



City of Yachats

## LIBRARY COMMISSION

### Quarterly Meeting

October 15, 2019

#### Draft Minutes

#### **I. Call to Order**

Chair Marv Wigle called the October 15, 2019 quarterly meeting of the Library Commission to order at 10:05 am in Room 3 of the Yachats Commons. Members present: Marion Godfrey, Nikki Carlson, Dianne Allen, David Rivinus, and Marv Wigle. Staff present: none. Audience: 8.

#### **II. Minutes**

A. April 11, 2019

Commissioner Godfrey moved to approve the July 9, 2019 meeting minutes as amended: Aye 5; No – 0.

#### **III. Reports**

##### **A. Library Volunteers**

Librarian Janet Rackleff reported 39 children received the Governor's Award and a gift bag from the Ladies Club. Over 300 children attended the program dates read over 976 books. They also had a musician and space alien entertainer.

##### **B. Friends of the Library**

Godfrey reported the Friends of the Library purchased four carrels and three book cases for the Children's Room. She noted she needed help moving the furniture when it arrives in October 2019. Sandy Dunn asked where the old furniture would go. Godfrey explained that was City property and the City would decide where stuff is stored once the Library takes what it needs. Godfrey asked Rackleff to organize the removal of existing books and placement on the new shelves.

##### **C. Other -**

Wigle asked for an IT update on how the Library was interfacing with COG. Librarian Janet Hickam indicated she was to email Brian Chytka from COG and copy Manager Beaucaire and Heather Hoen for IT requests. Godfrey clarified that Manager Beaucaire sent Chytka the information on the most recent update.

#### **IV. Current Business**

##### **A. Library Management**

1 On behalf of the Library Commission, Wigle expressed great appreciation and gratitude to  
2 Librarians Janet Hickam and Janet Rackleff for their extraordinary gift of time and skill to  
3 manage the Library and programs.

4  
5 Wigle reported there have been four people chosen by the Library volunteers to fill the roles of  
6 Hickam and Rackleff. Wigle explained there was not a definitive process for appointing a  
7 replacement. Wigle reported Jane and Michael Shay were chosen to be the Children's  
8 Librarians. He reported Diane Allen and Rose Valentine were chosen to be the Head Librarians.

9  
10 Commissioner Allen reported she has learned the role through the modeling by Rackleff. She  
11 originally got involved with the Library to work with volunteers. She saw this role as a great  
12 opportunity to serve the community and the Library. Wigle noted there was a draft of the job  
13 description for the position.

14  
15 Godfrey asked how Allen saw the Library going forward. Allen noted the size, the advance of  
16 technology, the efforts to make the resource more available, and the improvements in safety.

17  
18 Godfrey asked if Allen would be willing to work with the Library District? Allen indicated she  
19 did not see an issue with talking to the District. She noted there was a poll at the front desk  
20 which indicated a split on the use of eBooks. She reported she has had customers asking if they  
21 could use a card from another library, and she indicated the Yachats Library issues cards on the  
22 spot.

23  
24 Minutes Recorder Anderson asked if a person could be Librarian and serve on the Commission.  
25 Sandy Dunn reported a person has been on the Commission, on the Friends Board, and served as  
26 Head Librarian. Dunn added that one of the Librarians comes to the Friends meeting to share  
27 information.

28  
29 Commission Rivinus moved to appoint Diane Allen as co-Head Librarian: Aye – 4; No – 1;  
30 Abstain – 1 (Allen).

31  
32 Rose Valentine stated she has been involved with libraries from a very young age and has played  
33 a role in library management. She recalled one of the first things she did when she moved to  
34 Yachats was to volunteer at the Library. She noted she believed staying current with technology  
35 was important but wanted to ensure the Library retain its community feel.

36  
37 Valentine reported she has managed a children's library for ages 4 to 14, maintained all of the  
38 collections, did acquisitions, wrote for grants, and was involved in planning. She added they  
39 tried to be innovative with things like erecting a stage, having poetry readings, and involving  
40 community.

41  
42 Rivinus clarified it was Valentine's suggestion to have co-Head Librarians.

43  
44 Valentine stated she anticipated having one full day in the Library to do the work. Godfrey  
45 asked that Valentine attend Commission meetings.

