

City of Yachats
LIBRARY COMMISSION
WORK SESSION
March 13, 2018

Approved Minutes

Chair Marv Wigle called the March 13, 2018 work session 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. Staff present: Shannon Beaucaire. Others present: City Councilor Barbara Frye. Audience: 5.

I. Guest: Shannon Beaucaire, Yachats City Manager - Status of RFP

Wigle asked Manager Beaucaire for an update on the RFP for the Library move. Manager Beaucaire stated the materials and draft were with the City Attorney. Manager Beaucaire noted she was hoping to put the bid out to a design firm so that person could do all the work to shorten the time line. The attorney noted the request might be a violation of public contracting rules. She noted they might have to do one contract for a designer/architect, then an RFP for a contractor/builder. Manager Beaucaire asserted this approach could take six to nine months to get to numbers on costs. She will get more clarity with the attorney.

Wigle asked that the Library Commission be involved in reviewing the RFP. Manager Beaucaire emphasized the Commission would be highly involved in the process. Commissioner Godfrey clarified that the Little Log Church was part of the RFP.

Wigle asked for an explanation of the bid process, noting Commissioners had firms they would like to have apply for the contract. Manager Beaucaire noted that once the bid was open, they could invite firms to respond.

Wigle asked if Manager Beaucaire had been contacted by Friends of the Library regarding the City being the applicant for the Ford Family Foundation Grant. Manager Beaucaire understood that the size of the grant was an issue for the Friends. She indicated the City would have the same concern over managing the grant. Manager Beaucaire was concerned about the workload for her staff. Wigle concurred that the type of accounting required is a very specific skill set, and there are many State requirements on management. Wigle noted the work could be contracted out, but that type of work would get very expensive, especially with issues like change orders. Wigle noted the design/build firm might be able to offer help in managing the larger grants.

Commissioner Carlson asked if the amount they could get from the Ford Foundation would make the accounting issues worthwhile. Godfrey noted someone should alert grant writer Meredith Howell about the situation. Manager Beaucaire asked for clarification on the Commission's position with lines of communication. Wigle indicated someone from the Commission would talk to Howell.

II. Discussion

A. Current status and plans for the move of the library from its current location to the 501 Building

Carlson asked if Manager Beaucaire was planning to replace the carpet in the 501 Building. Manager Beaucaire noted she did not want people in the building as long as there were still glass shards in the carpet. Manager Beaucaire noted she had information from a carpet company about installing carpet squares that are suitable for high traffic. This type of carpet would be more expensive in short run but better for the long run, especially if a section needed replacing. Godfrey asked that the Commission have input on color and style. Manager Beaucaire recalled there was a previous direction to stop having events in the 501. Commissioners discussed the possibility of installing some overlay so the building could be used.

Wigle asked about the crack in the floor. Manager Beaucaire indicated the structural engineer has inspected the Commons, the 501, and the Library and would be providing a report on each entity within the next two weeks. Wigle asked if he assessed the load-bearing capability of the attic. Manager Beaucaire noted there was a drop ceiling, and suggested that area is for access to equipment only. Chuck Carlson noted the bank had their data center and supply storage in that area. He recalled there is solid floor, and the wiring is enclosed except for the data access.

Carlson noted they need a place to store the books for the Library sale. Manager Beaucaire asked for a square footage estimate for book storage and for what time period. Carlson indicated the need would be year-round as they collect donations all year. Carlson added they sort the books in the library and store them elsewhere. Manager Beaucaire clarified that sorting and storing were done in different locations. Godfrey added the area needs to be dry and warm.

Manager Beaucaire reported she was informed yesterday there were at least four windows with faulty seals in the 501 Building.

1. Vision for the Library: Wigle stated the Commission and the 2+2 Committee were charged with a designing a dream library. He asked Manager Beaucaire about her vision for the Library.

Manager Beaucaire stated the plans the Committee has created were beautiful. She noted the concerns that the city is losing its heart and that YYFAP is struggling with space issues. Manager Beaucaire reported she has been brainstorming on how to use the Commons area and has a vision of the combined areas of the Commons and the 501 Building as a campus for multi-generations, including a home for YYFAP, a home for the Library, a community center, and resources for all. She added the Library is integral to any community, to the kids, to families, and to the work force. She asserted the Library, facilities for City Hall, the Community Center, and support for youth and working families were equally important.

