle praised Hickam and Rackleff for their management operations.

15 16 **III. Business**

17 **A. Roles and Responsibilities of Library Commission and its members**

18 Wigle indicated he was concerned that they might not be organized in the optimal way
19 to address issues around the move. He has reviewed information in the Library
20 Commission Handbook and in the Yachats Municipal Code. He would like to see more
21 structure.

22
23 Wigle proposed he and Vice Chair Carlson review the current work groups and suggest

24
25 Wigle suggested they identify point persons to be liasons with the various work groups.

26
27 Bolton-Rawles noted the Commission has had more of a supportive or advisory role
28 rather a management or responsibility role. She was concerned about their role. Do
29 they simply approve stuff or do they manage stuff. Carlson noted their roles have been
30 changing.

31
32 Wigle noted on page 11 of the Handbook, item 6 on implementation plans for each
33 goals. If moving the Library is a city goal, then the Commission might be responsible for
34 implementing the move process. Godfrey noted their role has changed as they have
35 started doing more than overseeing general maintenance of the Library operations.

36
37 Godfrey noted while there were two Commissioners on the 2+2 Committee, that work
38 was not direct work of the Library Commission.

39
40 Future of 2+2 – morph into Building Committee. Meredith thinks it needs to be ongoing.

41 42 43 44 **B. Responsibilities of Yachats City Commissions in general and their role in city** 45 **government** 46

1 Wigle noted Beaucaire had indicated the roles of Commissions was being re-examined
2 with the Commission Chairs. In terms of responsibility and accountability. The
3 Commission wanted clarity on roles and responsibilities with respect to the City in
4 general. Manager Beaucaire added this clarity would help staff work more efficiently.

5
6 Commissioners recalled when they joined the Commission, they were not clear on what
7 the Commission did. Carlson noted she was told by a Councilor that the Commission
8 was a representative of the Council to the Library. She took issue and argued the
9 Commission was to represent the Library and advocate for them to the Council.

10
11 Lacked clarity on whom they represent, what they are accountable for, and whom they
12 are accountable to.

13
14 Manager Beaucaire was emphatic that addressing these types of questions was
15 essential for operations. She indicated she has been consulting the attorney so they
16 can identify the legal boundaries, then proceed with implementation.

17
18 Wigle noted he was asked by a Councilor to provide the Council with updates on the
19 activities of the Friends.

20
21 Beaucaire noted the attorney made it clear that 501(c)3 are distinct organizations and
22 the City should not be involved in advising them on their operations.

23
24 Godfrey noted she is not hearing back from the Council what they are saying about the
25 Commission. Carlson added the Council is complaining they are not hearing from the
26 Commissions.

27
28 Beaucaire asked the Commission to ask her for assistance if she could be helpful. She
29 noted she is now included highlights of Commission work in her City Manager's Report.
30 She was hearing she needs to report back to the Commissions.

31
32 Godfrey moved to empower Commissioners Carlson and Wigle to reassess the roles
33 and responsibilities of the Library Commission, work groups to identify and recommend
34 changes on roles, responsibilities and accountabilities: Aye -4; No -0.

35
36 Carlson added she would like to advance the recruiting process to get the Commission
37 vacancy filled.

38
39 The Commission agreed to have a work session on May 8, 2018.

40 41 **Other Business**

42 **A. From the Commission – none**

43 Carlson reported the Book Sale was successful, raising \$5,100 at the sale and another
44 \$1,500 from eBay sales.

45 46 **B. From the Floor - none**

1
2 Wigle closed the work session at 11:07 am.
3
4
5
6

7
8 _____
9 Marv Wigle, Chair

_____ Date

10
11 Minutes prepared by H.H. Anderson on April 2, 2018

DRAFT

MEMORANDUM OF UNDERSTANDING
JULY 12, 2017

Between

CITY OF YACHATS (City)

and

YACHATS CITY LIBRARY (Library)

A. PURPOSE

The purpose of the Memorandum of Understanding (MOU) is:

1. To outline the Terms and Conditions of the MOU between City and Library that are related to moving Library to the City-owned building at 501 Hwy 101N, Yachats.
2. To identify the shared outcomes and principles which will guide future discussions on the specific collaborative initiative relating to the City-Library project, as well as creating an understanding of the key agreement components for legal, design, construction, capital funding and operations.
3. To express the intentions of the representatives of City and Library, in advance of completing the due diligence required, and final project approvals, as a formal agreement.
4. To express a convergence of will between the parties, indicating an intended common line of action, but not to imply a legal commitment.