1 Commissioner Carlson asked how the co-Head Librarians planned to divide up the job.  
2 Valentine indicated she and Allen have discussed their roles, and Allen noted that Rackleff has  
3 met with them as well. Allen added that she planned to keep her regular shift on the front desk.  
4

5 **Commission Godfrey moved to appoint Rose Valentine as co-Head Librarian: Aye – 5; No – 0.**  
6

7 Wigle indicated the Commission would appoint the Shays as Children’s Librarians at a future  
8 meeting.  
9

## 10 **B. Library Policies and Procedures**

### 11 **1. Organization Chart**

12 Carlson explained the draft chart was very rough. Godfrey reported it was very difficult to  
13 capture the relationships. Rivinus speculated that some processes could be streamlined.  
14

15 Rivinus wanted to have the process of appointing Librarians to be established as the Commission  
16 did with Valentine and Allen.  
17

18 Godfrey reported they were having a meeting next week to start editing the procedures, and Patty  
19 Hodgins would complete a final edit before the draft comes the Commission. Allen clarified  
20 there would be more concise summaries of specific sections. Godfrey stated there would be a  
21 hard copy of the policy manual at the front desk as well as on the main computer.  
22

### 23 **2. Safety**

24 Allen explained the handout was one section of the policy manual.  
25

26 Dunn recalled there was once a panic button behind the desk that notified the Public Works  
27 crew. It was noted that this button was no longer working. Godfrey noted the topic of a panic  
28 button came up after a City safety meeting. Godfrey believed that Manager Beaucaire had  
29 indicated she did not see Public Works as the responsible body for Library safety. Godfrey  
30 indicated she did not know how Manager Beaucaire was visualizing the communications for  
31 safety. Dunn suggested that an important aspect of having a panic button could be for the sense  
32 of security and safety for the volunteers. Godfrey indicated this issue would need to be further  
33 discussed with the City.  
34

35 Allen explained the Commission could review the document at home, suggest changes, and bring  
36 back to the committee working on the document. The Commission agreed to this approach.  
37

38 Allen raised the issue of requiring two people at the Library at all times. Godfrey recalled that  
39 Hoen was the source of the insurance person stating two people were required. Allen asked if  
40 Hoen was the person the Commission should be working with. Wigle stated the matter was for  
41 the safety of the volunteers. Allen noted there were not enough volunteers to staff two people  
42 during each shift. She indicated she was working to get more volunteers.  
43

44 Allen asked if the second staff person had to be trained as a library volunteer and noted there are  
45 people who come to the Library regularly who could fill this role. The Commission believed the  
46 second person did not have to be a trained volunteer. Wigle suggested the second person at least

1 complete a volunteer form. Godfrey suggested they include something the Newsletter asking for  
2 more volunteers. Anderson indicated the deadline for the Newsletter was the 23<sup>rd</sup> of the month.  
3

#### 4 **C. Petersen Donation**

5 Wigle thanked Marg Petersen for the generous donation of her late husband Bent Petersen's  
6 private library and her donation \$150,000. Wigle indicated the Commission needed to get the  
7 books from Petersen's house. Wigle reported Carlson has agreed to organize this effort and to  
8 find a way to honor Petersen's late husband.  
9

10 Dunn clarified that some of the books from Petersen's collection can go to the Friends Book Sale  
11 or to sell on eBay.  
12

#### 13 **D. Library Expansion/Remodel**

##### 14 **1. Bid Results**

15 Wigle reported the City received one bid on the project from a firm in the valley for \$320,000.  
16 Wigle noted this new donation gives the City \$350,000 on-hand to spend on the project, noting  
17 this was enough to complete the project as it was drafted to bid. He noted the Library should  
18 keep around \$40,000 in reserves and hoped the Friends could raise another \$10,000 to meet this  
19 goal. Wigle reviewed the pros and cons of pursuing this approach to complete the project as is  
20 currently proposed.  
21

22 Wigle suggested the first approach does not suitably leverage the current funding. He explained  
23 the City can increase the bid by 25% without having to redo the entire bid process. He noted this  
24 approach would increase the project amount to \$400,000 and would require additional  
25 fundraising by the Friends for \$90,000. He added this approach would require additional time.  
26

27 Wigle explained a third approach could be to use the money on hand to secure a grant from the  
28 Ford Family Foundation to cover one-third of construction costs. Wigle explained a scenario  
29 where they could end up with over \$650,000 to go toward the project and suggested it would best  
30 leverage the value of the money they have.  
31

32 Wigle preferred working with a professional fundraiser to find appropriate grants and to hire a  
33 professional to do some type of needs assessment.  
34

35 Rivinus asserted the option to proceed with the current plan for a 400 square foot expansion  
36 would not cover shelving needs of the Library. Godfrey noted the current expansion plan  
37 changes the roof line and would be expensive to increase the Library more at later date. She  
38 agreed with Rivinus that they needed additional space just to accommodate the Petersen  
39 collection. She believed using a professional to assess the situation was a good idea. Godfrey  
40 summarized she would rather wait longer for the project to be completed in order to do the job  
41 correctly. Carlson indicated that she preferred the third option to pursue a larger expansion and  
42 conduct a needs assessment  
43

44 Marg Petersen suggested that the money they have now be used to address the needs of today  
45 and the additional funds could address the needs of the future.  
46

1 Wigle noted a caveat that whatever they do, the Library needed to be sustainable over time.

2 Allen suggested the second approach was a middle-ground approach, which could enable more  
3 sustainability. Allen asked for clarification on what sustainability meant. Wigle noted a person  
4 who did a needs assessment could help determine that factor.

