1. Agenda

   Documents:

   2019-01-08 Library Agenda.pdf

2. Meeting Materials

   Documents:

   2018-01-08 Remodel Ideas.pdf
   2018-07-10 Library Minutes DRAFT.pdf
   2018-08-08 Library 2 Plus 2 Minutes DRAFT.pdf
   2018-10-10 Library Minutes DRAFT.pdf
   2019-01-01 Library Financial Report.pdf

CITY OF YACHATS

LIBRARY COMMISSION METTING

441 Hwy 101 N., Yachats Commons, Room 3

January 8, 2019, at 10:00am

AGENDA

I. Call to Order

II. Approve Minutes for July 10, 2018, and October 10, 2018

III. Reports
- a. Library Volunteers
- b. Friends of the Library
- c. City Manager

IV. Current Projects
- a. Library Remodel/Expansion
- b. Strategic Plan
- c. Policies and Procedures
- d. Security/Safety

V. Commission Business
- a. Appointment of Commission Representative to City Finance Committee
- b. Budget and Financial Report

VI. Other Business
- a. From the Commission
- b. From the Floor

VII. 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: 01/04/19

HANDOUT 2019-01-08

SUMMARY OF YACHATS LIBRARIANS' IDEAS FOR REMODEL

January 2019

Need to be smart about this addition. Much time/money already wasted on plans we won't be using. Keep the future in mind.

Need to have MANY more book shelves. Move or remove adult reading area

Don't need fireplace

Extend build southwest. Enclose area but don't finish if $$ is not available.

Use as book storage/work area until $$ is raised

Eventually, this space will provide the Children's Library with more space as promised

More space at circulation desk

Rethink shape of circulation desk for better use of space

Shelves for oversized reference books near circulation desk needed

Green trash can to be located OUTSIDE with others in a locked enclosure

Other ideas:

Book return with a spring needed

Shelves or bin near entrance to house backpacks while patrons are browsing.

Why turn present bathroom into a storage area? Keep it

Placement of books on CD and DVDS important

Relocate second librarian desk away from distant corner of room

City of Yachats
LIBRARY COMMISSION
Quarterly Meeting
July 10, 2018

Draft Minutes

Chair Marv Wigle called the July 10, 2018 quarterly meeting of the Library Commission to order at 10:05 am in Room 1 of the Yachats Commons. Members present: Marion Godfrey, Nikki Carlson, Dianne Allen, and Marv Wigle. Staff present: City Manager Shannon Beaucaire. Audience: 4.

I. Minutes

A. April 10, 2018

1. Page 1, Line 29: Should state "manage" not "management"

Commissioner Carlson moved to approve the April 10, 2018 minutes as amended: Aye – 3; No – 0; Abstain – 1 (Allen not present).

B. May 11, 2018

1. Page 1, Line 21: "and have" appears twice

Commissioner Godfrey moved to approve the May 11, 2018 minutes as amended: Aye – 4; No – 0.

II. Business

A. Discussion: Library Move Options

Wigle announced there is a sign-up sheet in the back of the room for those who want to speak on the topic. Wigle explained the West Tech, the Engineer of Record, estimated a cost of $150 per square foot for hard costs and 20% additional for soft costs. Additionally, there may be additional costs because of criteria for government entities and the contractors must come from the valley. Wigle summarized the estimate is between $750,000 and $1,000,000. Manager Beaucaire connected Chris Brugato, the Engineer of Record, via teleconference.

Wigle asked Brugato how the estimate was developed. Brugato explained the $150 per square foot was a general number and would enable them to gut the building, move walls, and complete HVAC work. Brugato added that if they wanted to do new building additions, the estimate is $300 per square foot. Wigle asked if the estimated was made in accordance with the draft floor plan. Brugato explained his estimate was based on the conceptual drawing and the cost would be less if they did not move walls.

Godfrey asked if the attic was still not usable for book storage. Brugato indicated he did not look at the attic. Godfrey asked what weight the floor could handle. Brugato reported did not look at floor structural issues. He noted any structural changes would add to the cost. Brugato clarified the estimate would not include seismic work. Wigle clarified he would have a structural engineer look at the floor to establish loads.

Commissioner Allen asked what it would take to make the rough estimate more specific. Brugato explained this project is an architectural issue, and an architect could provide more cost details. The West Tech engineers are civil engineers. Brugato reported an architect would likely do work in three stages and would provide cost estimates at each stage: Design Development, Schematic Design, and Construction Document. Brugato noted cities are allowed to hire consulting work through direct contracting if the amount was under $100,000 without going out for bids.

