City of Yachats

LIBRARY COMMISSION
Quarterly Meeting

January 8, 2019

Approved Minutes

I. Call to Order

Chair Marv Wigle called the January 8, 2019 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, Dianne Allen, David Rivinus and Marv Wigle. Staff present: none. Audience: 4.

II. Election of Officers

Commissioner Carlson nominated Marv Wigle to be Chair of the Commission. No additional nominations.

Carlson moved to appoint Marv Wigle as Chair of the Library Commission: Aye – 5; No - 0.

Commissioner Godfrey nominated Nikki Carlson to be Vice-Chair of the Commission. No additional nominations.

Godfrey moved to appoint Nikki Carlson as Vice-Chair of the Commission: Aye – 5; No – 0.

II. Minutes - October 10, 2018, August 8, 2018, July 10, 2018

A. July 10, 2018

Page 4, Lines 13-14: Delete sentence beginning with, "Carlson did believe…"
Page 4, Line 33: "Ford Foundation" should be "Ford Family Foundation."
Page 5, Line 10: "Carlson" should be "Chuck Carlson"
Page 5, Line 10: "which Brugato" should be "which Brugato estimated."

Godfrey moved to approve the October 10, 2018 Library minutes as amended: Aye – 5; No – 0.

B. August 8, 2018

Commissioner Rivinus moved to approve the August 8, 2018 Library minutes as presented: Aye – 5; No – 0.

C. October 10, 2018

Godfrey moved to approve the October 10, 2018 Library minutes as presented: Aye – 5; No – 0.

III. Reports

A. Library Volunteers

Librarian Janet Ratcliff reported Janet Hickam would be submitting a grant for $10,000 to the Trust Management Fund. Ratcliff announced a free children's concert at 10:30 am on Friday, January 11, 2019 at the Library.

B. Friends of the Library – no report

C. City Manager

Wigle announced Manager Beaucaire had another commitment this morning. He indicated would include this report at each meeting.

Wigle handed out the 2019 Council Goals from the City Council. He noted there was no mention of the Library and reported Manager Beaucaire was putting the Library remodel first on the City Manager's implementation schedule.

IV. Current Projects

A. Library Remodel/Expansion

Wigle reported he has been incorporating input from the librarians and volunteers to the architect's schematics. Commissioner Allen handed out a summary of input from the librarians. She stressed their desire to move the project along. Godfrey noted what was identified as southwest should be southeast. Wigle noted some of the space markings are to claim a footprint for future expansions.

Godfrey suggested the focus now should be on the exterior walls layout, and interior adjustments would come later. Wigle asserted it was important to give a finished look to whatever they expand to avoid the look of always being in progress.

Allen explained her vision of where to expand. Wulff noted the fire exit in the current Children's section needed to be retained, as code required an emergency exit. Allen raised several issues about the storage of trash. The Commission discussed what issues fall under maintenance/operations versus part of the remodel/expansion. Godfrey suggested Facilities Manager Hoen could help get cost estimates for operational upgrades.

Allen raised issues around shelves for backpacks, locations of CDs versus DVDs, and location of the bathroom. Wulff suggested there was no need for a second bathroom. Several Commissioners agreed with Wulff's rationale. Allen asked Godfrey to come to the next volunteers meeting to explain the focus/approach of the remodel. Godfrey noted that Allen's suggestion would be very important when they get to focusing on the interior design.

Wigle reported Hoen said she was giving the City's engineer information so he could develop necessary materials to use in an RFP. Wigle indicated he would meet with the Friends of the Library, Sandy Dunn, and Grant Writer Meredith Howell to develop a funding plan.

B. Strategic Plan

Wigle thanked Carlson for her work on the Strategic Plan. Carlson explained she included objectives from several iterations of the document and noted she wanted more information on what actions to include. Rivinus clarified Hickam currently trains the volunteers. Wigle suggested they should decide if this Plan was a sufficient five-year plan and whether they wanted to identify some short-term action plans.

Carlson asked Commissioners to send her their questions, comments, and changes, and she would compile them. She suggested they could establish working committees to determine how much to flush out the goals. Wigle added they need to assign people to be in charge of the proposed actions, so it might be prudent to keep the work focused on the five-year plan.

Carlson asked for feedback within two weeks. Wigle added that Commissioners should think about what areas they want to work on.

Commissioners agreed to schedule a work session for the Strategic Plan in February 2019.

C. Policies and Procedures

Godfrey reported the document was very descriptive and geared to be usable by anyone. Godfrey asked if the document should be divided into Operations and Administration. Wigle suggested it would be useful to keep sections. Allen praised Chuck Carlson's comprehensive work on this document.

D. Security/Safety

Wigle suggested Allen could contribute much to remodel plans in terms of security. Allen reported she was working with the City to coordinate matters with the Little Log Church and other City facilities. She noted there was a workshop planned for people to learn how to effectively deal with transients.

V. Commission Business

A. Appointment of Commission Representative to City Finance Committee

Wigle explained the Council decided to have representatives from each Commission on the Finance Committee. Wigle indicated he would serve this role until someone else decided they were interested. Secretary Anderson stated the Finance Committee's work provides a good overview of the competing financial needs of the City. Allen clarified this representative would be a voting member of the Committee.

B. Budget and Finance Report

Wigle reported the City budget process would begin in February, and the approach would involve getting input from the Library early in the process. Wigle suggested he and Carlson could provide input as they have done in the past. Wigle indicate the Trust Management grant should be incorporated into these discussions. Ratcliff noted the Library gets monthly updates on their spending and balances.

VI. Other Business

A. From the Commission

Wigle announced Quinton Smith has begun an online local news site (yachatsnew.com) that was very well done.

Wigle reported the City received a quote in May 2018 on shimming the foundation supports in the Library building. He stated now that the Library plans to remain in that facility, they need to proceed with this work. He added that the original quote had expired.

Godfrey moved to have the City Manager obtain a quote for stabilizing the foundation in the Library building and proceed with that work: Aye – 5; No – 0.

Godfrey asked about the plans for the City to upgrade the City's computer system. Wigle indicated he planned to discuss this topic with the City Manager. Allen asked about the person who had been working on the computers. Anderson explained what COG (Council of Governments) was and how Manager Beaucaire has been utilizing that resource.

B. From the Floor

Wulff noted the Commission had not discussed the issue of making the shelving seismic ready and suggested that item be included in the language of the documents she had seen.

Wigle closed the meeting at 11:22 am.

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Marv Wigle, Chair Date

Minutes prepared by H.H. Anderson on January 9, 2018