

1. 10:00 A.M. Agenda

Documents:

[2019-10-15 Library Commission Agenda.pdf](#)

2. No Agenda

There is no agenda available for this meeting, please review the minutes.

2.I. Meeting Materials

Documents:

[Library Policies And Procedures For Safety.pdf](#)
[2019-07-09 Library Minutes.pdf](#)



CITY OF YACHATS

LIBRARY COMMISSION WORK SESSION MEETING 441 Hwy 101 N., Yachats Commons, Room 3

October 15, 2019, at 10:00am

AGENDA

- I. Meeting called to order
- II. Minutes of July 9, 2019
- III. Reports
 - A. Library Volunteers
 - B. Friends of the Library
 - C. Other
- IV. Commission Business
 - 1. Library Management Selection Discussion and Interviews
 - a. Head Librarian(s) VOTE
 - b. Children's Librarian(s) VOTE
 - 2. Library Policies and Procedures
 - a. Organization Chart
 - b. Safety
 - 3. Peterson Donation
 - 4. Library Expansion/Remodel Project
 - a. Bid Results
 - b. Next Steps
 - c. Recommendation to the City Council VOTE
 - 5. Commission Meeting Dates and Times VOTE
- V.
 - A. Other Business
 - B. From the Commission
 - C. From the Floor

VII. Adjourn

Next Meeting Date: TBD

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance.

Posted: 10/10/19



Policies and Procedures for Safety, Security, and Emergency and Disaster Responses

Policies:

- I. It is a City requirement that:
 - A. At least two staff members are on duty any time the library is open to the public.
 - B. At least one staff member and one adult must be present any time minors without a parent or guardian are in the library.
- II. In any emergency or disaster situation the first priority is the safety of the library's patrons and staff.
- III. If evacuation of the library is required the staff is not to remain in or return to the building to contact emergency response providers.
- IV. A list of Emergency Responders and other emergency resources and their phone numbers must be posted in the library on both the public bulletin board by the front door and on the staff bulletin board in the kitchen area.
 - A. It is the responsibility of all library volunteers to be sure these lists are posted and to correct the situation if they find one or both missing.
 - B. See General Policies and Procedures Appendix 3 for a copy of this posting.
- V. A summary of the Procedures for Emergency and Disaster Responses must be posted on the staff bulletin board in the kitchen area.
 - A. It is the responsibility of all library volunteers to be sure this summary is posted and to correct the situation if they find it is missing.
 - B. See General Policies and Procedures Appendix 4 for a copy of this posting.

Procedures:

- I. Fire:
 - A. Evacuate the patrons and staff.
 - B. Call the fire into 911 or Yachats Fire Department at 541-547-3266.
- II. Medical emergency, accident or illness:
 - A. Make the person(s) as comfortable as possible without exposing them or other patrons or staff to additional risk.
 - B. Call medical emergency into 911 or Yachats Fire Department at 541-547-3266.
- III. Flooding:
 - A. Plumbing or structural integrity problems:
 1. If minor, close off the area if possible or if not request patrons remain out of the area.
 2. If major, evacuate the patrons and staff.
 3. Call the City maintenance offices at 541-547-3565 ext. 121, 122 or 123 and report the problem.

4. Outside of City office hours (M-F; 9am–4pm; closed, noon–1pm) call extension 101 on the library phone or the City number 541-547-3565.
 - a. You will be transferred to an answering service.
 - b. Explain the problem.
 - c. The answering service will contact whoever is on call at the time.
- B. Water coming in from the outside:
 1. If possible evacuate the patrons and staff.
 2. Call the City maintenance offices at 541-547-3565 ext. 121, 122 or 123 and report the problem, and then,
 3. Call the City offices at extension 101 on the library phone or the City number 541-547-3565 and report the problem.
 4. Outside of City office hours (M-F; 9am–4pm; closed, noon–1pm) call extension 101 on the library phone or the City number 541-547-3565.
 - a. You will be transferred to an answering service.
 - b. Explain the problem.
 - c. The answering service will contact whoever is on call at the time.
 5. If assistance with evacuation is required call the Yachats Fire Department at 541-547-3266.