Manager Beaucaire asked for a cost estimate for each stage for the architect. Brugato said architect costs are estimated at 8% of construction costs, or approximately $40,000-$60,000 for design (5200 sf x $100 per sf and x $150 per sf). Brugato estimated one third of the total design cost for each individual stage. Brugato indicated that the City should tell the architect at the beginning to not go beyond the current stage without approval.

Sandy Dunn (Driftwood Lane) asked if he could recommend an architect with library experience. Brugato indicated he could make calls and find someone. Chuck Carlson (Hanley Drive) asked what it would cost to remodel the existing Library. Brugato indicated they did not look at that issue, but stated the $150/$300 square foot estimates for renovation/addition are applicable.

Manager Beaucaire reported the Library's budget for FY18-19 includes $50,000 in the CIP and $26,800 for the operating budget. She added it would take a supplemental budget from Council moving money from other budgeted projects if funds were needed beyond the existing CIP and operating budget. Wigle clarified the CIP funds could be used for this architectural design purpose. Wigle summarized that hiring an architect for the design development would use approximately 40% of the CIP funds; and if they wanted all three stages of architectural work, they would need to find another $10,000 to complete it.

Wigle noted the Friends of the Library have been raising grant funding for furniture and library contents, therefore the design and construction costs would need to come from the City. Wigle estimated they would need $625,000 ($750,000 – $50,000 CIP – $75,000 Hall funds = 625,000) from the City. Wigle noted the most the Commission can do at this time is to recommend to the Council how they would like to proceed.

Wigle emphasized the time invested thus far is sunk costs and should not be factored in. Similarly, their task is not to ponder the best use of the 501 building. Therefore, their focus should be on what is best for the Library.

<u>Option 1: Look to City to provide the balance of the funds</u>

Wigle noted with the $750,000 estimate, and with the Friends reluctance to commit funds to a city-owned building, the City would need to commit at minimum of $500,000 to the remodel. Wigle noted this approach would take multiple years, and he did not believe this approach would be in the best interest of the Library. Godfrey agreed the multiyear approach was not ideal for the Library. Godfrey did not believe they should ask the Friends of the Library to raise money for the City's property. Godfrey also noted the building would deteriorate while they were raising money. Godfrey suggested the cost estimate was high, as they would not be gutting all the walls. Carlson speculated that the 501 floor was essentially a "rat barrier," as it has no rebar. She suggested drilling into it for seismic support would be detrimental to the overall structure.

Allen asked if the City could get grants. Manager Beaucaire staff does not have time to do grant writing at this time, but reported the City of Halsey obtained $50,000 in grants to support their library. Godfrey noted grant writing would take time, and that makes the process less feasible. Carlson added that if they pursue a long-term approach, they would need some written commitment from the City. Manager Beaucaire added the City could not legally meet the request for a written commitment.

Godfrey believed they should commit some of the $50,000 to get more detailed estimates for both the 501 and current Library remodels. Wigle did not believe a more detailed estimate would change or improve the prospects of the 501. Allen did not believe they could realistically raise $625,000 for a remodel. Godfrey reported that there was a suggestion to create a bond, but she was unsure of the feasibility of this approach. Wigle added a bond approach would take time.

<u>Option 2: Modify existing preliminary plans to reduce costs</u>

Godfrey was not sure how much simplification they could do to the current plan. Carlson suggested they have the 2+2 Committee meet to discuss this approach. Godfrey suggested the things they could delay or change would not make a large dent in the overall costs. Wigle believed the 501 building was sterile and needed work to give it more character, and he suggested those modifications would be the first to go when trying to cut costs. He did not believe the building lends itself to the specialized needs of a library without making these modifications.

Allen suggested they compare what they have in the current Library to what they thought they would get with the 501: more storage and some space they could put a bunch of books on. She believed they could be happy with what now exists with an expansion.

Carlson believed Brugato's estimate was excessively high. Godfrey wanted the 2+2 Committee to review the option to move walls before they drop this option.

Allen asked Manager Beaucaire about using volunteers to do the construction. Manager Beaucaire explained the City must follow government rules around contracting work and recalled that Philomath might have used a 501(c)3 to employ the volunteers that helped build their library.