1 Bolton-Rawles asked how many youth and families were in the area. Manager
2 Beaucaire noted she was surprised at how many working families are serviced through
3 YYFAP. Godfrey noted in 2006 there was a plan to extend the Commons for YYFAP,
4 but the project was dropped when the housing market and economy declined. Godfrey
5 suggested YYFAP could do fundraising for a building.
6

7 Councilor Frye noted space usage was a conversation at the Council meeting. She
8 noted she recently learned YYFAP is not a City entity, and the City does not have an
9 obligation to provide facilities for YYFAP. Frye stated YYFAP and the City need to work
10 together to get their needs met. Godfrey clarified she was suggesting YYFAP could
11 raise funds for their building. Wigle stated he was hearing Manager Beaucaire assert
12 there needed to be a more inclusive plan that addresses the overall needs of the
13 community and the sharing of resources.
14

15 Wigle clarified that the Commission's commitment is to proceed with the plans to move,
16 but they need to be aware of the larger picture. Librarian Janet Rackleff asked if it was
17 appropriate to move forward with fundraising and grant writing if the move was so far
18 into the future. Wigle indicated they are definitely moving forward with grants.
19

20 Manager Beaucaire summarized they have a decision, they are moving forward with
21 that decision, and they are taking in new information and incorporating it appropriately.
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23 2. Rumor Control: Wigle noted there was a rumor that Manager Beaucaire
24 stated that the Library Commission was not committed to the move. Manager
25 Beaucaire did not recall such a statement. She added that there might be things that
26 arise that impact what the Library Commission wants to do. She wanted Library
27 Commission to know that if they get new information that causes them to rethink their
28 desire to move, such as the costs being unreasonable, she is open to accepting a
29 revised or changed decision. Manager Beaucaire emphasized she wants the Library to
30 feel supported.
31

32 An audience member suggested the Library volunteers have a script to follow when
33 asked about the move.
34

35 **B. Commission protocols for communicating with various library**
36 **constituencies, including the City Council, the Friends of the Library,**
37 **Library volunteers, and the public**

38 Wigle read the following statement: It has come to our attention that there was a
39 meeting last week with a representative from the Oregon Community Foundation for a
40 site visit related to the Friends of the Library's application for a grant related to the
41 Library's move to the 501 Building. As I understand it, there were representatives from
42 the City and the Friends present at the meeting. Noticeable absent was anyone from the
43 Commission. Since we are aware that a person associated with the Friends has
44 proposed that the Friends and the City work directly together to facilitate the Library
45 move bypassing the Commission for it's alleged incompetence and relegating it to a
46 redundant role, I would like call upon the City and the Friends to clarify their position on

1 the issue. We certainly do not question the rights of both the Friends and the City to do
2 business as they see fit. We only seek to understand our role so we can as a group
3 and as individuals choose our next course of action.

4
5 Wigle added this issue involves many entities and constituencies. Wigle proposed a
6 meeting with the Friends, the City, the Commission, the Librarians, and the volunteers
7 to get clarity on roles, responsibilities, and communications.

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9 Manager Beaucaire added she was not aware of the meeting. She asserted that if
10 there was a team member who went to that meeting without her knowledge, she would
11 like to be notified immediately so she could immediately deal with her staff.

12
13 Frye was surprised and asserted there was no intent to exclude the Library
14 Commission. Wigle explained his view of the history of the Library Commission and
15 emphasized the Commission just wants clarity for its role.

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17 Frye noted the Commission has been more active recently than in the past and that it
18 may have been inadvertent to not invite someone from the Commission. Wigle
19 asserted was not accusing Frye of anything. Bolton-Rawles added the Commission
20 wants to be included so that they are all in the loop.

21
22 Manager Beaucaire asked for permission from Commissioners to set up a meeting.
23 Commissioners agreed the problem was one of communication. Rackleff explained she
24 had assumed that the Commission would be informed as the 2+2 Committee was
25 involved. Frye asked if Wigle would have been ok if she had not been at the meeting.
26 Wigle indicated that might have been less disturbing.

27
28 Wigle clarified the Commission is saying they want to be a part of the process, and if
29 they are going to be held accountable, they need to be a part of the process. Frye
30 suggested the Council was not aware of what the Commission is doing. Wigle was in
31 favor of addressing that communication issue as well. Wigle added the matter gets
32 confused as the same people are doing different jobs for different groups.

33
34 Carlson suggested the Commission's history might be a factor in how they are currently
35 being seen. Godfrey noted the Commission is taking on a huge job and with that comes
36 responsibilities. Godfrey added there would be more problems if they do not clarify their
37 roles now.

38
39 **C. Presentation and materials related to the library move for use at the**
40 **State of the City event**

41 Godfrey suggested they use table displays, bookmarks, business cards, and donation
42 letters for the State of the City event.

43
44 **Other Business**

45 **A. From the Commission - none**

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

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2 Wigle closed the work session at 11:10 am.
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8 _____
9 Marv Wigle, Chair

_____ Date

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