IV. Unruly patron(s)

- A. If the actions of a patron(s) are making you or other patrons uncomfortable or a patron is refusing to conduct themselves in accord with library rules after being requested to do so, you are free to call for assistance to correct the situation.
- B. If the issue is minor or involves conduct in the area (the city property around the library) you can call the City maintenance offices at 541-547-3565 ext. 121, 122 or 123 and request their assistance or outside of City office hours call the Yachats Fire Department at 541-547-3266.
- C. If the issue is more serious, call the Lincoln County Sheriff at the Non-Emergency Dispatch 541-265-0777 or at 911, explain the situation and request assistance.
- D. If the individual appears to be under the influence of drugs and /or alcohol call the Yachats Fire Department at 541-547-3265, then call the Lincoln County Sheriff at the Non-Emergency Dispatch number 541-265-0777, explain the situation and request assistance, if the individual;
 1. Does not seem to be able to care for themselves,
 2. Does not appear to be able to care for others for whom they appear to be responsible,
 3. Appears to be a danger to themselves or to others.

V. Earthquake and possible aftermath Tsunami:

- A. If possible patrons and staff should shelter under tables and desks as far away from windows and the book stacks as possible while the shaking continues.
- B. If the earthquake is significant or close, it may generate a tsunami.
 1. You could have as little as 10 to 15 minutes to reach higher ground.
 2. In this case, as soon as the shaking allows, evacuate the building and proceed, on foot, to the temporary tsunami gathering point on King Street. East on 7th street (out the front door to the street, turn right up the street), across Hwy 101, and one block up the hill.



City of Yachats

LIBRARY COMMISSION

Quarterly Meeting

July 9, 2019

Draft Minutes

I. Call to Order

Chair Marv Wigle called the July 9, 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: Facilities Manager Heather Hoen. Audience: 1.

II. Minutes

A. April 11, 2019

Commissioner Godfrey moved to approve the April 11, 2019 meeting minutes as amended: Aye 5; No – 0.

B. May 7, 2019

Commissioner Rivinus moved to approve the May 7, 2019 meeting minutes as amended: Aye 5; No – 0.

III. Reports

A. Library Volunteers

Janet Rackleff reported the first summer program will begin on July 11, 2019 and has 43 participants enrolled. The Children's Program partnered with the Yachats Academy of Arts and Sciences for a Universal Stories series and noted there was a man in the area who made the space suits for NASA. She reported they have a volunteer who will dress as a space alien. She indicated things are running well

B. Friends of the Library- none

C. Financial Report - none

D. Other - none

IV. Current Business

A. Strategic Plan

Goal 1: Sustainability of Programs

Godfrey reported items 3 for Library Technology and 4 for Future Needs and Interests were covered in the Policies and Procedures manual. Godfrey noted that the safety and security component still needed work. Commissioner Allen indicated she would get information to

1 Chuck Carlson and the Commission when it was completed. Godfrey added that this policy
2 would need to be in line with what the City creates for a general security policy.
3

4 **Goal 2: New Programs**

5 Allen reported that Nancy Lamvik indicated the Sea Aire volunteer will be in charge of the book
6 bag and Allen will provide a new bag each month. Allen noted the biggest issue was getting the
7 residents to return the books.
8

9 Allen reported the City safety meeting will be on July 16, 2019 at 9:30 am. Allen anticipated
10 they could finalize their safety plans after this training. Facilities Manager Hoen reported the
11 City insurance company was stressing the importance of having two volunteers present at all
12 times. Allen noted some volunteers were wanting to work alone, and Godfrey noted the
13 volunteers were City volunteers and needed to follow City policies. Wigle clarified that the
14 Policies and Procedures Manual would need to be approved by the Commission.
15