<u>Option 3: Expand current facility</u>

Allen wanted to pursue this option. Godfrey suggested they use local people to help develop plans. Wigle indicated this might be the most reasonable option.

Option 4: Explore new purpose-build library

Commissioners did not want to pursue this option.

Carlson asserted much of what they have been looking at is how to store books, but she did not believe this should be the primary focus. Godfrey suggested they look into other options for storage. Carlson did believe allocating $300 per square foot to store books was in the Library's best interest.

Public Comment

1. Shannon McCarthy (289 W 2nd Street) was in favor of remodeling the current library. She was concerned that continued study of the feasibility of the 501 would result in depletion of current funds.

2. Chuck Carlson (923 Hanley Drive) was struck that the biggest road block has been funding and suggested they look at what other entities had to do to get a new building - the hospital in Newport and the Yachats Fire Department had to get bonds. He believed the 501 was beginning to look like a black hole, noting anything they do will be in the $100,000s not the $50,000s.

3. Sandy Dunn (795 Driftwood Lane), President of Friends of the Library, noted they have raised $58,000 through grants, individual donations and groups such as Friends of Commons and Polly Plumb Productions. She believed people still wanted to support the project. She noted they could buy interior stuff now as designated by the grants and store it. Dunn added that if they change plans to enlarge the existing library, she would want to go back to grantors to ask if they could use the funds for an existing remodel. Dunn indicated the Ford Foundation would contribute about one-third of the construction costs. She noted the Friends of the Library have offered to help to write grants and give proceeds to City to manage. Dunn believed it to be strange to make a decision based on what Brugato seemed strange. She argued that the City needs to spend money to analyze the 501 and prepare it for occupancy regardless of who moves in. She suggested the City proceed with the structural work. Dunn was uncertain if they could add onto the existing Library. Manager Beaucaire indicated the structural engineer said they could add on to the existing Library. Dunn was not certain they could add on given the Library's roofline. She noted the addition could be a separate structure. Dunn stated the Friends were still willing to contribute some money to help pay for architectural design.

4. Helen Anderson (77 8th Street) noted they have structural analysis for both buildings which indicate they are structurally sound for library usage. She suggested the only costs the City would need to provide to ready the building for a user was to repair and install the floor. Anderson noted she had different numbers from "doing the math." Anderson suggested that the cost estimate that engineers use are "amazingly accurate" and that she has rarely heard of a project coming in under budget. She suggested the

material costs are usually less than the labor costs. Wigle explained the $625,000 came from the estimate of $750,000 minus the City's commitment of $50,000 and the $75,000 form the Hall Bequest. Godfrey believed the square footage estimate was 4,000, not the 5,200 which Brugato. Carlson indicated he measured the dimensions to one foot, and it was just over 4,000.

Wigle read a text from Sue May who could not be present. May stipulated that Manager Beaucaire informed her that the City could make the 501 "tenant ready" without moving walls, upgrading the HVAC, changing lighting, or altering the ceiling. She suggested the City make the 501 "tenant ready" and the Library could work within that space. She believed the 501 space would be an improvement over the existing space. May did not want to invest in additions to the existing space while the 501 sat empty.

Recommendation to Council
Wigle suggested the consensus of the Commission was to have the 2+2 Committee review options 2 and 3 (reduce current proposal for 501 and remodel existing) and provide a recommendation to the Commission. He suggested they ask the Council to consider the option of exploring a remodel of the current facility.

Godfrey asked Manager Beaucaire about what was needed to get a bond measure on the ballot and whether a Library District was required. Allen concurred with this suggestion.

Wigle noted from this point forward, apart from 2+2 Committee, they would incur expenses for any analysis.

Manager Beaucaire noted the City has square footage numbers per their insurance policies and would provide that to the Commission. She explained she would implement whatever Commission and Council decided. She would also provide information on costs and monies available as that information becomes available, including the engineer's list of billable hours.

Godfrey moved to have the 2+2 Committee to review options 2 and 3 and to ask the Council to support possibility of expanding the current facility: Aye – 4; No – 0.

Manager Beaucaire noted that once the Council addresses the matter, the 2+2 Commission can be reconvened.

IV. Other Business

A. From the Commission – none

B. From the Floor - none

Wigle closed the meeting at 11:27 am.

