City of Yachats

LIBRARY COMMISSION

SPECIAL WORK SESSION

May 9, 2017

Minutes

Commission Chair David Dunsdon called the May 9, 2017 regular meeting of the Library Commission to order at 10:00 am in Room 1 of the Yachats Commons. Members present: David Dunsdon, Nikki Carlson, Marion Godfrey, Marv Wigle. Absent: none. Staff present: none. Audience: 3.

I. Strategic Plan

Commissioner Carlson reported she and Commissioner Wigle have been working to simplify and update the previous Strategic Plan. Carlson summarized they have four goals addressing (1) Succession, (2) Programs, (3) Technology, and (4) Future. Wigle suggested they alter the wording of Goal 4 – Future. Dunsdon asked Wigle to elaborate on Goal 4, Objective 4. Wigle indicated this objective arose because of the Hall Bequest. Carlson read aloud Objective 4 for the audience's benefit.

Commissioner Godfrey asked about where other grant activities would be included, noting if the library ends up moving they will need more grant work. Godfrey noted the Library could apply for grants separate from the Friends of the Library. Wigle suggested grants be added to the funding section.

Dunsdon asked that the revised plan be completed by the June 2017 meeting so the public will have time to review it. Wigle emphasized getting input from volunteers. Dunsdon reported he was contacted by Councilors Glenn and Scott to discuss progress on the Strategic Plan. Dunsdon informed them the Commission would get public input at the June meeting, would finalize and formally adopt the plan at the Commission's July meeting, then present to Council at their July meeting.

Carlson noted the action plans are the part the Commission needs to focus on going forward, suggesting they assign actions to commissioners with timelines. The Commission agreed the action document should be an internal document. Godfrey asked when Carlson wanted to actually make assignments on actions. Carlson suggested they focus on content today and make assignments next meeting.

Dunsdon affirmed Carlson and Wigle are the point people on both the Strategic Plan and the 501 Building study. Wigle asked if Council was expecting the 501 Building to be part of the Strategic Plan. Dunsdon confirmed the 501 Building is a separate issue from the Strategic Plan.

II. $2,000 Consultant/Architect/Interior Designer

Dunsdon reported he and Godfrey have met to discuss how the $2,000 from the Friends of the Library would be spent on a consultant. Dunsdon reported he had talked with

Loren Dickenson, a retired architect, who indicated he is not licensed in Oregon and not a good fit for this project. Dunsdon talked with David Chamberlain, who indicated he is willing to provide background that could help identify the considerations that should be addressed. Dunsdon indicated he would arrange a meeting with Chamberlain for later in May, and Godfrey asked to be part of that meeting. Dunsdon stated he is proceeding with two-prong approach until the Commission decides on which building will be their future home.

Godfrey asked if there are blueprints for the 501 Building. Dunsdon reported Councilor Glenn stated the blueprints would be in City Hall. Godfrey asked if a building inspection was conducted prior to the City's purchase of the 501 and could the Commission get a copy of that.

Godfrey visited Oregon Library Association and who gave her the link to the state libraries message board. Godfrey posted a message asking for referenced and got fourteen responses within a week. She noted people from Washington County identified three firms in the Portland area. Suggestions from the message board also addressed cost-savings approaches of hiring a library facilities consultant rather than an architect and using a local builder to draw up plans that a specialist or architect could then examine. Godfrey added that Peter Leonard of the Cedar Mill Library (second busiest library in Portland area indicated they worked with retailer space designer on their 6,000 square foot expansion, noting this approach was less expensive than using a library architect specialist. One message indicated whom not to use. Godfrey stated she would prepare summary of suggestions and send to Manager Davies for distribution to the Commission.

III. 501 Building

Carlson had received no official information on the 501 Building for Library use. She has heard there is support from the Council on using the building for the Library. Commissioners hoped they would get a clearer enumeration of what the Council is willing to support in the event the Library moves. Dunsdon stated he understood from Councilors Glenn and Scott that the City will not pay for feasibility study until Library Commission makes a recommendation. Godfrey noted they have no blueprints, inspections, or reports on which to base a decision, and thus, it is difficult to decide. Dunsdon said he would confirm with Manager Davies the status of the Council's position.

Commissioners discussed types of information they would want to know before making a commitment to move. Wigle suggested they might develop a list of questions which to which they need answers. Dunsdon reported Scott had asked him for five to ten prioritized concerns. Dunsdon's vision was that Carlson and Wigle would meet with two Councilors with the objective of creating a Memorandum of Understanding between the City and the Library about the concerns. Godfrey noted she had asked volunteers to give five pros/cons on both buildings. Dunsdon suggested Wigle and Godfrey take all the suggestions from emails and other sources to create list of key concerns. Dunsdon suggested two of the concerns should be getting a feasibility study and a cost study. Commissioners agreed having sole use of the facility is a must.