16 Hoen noted the City gets asked questions about what was being done for the safety of children.
17 Hoen stated that minors are not supposed to be left alone with one adult. She indicated insurance
18 companies look for a statement of this policy in writing.
19

20 Rackleff asked if a volunteer being trained would qualify as a second person. Hoen indicated a
21 trainee would qualify as a second person. Rackleff indicated the library manager sometimes
22 wanted quiet time to work when patrons were not around. Wigle stated that having a single
23 worker was not a problem when the Library was closed.
24

25 Rackleff noted that parents will often leave their children at the computer when they go
26 elsewhere in the Library. Hoen explained that this area was gray and that line-of-sight could be
27 adequate for supervision of children.
28

29 Allen explained volunteers would use a list of registered voters to solicit input. She also noted
30 they could have people who come into the Library indicate whether to have eBooks. Godfrey
31 noted she and Wigle would be talking to the leader of the Lincoln County Library District about
32 the possibility of the City access the Chinook system for eBooks. Godfrey noted a stand-alone
33 system for Yachats would be too expensive.
34

35 Rackleff explained children are now using eBooks in the schools both for text books and
36 pleasure reading and that children will be using eBooks more and more through phones and
37 tablets. She noted the straw vote would not be reflecting the population that will be using it
38 most. Allen suggested they proceed with an assumption that children will be using eBooks and
39 the straw vote will determine what is offered to adults. Godfrey noted she would need to find
40 out what the current library management software could do with eBooks. Rackleff believed the
41 eBook management software would be separate from the main library software.
42

43 The Commission approved Allen setting up a straw poll in the Library about opinions on
44 eBooks.
45

1 Allen reported there were two book clubs hosted in the Library, one by Dave Baldwin and one
2 by Cathy Standard. She reported one group brings alcohol and she thought she had a permit.
3 Hoen noted that the City requires a permit for serving alcohol on City property.
4

5 Carlson reported she was investigating little free libraries and learned there is a 501(c)3 who
6 provides libraries and instructions for building a little library kiosk. She noted these kiosks
7 require a sponsor. There is a fee and the organization provides starter books. Godfrey suggested
8 that they do not need books from the free library group as they have plenty in storage. The
9 Commission discussed desirable locations. Wigle noted Angell Job Corps might be able to help
10 build the kiosks.
11

12 Carlson recalled that the Commission agreed to put on hold the efforts to support
13 authors/presentations until the new addition was completed.
14

15 **Goal 3: Library Technology**

16 Wigle noted the Friends of the Library were working with COG about leasing seven computers
17 for the Library. Hoen noted there would be a cost adjustment to include software. Hoen
18 clarified that all computers in the Library would be replaced before the remodel.
19

20 Hoen reported the COG representative has asked that either Hoen or Bryan Chitka (COG) be
21 notified of problems and asked that others not try to fix the computers. She asked that the
22 Library have a volunteer be trained in maintenance. Allen clarified that the new computers
23 should arrive by the end of July 2019.
24

25 Godfrey asked about rewiring when the Library gets new computers. Hoen reported Chitka
26 suggested that the computers be hard-wired, as that will make the systems faster and more
27 reliable. She also noted it would be cheaper to have Pioneer install the wiring.
28

29 Godfrey reported she looked carrels for the computer stations and a place in Eugene could make
30 customized units for \$1,200 to \$1,300 each. Rivinus clarified they would be getting four carrels
31 for the four public computers.
32

33 Godfrey reported they are getting three 4-foot mobile pyramid book cases for children's section
34 for approximately \$1,400 each.
35

36 Godfrey noted they will need spots with appropriate furniture in the adult section of the library
37 where people can work on their laptops and connect to the WiFi.
38

39 **Goal 4: Future Needs and Interests**

40 Rivinus reported there were four entities (Commission, volunteers, Friends, and City of Yachats)
41 that needed to work together around grant writing. He had five meetings with representatives
42 from these groups. He reported the Friends see their fundraising mandate as supporting the
43 programs of the Library rather than the "bricks and mortar" of the library, as Sandy Dunn
44 believed "bricks and mortar" were the responsibility of the City. He reported Sue Dunn could
45 take on the grant writing responsibilities and use the Friends for their 501(c)3 status as long as
46 the Friends do not have to administer the grants.