Marv Wigle, Chair

Date

Minutes prepared by H.H. Anderson on July 18, 2018

City of Yachats
JOINT LIBRARY COMMISSION SPECIAL MEETING
and 2+2 COMMITTEE WORK SESSION
August 8, 2018

Draft Minutes

Chair Marv Wigle called the August 8, 2018 the joint special meeting of the Library Commission and 2+2 Committee to order at 1:00 pm in Room 3 of the Yachats Commons. Library Commission members present: Marion Godfrey, Nikki Carlson, Dianne Allen, and Marv Wigle. 2+2 Committee Members Present: Marv Wigle, Marion Godfrey, Barbara Frye, Jim Tooke, Shannon Beaucaire, and Sandy Dunn. Staff present: City Manager Shannon Beaucaire. Audience: 2.

I. Minutes of 2+2 Committee

A. July 17, 2018

1. Page 1, Line 29: Change to read, "Maintain character and enhance the ambiance."
2. Page 1, Line 46: Change to read, " a maximum of 100,000 from the Hall funds"
3. Page 1, Line 46: Add clause, "leaving $225,000 in fundraising from the Friends of the Library, grants, fundraising, and donations.

Frye moved to approve the July 17, 2018 Library 2+2 Committee meeting minutes as amended: Aye - 6; No - 0.

II. Business

A. Discussion: Architect's schematic design proposal for moving and/or expanding the Library

Dunn noted they do have a drawing from an architect and the architect could start with that diagram rather than starting a drawing from scratch. Dunn also noted they have conceptual floor plans. Dunn was concerned about the exclusion for structural engineering in the architect's proposal. Dunn liked the idea that they were getting information on code requirements.

Carlson was not in favor of developing a preliminary cost without a structural analysis. Frye wanted to know why structural analysis was not being included. Beaucaire indicated it was a cost issue and the architect did not feel it was necessary. Dunn clarified the structural engineer had indicated the main floor was safe for a 150 pounds per square foot live load, but the attic could not be used for book storage.

Allen asked if there was a way to incorporate volunteer labor to help save on costs. Beaucaire reported the City Attorney indicated the City is required to pay prevailing wages and could be liable if they were to use volunteers. Beaucaire noted Philomath Library was overseen by a 501(c)3 group and was able to use volunteers in that structure. Allen asked if book storage had to be a mandatory item. Wigle indicated they were not going to require book storage. Wigle favored incorporating an interior designer in the process. Carlson clarified the architect was taking into account their budget. Beaucaire indicated she was emphatic with the architect about their cost limitation. Tooke noted this money would come out of the $50,000 CIP for the Library move from the City.

Allen moved to accept the architect's proposal and recommend that the City Manager proceed with implementing the work: Aye – 8; No – 0.

B. Next Steps

Wigle indicated that Beaucaire would be the Project Manager. Wigle suggested that he and Godfrey be the disseminators of information updates.

Frye wanted clarification on the role of Beaucaire as the Project Manager. Beaucaire noted this concern was the reason Wigle was asking to have all communications go through he and Godfrey. Beaucaire explained she needed someone to compile and organize the emails and suggestions on the topic, as she could not be fielding input from all interested parties.

Dunn suggested having an ombudsman or centralized information source to communicate project information. Wigle indicated he and Godfrey could serve in this role. Beaucaire noted they should be able to post on the website and/or issue notices through a listserv with the revised website.

Wigle read the section of the Memorandum of Understanding regarding the City Manager as Project Manager.

Beaucaire reported the architect has indicated he had availability for the week of September 13, 2018, and she would contact him immediately following this meeting.

Wigle indicated he would contact Loren Dickenson to get the CAD drawings to give to the architect. Godfrey asked Chuck Carlson to send Wigle his drawing on the current library dimensions.

IV. Other Business

A. From the Commission – none

B. From the Committee

Dunn asked about the progress of shimming the floors in the current library. Wigle indicated he was holding off on the work until a decision was made about the move.

C. From the Floor - none

Wigle closed the meeting at 1:44 pm.

________________________________ ____________

Marv Wigle, Chair Date

Minutes prepared by H.H. Anderson on October 5, 2018

City of Yachats

LIBRARY COMMISSION

Quarterly Meeting

October 10, 2018

Draft Minutes

Chair Marv Wigle called the October 10, 2018 quarterly meeting of the Library Commission to order at 2:00 pm in Room 1 of the Yachats Commons. Members present: Marion Godfrey, Nikki Carlson, Dianne Allen, David Rivenus and Marv Wigle. Staff present: City Manager Shannon Beaucaire. 2+2 Committee Members: Barbara Frye and Jim Tooke. Audience: 6.

