

CITY OF YACHATS
Library Commission

April 26, 2016

Chair Dunsdon called the scheduled work session of the Library Commission to order at 10:00 a.m. in the Civic Meeting Room of the Yachats Commons. Members present: David Dunsdon, Marion Godfrey, Terri Homer and Nikki Carlson. Floor: Sandy Dunn.

Work Session –

Meeting calendar – Date and Frequency of meetings - Dunsdon discussed the idea of having work groups do the work and report at the regular meetings. It was suggested the second Tuesday of the month instead of the first Tuesday. It was agreed that July 12, 2016 will be the next Commission meeting.

Review of the Library Handbook – Discussion about printing the part of the handbook that pertains to the library to have on hand. Also discussed was everyone being familiar with the handbook and see if anything needs to be updated. Addition for meeting: add a position to the members. Changes will be decided on at the next regular meeting to recommend to the Council. Discussed was access to the library and being stewards of tax dollars used for the library. Another work group was formed, consisting of Homer and Godfrey, to take a look at the entire set manuals at the library for volunteers and present their recommendations to the next scheduled meeting. Privacy policy was discussed.

Strategic plan work group– Discussed making it a living document, more encompassing and specific. The strategic plan work group will have a report at the next meeting. Discussed was the option of joining the library district and the opportunities available.

Building work group – will give a report at the next Library Commission meeting.

Budget and finance work group – no new information on the library bequeath. Discussed was the budgeting process for the library and how to handle planning for the budget in the future.

Paid Manager Work group– Discussed was the need for a job description and justification along with hours required. A report will be given at the next regular meeting.

Other Business - Interviewing new candidates for the Library Commission and the process to recommend to council was discussed. Further discussion is needed regarding the policy of checking out and returning books. The 501 Building was discussed with Dunn.

There being no further business before the Library Commission, the meeting was adjourned.

Attest:

David Dunsdon, Chair

Linda Wangsness, Deputy City Recorder