IV. Next Steps and Next Meetings

Dunsdon identified the following schedule:

1. Get input from public on Strategic Plan (June 2017 meeting)
   Carlson noted they are not seeking public input on the Action Items
2. Finalize Strategic Plan for presentation to City Council (July 2017 meeting)
   The Commission discussed their communications with Council and noted Councilor Frye is the library shepherd.
3. Make assignments on Strategic Plan Actions (today)

V. Assignments of Action Items

Goal 1, Objective 2: Adopt a formal organization chart and establish position descriptions and develop written policies and procedures to document library operations and programs

a. Review, write and/or update all library policies and procedures on a regular basis (annual): Godfrey
b. Review, write and/or update job descriptions for Head Librarian and Children's Librarian (annual): Godfrey
c. Clearly define roles and responsibilities for all aspects of library personnel not listed in previous action items (includes volunteers and Commission members): not assigned. Carlson clarified this section is about identifying responsibilities rather than how to do the job.
d. Successful liaison with Friends of the Library: continue as is being done
e. Define a technical support position: not assigned. Carlson stated this person would be responsible for assessing current technological trends and suggesting what technological advances the library pursue. Wigle and Godfrey would like to have a "go-to" tech person to be on call for resolving tech problems with library systems and the public pcs as the problems arise. Commissioners noted the differing needs for software versus hardware issues.

Goal 2, Objective 1: Continue to expand reading programs for children:

a. Continue the summer reading program: Janet Ratcliff.
b. Continue the preschool story time and collaboration with YYFAP and Preschool: Preschool personnel and volunteers.
c. Reach out to the home school program: not assigned. Carlson noted this person would work with Angie Deriberprey and her home schooling program.
d. Acquire a laptop for the children's room to use for computer games: not assigned. Carlson noted this computer would not be connected to the internet.

Goal 2, Objective 2: Continue and enhance outreach programs to hard-to-serve populations and the community in general

a. Continue to supply books to Sea Aire residents
b. Investigate the need to provide reading materials for those unable to access the library. An audience member noted there is a stand-alone little library by the trail access on Aqua Vista Loop (provided by littlefreelibrary.org). Godfrey

recalled there were books supplied in the Commons hallway (supply was from unsold books from the Library Book Sale).

Goal 2, Objective 3: Explore the possibility of developing an adult reading program

a. investigate and establish a Yachats Reads program for adults.
b. Consider sponsoring a northwest author for a local reading or book signing in conjunction with the Yachats Academy of Arts and Sciences (YAAS) or Friends of the Library.

Goal 2, Objective 4: Explore the possibility of collaborating with local organizations, such as YAAS, by supporting and contributing to their programs or in developing and promoting joint educational programs.

Carlson gave an example of the Library having a shelf devoted to an upcoming presenter at YAAS.

Goal 3 Action Items – TBD

Goal 4, Objective 1: Expand Services (see Strategic Plan for wording)

a. Periodically survey active year-round patrons to determine interest in e-book checkouts. A survey from last year indicated low interest at that time.
b. Investigate the desirable of electronic magazine and/or newspaper subscriptions.
c. Investigate the possibility of having an electronic reference section to replace the hard copies.

   Godfrey volunteered to work with Janet Hickam on above items a, b, and c.

d. Consider a subgroup of volunteers and staff who would develop knowledge of products that could enhance library offerings.

Goal 4, Objective 2: Library Expansion (see Strategic Plan for wording)

a. Work with volunteers and other stakeholders to determine expansion needs.
b. Engage architect and/or interior designer to incorporate identified needs into a workable design.
c. Budget monies for improvements and changes. (on old until building location is established)

Goal 4, Objectives 3 and 4: TBD

Dunsdon noted there are “Library of the Future” TED Talks that are very interesting and recommended Commissioners view them.

V. Other Business

Godfrey reported a subscription to the quarterly Oregon Library Association Journal is $50 for a single Journal copy and $150 for up to seven copies of the Journal. Dunsdon recommended the seven-person subscription, and Godfrey stated she would coordinate with Janet at the Library to set up the subscription.

With no further business before the Library Commission, Dunsdon adjourned the meeting at 11:47 am.

David Dunsdon, Chair | Date

Minutes prepared by H.H. Anderson on May 31, 2017