I. Minutes

Commissioner Godfrey moved to postpone approval of the minutes to the November meeting: Aye – 5; No – 0.

II. Reports

A. Library Volunteers

Janet Ratcliff summarized that: 35 children completed the summer reading program with 797 books read, and one child read over 100 books; the average books read was 25 per child over a period of 7 weeks; they had around 12 volunteers and a therapy dog; two different groups came to discuss rocks; and Tyler Spencer played the didgeridoo. She reported the program would happen again next summer.

Ratcliff reported they have had an increase in programming requests as the home school group wants to come twice each month. She listed the days, times and who comes. Michael and Jane Shay were helping with story time for the preschool, and Rebecca Bloch was working with the afterschool program.

B. Friends of the Library

Maggie Marshall indicated there were no changes since the last report.

II. Current Projects

A. Library Move/Remodel – considered in Section V.A

B. Strategic Plan

Commissioner Carlson recalled the Commission started to develop a five-year plan in 2016, but the project went on hold in 2017 when the Library Move Project took priority. She noted they have four goals, which might need expanding:

1. Succession: To ensure and enhance the sustainability of current operations
2. Programs: To ensure and enhance the sustainability of current programs and examine the feasibility of developing new programs for reading, viewing, and listening for pleasure and enlightenment
3. Technology: To ensure that Library technology is adequate to the needs of patrons and staff

4. Going Forward: Anticipating plans for future needs and interests

Carlson indicated she would develop a document and distribute to Commissioners within the next few weeks.

C. Policies and Procedures

Godfrey recalled there was a subcommittee working on creating a consistent set of policies and procedures. She reported they have completed the volunteer section, which could be used as a training manual. They are now working on administration, such as how books are catalogued, how things are filed, how things are entered into the computer, etc. After that they will start guidelines, finances, ordering, and other procedures.

D. Security/Safety

Commissioner Allen reported they have brainstormed for several meetings and, at present, there are more ideas than final policies. One issue that came up was the need to augment current policies. She reported the Fire Department was going to give CPR training to six volunteers. She noted they need an exit strategy for the back door, and they need policies for what to do if someone feels threatened. She indicated a need to better mark places to go to for earthquakes and tsunamis. Additionally, they need to know what to do after the duck and cover. Godfrey clarified they agreed that two people should be in the Library at all times when the library is open.

V. Commission Business

A. Library Move/Remodel

Wigle emphasized that this discussion would strictly be about the best interest of the Library. Wigle reported the Commission and 2+2 Working Group received sets of plans from the architect for both moving to the 501 and for remodeling the current facility. He noted all estimates came in above their $375,000 target budget.

Wigle indicated he believed there were several reasonable options to pursue:

1. Walk away. Wigle was not comfortable with this option because of the work invested, the needs of the Library, and the funds raised.
2. Engage a Different architect. Wigle did not think it was realistic to expect anything different from another architect, and he did not want to make everyone experience more hassle, cost, and delay.
3. Value Engineering for the 501, the current facility, or both. He did not see there was much opportunity for cost savings in value engineering the 501, but there was significant opportunity to value engineer the current facilities. He also believed they could reduce costs without sacrificing the most desirable Library features, such as an expanded children's library and enhanced computer facilities.

Wigle stated he was ready to recommend to Council to only pursue expanding the current facility.

Wigle read an email from Friends of the Library president Sandy Dunn in which Dunn noted that they had received grant monies that might need to be spent soon as the year deadline was approaching. She suggested that it might be best to move to the 501 given similarity of costs and less disruption of library services. Noting the City's inability to contribute significant funds, she questioned if it was time to admit they could not expand the Library or to afford the Library of their dreams. She suggested they agree on key wants and needs.

Wigle also read an email from Meredith Howell who agreed with Wigle's position to focus on remodeling the current facility.

Godfrey stated she believed there was more room for savings when remodeling the current facility. Godfrey clarified that the architect was given the budget constraints. She asked if it was possible to do a partial expansion for the children's area and to do further expansion later. Godfrey suggested the 501 plans did not include things the Library did not already do. She was surprised at the location of the load bearing walls in the 501, which made a difference for what they could do. She indicated she mostly agreed with Wigle's arguments.