1
2 Rivinus met with Wigle, Hoen and Manager Beaucaire where they decided the three main
3 entities should meet together. In a meeting with Sandy Dunn and Maggie Marshall representing
4 the Friends, Manager Beaucaire and Hoen representing the City, and Rivinus and Wigle
5 representing the Commission, it was decided:

- 6 1. The three groups would work with Sue May or other grant writer to pursue the Ford
7 Family Foundation grant, where the Friends would use their 501(c)3 status as long as
8 they did not have to administer the grant;
- 9 2. They should pursue a Collins Foundation grant;
- 10 3. The Friends agreed to allow the City and a grant writer to pursue other grants related to
11 remodeling needs using their 501(c)3, under conditions that the City and Commission do
12 the grant writing and the Friends do not have to administer the grants;
- 13 4. The Friends would commit to raising \$30,000;
- 14 5. The proposals would first be brought to the Commission and then, upon approval by the
15 Commission, to go to the City Council;
- 16 6. Hoen would work to put together a cost estimate for the expansion project;
- 17 7. The Library would lease new computers.

18
19 Rackleff asked if the City was planning to hire a grant writer. Wigle speculated that the City was
20 planning to use COG to help with identifying and applying for grants. Rivinus reported that
21 Dunn was optimistic about getting grant writer Meredith Howell to help.

22
23 Wigle summarized the relationships they were developing.

24 25 **III. Other Business**

26 **A. Other Business**

27 Hoen reported she wrote an RFP for the Library expansion and the attorney indicated they
28 actually needed an Intention to Bid (ITB), so she rewrote the proposal. Wigle explained they
29 needed to provide the remaining information so Manager Beaucaire to take the document to the
30 Council on July 17, 2019.

31
32 Hoen reported the engineer estimated \$194,000 to complete the work but believed this number
33 did not include a prevailing wage. She indicated this factor would add 30%.

34
35 Rivinus moved to authorize Commissioner Wigle complete the document with Facilities
36 Manager Hoen and to provide a funding plan for presentation to Council: Aye 5; No – 0.

37
38 Hoen indicated she knew of two contractors who were interested in bidding on the project and
39 explained where the ITB would be posted. Hoen wanted to start accepting bids in August 2019.

40
41 Wigle indicated the Commission would assemble a group to review the bids and to develop the
42 questions for the evaluation.

43
44 Carlson indicated she talked to Dave Baldwin about coordination between YAAS and the
45 Library, and Baldwin stated he would bring the idea to his group at their next meeting.

1 Rivinus indicated that Dunn suggested that there be an ombudsman to ensure that everyone has
2 the same information. Wigle identified the City, City Council, Friends, Volunteers, and
3 Librarians. Hoen pointed out that having each Commissioner take a group might cause some
4 kind of rolling meeting. Minutes Recorder Anderson noted that the Commission needed to
5 conduct its business at Commission meetings. Rackleff suggested putting a Commission
6 summary in the Newsletter. The Commission discussed options for communications. Rivinus
7 suggested starting with a bullet-point summary in the Newsletter and an email to the Friends
8 each month. Anderson added that the Commission can put the information on the new website
9 Library Page. Rivinus indicated he could print the minutes and take them to Dunn to get
10 feedback and answer questions.

11 **B. From the Commission - none**

12 **C. From the Floor - none**

13
14
15 Wigle closed the meeting at 11:50 am.
16
17
18
19
20

21 _____
Marv Wigle, Chair

Date

22
23
24 Minutes prepared by H.H. Anderson on August 16, 2019