City of Yachats

LIBRARY COMMISSION
April 10, 2019

Approved Minutes

I. Call to Order

Chair Marv Wigle called the April 10, 2019 meeting of the Library Commission to order at 10:02 am in Room 1 of the Yachats Commons. Members present: Marion Godfrey, Nikki Carlson, Dianne Allen, David Rivinus and Marv Wigle. Staff present: Facilities Manager Heather Hoen. Audience: 1.

II. Approval of Minutes

Commissioner Godfrey moved to approve the January 8, 2019 meeting minutes as presented: Aye – 5; No – 0.

Commissioner Rivinus Moved to approve the February 12, 2019 meeting minutes as presented: Aye – 5; No – 0.

Reports

A. Library Volunteers

Volunteer Sara Moore reported on behalf of Janet Ratcliff and Janet Hickam that the efforts of Commissioners Carlson and Godfrey on the Library Book Sale were very much appreciated, noting the money from this sale enables the Children's Programs to give books to the children and to host a summer reading program. Godfrey wanted to recognize Maggie Marshall for her contributions as well. Wigle noted the Ladies Club contributes to the Summer Reading Plan.

B. Strategic Plan

Wigle expressed gratitude to Carlson for her excellent work on drafting the plan and suggested this document was the most useful and thorough he has seen for the Library. Carlson noted a typo in 6.B where it reads, "access" and should read, "assess." Carlson suggested assign Commissioners to each of the goals. Godfrey suggested they approve the document then sort out assignments at a future work session.

Godfrey moved to adopt the Yachats Library Strategic Plan 2019-2025 as presented with the correction to Goal 6: Aye – 5; No – 0.

Commissioners agreed to address assignments and assign priorities at a future work session.

C. Policies and Procedures

Wigle reported Godfrey and Chuck Carlson have created a document codifying Library procedures. Godfrey noted the operations section was 52 pages to date, and volunteer Patty Hodgins was in the process of editing the document. Godfrey indicated they were still working on the admin portion. Commissioner Allen clarified that the document would be shared with the volunteers once it was completed. Godfrey added that they used the least experienced volunteer to check the accuracy of the procedures. She noted they would have to update the document if changes were made in the software. Commissioners agreed the document would be helpful in trainings.

D. Library Security

Allen clarified workers were in the process of stabilizing the floors. Allen reported the City wanted procedures to be the same and the Library was waiting to see what the City wanted to implement. Wigle added that there was going to be a meeting on homelessness. Wigle noted they could discuss the location of the back exit when they reviewed the remodel plans. Hoen noted the back door needed to have the locks changed to meet fire code, where exit must be possible without using a key.

D. Finances

Wigle reported operations seemed reasonable. He reported he and Carlson met with the Librarians to discuss future plans and noted they came to a total for $36,400 for FY19-20, which is a 12% increase from the current year. He reported the Friends submitted a grant application for $7,644 to Trust Management Association for purchases and upgrades. The request was for items not funded by the City.

Rivinus reported on issues that were discussed at the Finance Committee meeting. He noted there was a push for more transparency within the City, and the Committee wanted a summary of what the Library does to include in the budget document. He provided Commissioners with a draft. Rivinus reported the City allocated $60,000 for the renovation project and no one objected. He noted Mayor Moore stated the Library would be responsible for raising funds beyond that amount. Rivinus reported the Committee wanted the Library to succeed with the expansion. He explained Manager Beaucaire wanted to include a line item for maintenance based on $3.50 per square foot to ensure City buildings do not fall under disrepair. He emphasized the importance of keeping the building maintained.

Rivinus stated the City now has access to a program to get support for fundraising. He indicated the Committee wanted to know of grant writer Meredith Howell could identify potential grant funders for the Library. Rivinus reported the Little Log Church was now facing the need to fundraise and noted their nonprofit was a 501(c)4, which has limited fundraising ability. Hoen noted they could only raise $14,000. Rivinus suggested that the Committee wanted to explore working with the Library to do fundraising.

Rivinus reported he has been approached by multiple people expressing concern that the Library expansion project was not supported by people. He explained he was told the City wanted to find a use for the 501 Building that gave impetus to expanding the Library. He merely wanted to bring forward what he had been told. Carlson recalled the original proposal from the City was to have the Library share the space. Then after the City did not find a tenant for the building, they returned to the Library. She recalled after developing a dream plan, they were hit with the reality of the cost. She reported Janet Ratcliff was thrilled with the idea of getting space for the children's area. Godfrey reported that volunteer Paddy Pace reported the Library had long had a desire to expand but had no means of funding.

Hoen recalled she got involved through plans to use the 501 Building. She reported she had heard some ask if the current facility was even worth investing in. She noted the Library was one of the more solidly built buildings in the City. She stated that the addition would increase the value of the building and would not be, as one comment came to her, "putting a shed on a chicken shack." Godfrey noted she pulls books from the shelves much sooner than they should ideally be. Allen reported she had heard from people that the current Library building was unsafe and has since learned that was not true. Godfrey added that she thought many volunteers were very happy to stay in the current location. Hoen added that a focus of Manager Beaucaire was to do quality work rather than just getting by.

Godfrey asked for clarification on the Little Log Church Board approaching the Friends of the Library for help fundraising. Hoen clarified the idea came from John Purcell who was only exploring ideas. Wigle noted that Alsea had one umbrella fundraising group for their city and suggested that was what Purcell was thinking about.

Rivinus expressed strong support for the expansion project and noted people were impressed with how much had been done. Rivinus added that being on the Finance Committee has enlightened him to all of the needs of the City and what the Library was competing with for funding.

E. Expansion/Remodel Project

Hoen reported the engineer delivered drawings of the expansion project so they can create the RFP. She explained the scope of work that was included in her packet. Hoen noted the engineering had recommended Hardie Plank siding rather the T-111, which was on there now. Hoen recommended the Hardie Plank lap siding which was more economical. Hoen explained the cost estimates and the need to use prevailing wages. Hoen added that she would like to include painting of the interior in the RFP. She also recommended new flooring throughout the building, noting that the Library could decide the location of the shelves and they could secure them for seismic protection. Hoen reported she had the RFP template from the State of Oregon which she would complete once the design was approved. She added that the engineer has suggested a new front door.

Godfrey asked at what point they could revise the plan for items like location of windows. Hoen indicated they should decide now. She added that the electrical would be to code.

Hoen provided more information on prevailing wage and how that issue raises costs by 30% or more. She also explained that if the changes within the existing structure were minimal, they would not be required to make that portion ADA compliant.

Godfrey moved to affirm that the Library Commission reconfirms its commitment to the Library expansion and remodel project: Aye – 5; No – 0.

III. Other Business

A. From the Commission

Wigle reported the work to shim the supports under the library was in progress.

B. From the Floor - none

Wigle closed the meeting at 11:12 am.

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Marv Wigle, Chair Date

Minutes prepared by H.H. Anderson on May 1, 2019