Carlson did not anticipate that they could raise the money to implement the proposed plans. She suggested they could use the money they have to do one part first, and then add elements later as they raise additional funds. She noted this approach might be more costly in the long run, but would be more feasible in terms of reality. She thought the expansion of the children's section was most important. She agreed that the current building was the best one to be working on.

Godfrey raised the question of what would happen while the work was being done. Carlson suggested they could stage the sections, such as expanding the back first. Carlson also suggested they could move in a temporary trailer or the Commons.

Allen suggested an idea of building a structural shell and staging areas in the 501. She noted the problems of trying to function in area that is under construction.

Commissioner Rivenus reported looked at the 10 examples and tried to do a cost-benefit analysis. He noted the architect identified two different cost bases, one for a remodel and one for new construction, yet the 501 cost more per square foot. He did not see that there was significant gain in shelf space in the 501. He would be inclined to stay in the current building. Rivenus wondered if there was a possibility to have a more extensive fund-raising effort.

Godfrey and Wigle wanted to talk to the architect again. Wigle wanted to narrow the focus of any discussions with the architect. Wigle saw additional contact with the architect to be part of the value engineering process.

Barbara Frye (410 E 2nd Street) stated she was struck by the high cost of the 501 when it was a remodel. She asserted that she thought most people would be ok with staying in the current facility. She was not ready to give up on the City coming up with more money. She did not want to lose momentum on the project. Frye agreed that looking at phasing in improvements was a reasonable approach.

Rivenus noted that the 501 had 4004 square feet, which they are stuck with. He noted the Library expansion expands at various sizes, and none of those expansions come close to 4004 square feet. He also noted there was not much negligible gain in shelf space in the 501.

Godfrey noted when looking what is best for the Library, the 501 does not provide the best benefit to the Library.

Jim Tooke agreed with Wigle's recommendation to stay in the current building and work from there.

Yvonne Wulff (103 Greenhill) asserted that Yachats is a tiny town and a Library for a town like this was a luxury. She suggested they have a Library because it was planned so volunteers could manage it, and that volunteer system needed to protect that. She thought doing a little bit at a time, which they could afford, would be the best approach.

John Moore (501 Lemwick Lane) noted they do no have a lot of room to expand in the back of the current facility, but expansion toward the back does not require they change the roofline, which would make it much less expensive.

Wigle indicated his preference was to continue to work with the current architect, to focus on the existing facility, and to have the architect stay within their cost parameters.

Carlson moved to recommend to Council to continue working with the Carlson-Viet to value engineer the current facility for Library improvements: Aye – 5; No – 0.

B. Commission Role and Responsibilities

Wigle summarized the Commission has struggled with what their role was. Manager Beaucaire reported the City of Newport uses a Council Liaison system in which a Councilor goes to Commission meetings and reports back to Council. Manager Beaucaire noted that she hears Commissions have difficulty in getting new volunteers and that volunteers were getting tired. She suggested having staff get involved with the Commissions.

Wigle raised the lack of certainty on their role. He did not see that the Commission had duties beyond what the Librarians do.

Anderson read what was in the City Code on the Powers and Duties of the Library Commission. Frye recalled when the Council was deciding whether to hire a City Manager, they had a Committee that looked at the structure of the City which addressed the Commissions. She believed the Commissions were not very active at that time, and she speculated that part of the reason was that they did not know what they were supposed to do. Frye believed there needed to be more discussion about what Commissions are supposed to do. She noted the work the Commission did today on policies was appropriate and important.

Wigle noted there was no orientation to Commissions, which makes understanding expectations difficult. Manager Beaucaire noted she has seen other jurisdictions have Commissions develop an orientation for their own members, as the needs of the different Commission are different. She noted the Library could work with Emergency Preparedness Committee on evacuation practices or have the Sheriff's Department come in to suggest methods to deal with threats. Manager Beaucaire stressed the need for the Council and Commissions to communicate.

Tooke was not in favor of having individual Councilors go to Commission meetings. He also noted the City has a very small number of employees who do all of the work. He thought the work of the Commissions was essential to the operations of the City. He did not believe the Council had the time to do the work of all of the Commissions. Manager Beaucaire reported she has heavily depended on Commissions in doing her work. She indicated she sees the Commissions almost like departments. She noted this clarification was an ongoing process.