B. OUTCOMES

The goals of this cooperative project are as follows:

1. To support the Library in providing quality of service delivery to its patrons.
2. To provide a quality facility for the benefit of the Yachats community and visitors.
3. To develop the ability to adapt to expanding and changing community needs.
4. To encourage the volunteers who operate the Library to explore new service methods.
5. To recognize and utilize the expertise and talent of the volunteers, in library operations.
6. To realize the provision of desired services to the Yachats community and visitors.

C. GENERAL PRINCIPLES

Both parties agree on the importance of the following:

1. Access – the equitable provision and access to services in terms of economic status, age, gender, ability, race and religion; e.g., “non-exclusive uses”.
2. Program cooperation – the expansion and diversification of programs and services offered to the community, along the same lines as current programs and services.
3. Community involvement – the participation by volunteers in the planning, implementation and operation of programs and services.
4. Market orientation – the concept that projects must be operationally sound and economically viable, as primarily determined by Library.
5. Sustainability – the planning and implementing of programs and services to sustain the development of the Library and service to the community, in the long term.
6. Flexibility – the use of flexible terms that allow dealing with unforeseen future issues.

D. LEGAL TERMS

1. "City" refers to City of Yachats.
2. "City Council" refers to five elected officials, including the Mayor, on the Yachats Council.
3. "City Manager" refers to the appointed position with responsibility for city operations.
4. "Library" refers to Yachats Public Library.
5. "Library Commission" refers to five residents who are appointed by City Council to operate and manage Library; formulate rules, regulations and standards for operation Library; receive bequests, gifts, grants and devises to carry out the purpose of Library; prepare and submit budgets.
6. "Librarians" refer to the volunteers who operate Library, especially the head librarians.

E. DESIGN AND CONSTRUCTION

1. City will endeavor to construct and provide new, expanded and/or renovated spaces for Library in the City-owned building at 501 Hwy 101N, and to arrange for the maintenance and care of the building and the real property upon which it is situated.
2. City, represented by two members of the City Council, and Library, represented by two members of the Library Commission, will participate in a joint design and construction working committee, with regular input from the head librarians.
3. City will provide overall project management for the design and construction process, with all changes to plans subject to City approval. City Manager will be in charge of the project, coordinating with City Council, Library and head librarians.
4. City, Library and head librarians will actively participate to ensure the size, scope and relationships of the program spaces are sufficient and efficient to sustain Library operation.
5. It is the intention of City and Library, subject to financial considerations, that the building remodel and design will be completed by a professional who specializes in library design.
6. All Oregon state and municipal building code and architectural design standards will be met.
7. City commits to financing the preliminary design stage costs, upon execution of this Memorandum of Understanding. City and Library must then mutually agree to proceed to the second phase of the design process (detailed design).
8. City and Library mutually agree that the following elements will be incorporated into the project: a well-designed, large, bright, functional and flexible space with dedicated areas or rooms for reading, computers, meetings, storage, office space and staff break room, at a minimum. City and Library estimate the total floor area of the building to be in excess of 4,500 square feet, and mutually agree to prioritize library uses to best serve the programs and needs of Library for the benefit of the Yachats community and visitors.
9. External signage will be appropriately visible and recognizable and will ensure that City and Library are adequately represented.
10. City and Library agree that construction timing for the project must be reviewed relative to cash flow considerations. Both parties mutually agree to the possibility of remodeling as a single-phase construction project, or allowing a multi-phase remodel, for the sake of moving the Library contents and operations prior to the onset of inclement weather.

F. OPERATIONS

1. The relationship between City and Library provides for Library to deliver library services to the Yachats community and visitors. Each party recognizes its own separate responsibilities, as well