C. Library Governance

Wigle indicated he wanted to address how to invite and encourage volunteers to participate in planning for the future and how to address issues like what happens if they lost the services of a Library Manager. Wulff recalled when they last lost a leader, a new volunteer stepped up. Wigle was uncomfortable that the library was solely dependent upon the Council without having its own tax base. Godfrey suggested they consider what the situation will be like in 20 years and plan accordingly.

Wulff noted the City does not have the funds to hire a Librarian and they should protect the system they have. Carlson stated the first goal in the Strategic Plan was plans for succession. Godfrey added the Library has different areas of needed expertise, and they need to ensure that there are volunteers to fulfill these needs.

Moore asked if the Library had ever considered establishing a library tax district. Marshall recalled there was a time when the Library tried to get an area larger than the City to form a library district, but it was soundly defeated in a public vote. Godfrey noted that areas outside of the City limits are now taxed as part of the Lincoln County Library District.

IV. Other Business

A. From the Commission

Wigle noted there was a financial report in the packet. He interpreted the expenses to be reasonable.

Godfrey reported it took between 4 and 5 weeks for the printer to be hooked up by the new IT people. Manager Beaucaire explained there was delay because the firewalls had to be taken down and there was back and forth prior to the purchase of a new printer.

Allen reported half of the computers were unusable (2 of 4). Manager Beaucaire believed one was a problem with hardware that enabled WiFi communication, and she was not aware of the problem with the other computer. Allen asserted the computers at the Library are used nonstop. Manager Beaucaire indicated it would be helpful to her to have a log of problems encountered.

Godfrey indicated she could set up a monthly report to Manager Beaucaire about issues around the computers so Manager Beaucaire could schedule work with the IT service for the following month.

B. From the Floor - none

Wigle closed the meeting at 3:34 am.

Marv Wigle, Chair   Date

Minutes prepared by H.H. Anderson on January 3, 2018

FUND-240 CITY AMENITIES
DEPT-122 LIBRARY
12/01/18 THRU 12/31/18

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-30-4480	GIFTS AND DONATIONS	2,000	160.50	1,097.20	902.80	55
3-30-4690	OTHER STATE SOURCES	1,000	1,000.00	1,000.00	--	100
	REVENUE	3,000	1,160.50	2,097.20	902.80	70
3-60-4860	GENERAL FUND SUPPORT	20,580	--	20,580.00	--	100
3-60-4864	VISITOR AMENITIES SUPPORT	8,820	--	8,820.00	--	100
	OPERATING TRANSFERS	29,400		29,400.00		100
T O T A L DEPT 122 R E V E N U E		32,400	1,160.50	31,497.20	902.80	97
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	2,000	304.56	367.64	1,632.36	18
	PERSONNEL SERVICES	2,000	304.56	367.64	1,632.36	18
5-20-5222	INSURANCE	1,000	--	1,063.00	63.00-	106
5-20-5251	OFFICE PHONE/CELL/DSL	1,400	129.63	762.51	637.49	54
5-20-5252	OFFICE UTILITIES	1,600	153.17	613.89	986.11	38
5-20-5282	SOFTWARE	1,500	--	200.00	1,300.00	13
5-20-5313	EQUIPMENT REPAIR	4,000	--	376.53	3,623.47	9
5-20-5320	CHILDREN'S BOOKS/PROGRAMS	4,000	483.80	1,463.90	2,536.10	37
5-20-5330	BUILDING OR LAND MAINTEN	2,500	621.89	1,903.64	596.36	76
5-20-5340	OPERATING MAT & SUPPLIES	1,500	--	545.98	954.02	36
5-20-5345	BOOKS AND PERIODICALS	7,500	682.70	4,019.20	3,480.80	54
5-20-5490	MATERIALS/SERVICES OTHER	1,800	247.68	247.68	1,552.32	14
	MATERIALS AND SERVICES	26,800	2,318.87	11,196.33	15,603.67	42
5-60-7126	INTERFUND TRANS: CAP RSRV	3,600	--	3,600.00	--	100
	INTERFUND TRANSFERS	3,600		3,600.00		100
	TOTAL PERSONAL SERVICES	2,000	304.56	367.64	1,632.36	18
	TOTAL MATERIAL & SERV	26,800	2,318.87	11,196.33	15,603.67	42
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	3,600		3,600.00		100
T O T A L DEPT 122 E X P E N D I T U R E		32,400	2,623.43	15,163.97	17,236.03	47