5  
6 Dunn stated the Friends previously wanted to do a larger expansion, even if the inside portion  
7 would not be remodeled. She noted the Friends could use additional storage. Dunn explained if  
8 the project was extended beyond March 2019, they would likely lose an \$11,000 grant. She  
9 wondered if extending the project would bring in more bidders.

10  
11 Wigle reported Hoen has informed the current bidder that there could be changes in the project.  
12 Rivinus reported there was another contractor who had intended to bid but did not have numbers  
13 from subcontractors to get his bid in on time.

14  
15 Minutes taker Anderson stated the City went after free money with the Highway 101 project and  
16 that projected ended up costing the City over \$600,000 out of pocket. Godfrey suggested a  
17 professional could help prevent this situation.

18  
19 Reporter Quinton Smith asked for copies of the documents the Commission was referencing.  
20 Smith reminded the Commission that they should make documents available to the public.  
21 Wigle stated that no one gives them packets, and Anderson explained Clerk Jackson would  
22 create a packet with whatever was sent to her prior to the meeting. Anderson explained she  
23 could make hard copies of the packet if Commissioners requested one and that the audience  
24 would be provided with a hard copy. She also stated that any handouts at the meetings needed to  
25 be added to the file.

26  
27 Rivinus moved to recommend to the City Council that they reject the current bid and, based on  
28 the recent infusion of funds resulting from the Petersen donation, the City reject the current bid  
29 and approve the Commission's request to engage a library grant write and/or consultant to  
30 provide information critical to 1) maximizing the value of our available funds and 2) satisfying  
31 the most needs of the library, both currently and for the future: Aye – 5; No – 0.

32  
33 Rivinus reported he has been looking at how to do fundraising and to ensure funds are available.  
34 He provided an example of how they assume the Ford Family Foundation grant was a surety. He  
35 suggested the City hire someone who deeply understands fundraising. Rivinus noted that even if  
36 they got the Ford Family Foundation grant, they would still need to engage in significant  
37 fundraising. He stated he found Racheal Woody who specializes in library fundraising. He  
38 noted she was currently working with the Astoria library, and librarians from Astoria have  
39 indicated they were pleased with Woody's work. Rivinus reported Woody seemed very familiar  
40 with dealing with multiple entities involved in a government decision process. He noted she had  
41 already identified options for bricks and mortar work separate from programming. Rivinus  
42 added that Woody seemed to be easy to work with.

43  
44  
45 Wigle found Penny Hummel from Portland who did a needs assessment for the Oregon Library  
46 Association, as well as for Salem and libraries in California. He also suggested talking to the  
47

1 District Librarian who might be familiar with these consultants. Rivinus clarified that Woody  
2 would be best for grant writing and Hummel might be best for assessing needs.

3  
4 Petersen asked when the City wanted to receive her donation. Wigle indicated he would get the  
5 City Manager to contact Petersen. Dunn clarified Petersen's donation was to the City and not the  
6 Friends.

### 7 8 **E. Commission Meeting Dates and Times**

9 Godfrey noted Tuesday meetings would not work for Valentine suggested the second Thursday.

10  
11 Carlson moved to move the quarterly Library Commission meetings to 10:00 am on the second  
12 Thursday of the month: Aye – 5; No - 0.

13  
14 Commissioners asked about more frequent meetings. Wigle stated they could have work  
15 sessions when needed. Anderson stated they need to notify Clerk Jackson at least two days in  
16 advance of a special work session as the meeting must be posted 24 hours in advance.

## 17 18 **III. Other Business**

### 19 **A. From the Commission**

20 Anderson asked about Commissioners renewing their terms. Both Carlson and Godfrey  
21 indicated they wanted to renew their terms.

22  
23 Rivinus asked that Commissioners come up with their fiscal needs list for the Finance  
24 Committee.

### 25 26 **B. From the Floor**

27 Dunn suggested the Commission could setup tables in Room 1 as they had done in Room 3.

28  
29 Dunn noted in the organizational structure chart, the Head Librarian had arrows going to four  
30 groups and suggested they explain what the communications for each group should be. Carlson  
31 suggested they identify one person who would be the official spokesperson for the Library.  
32 Allen clarified that this person would speak for the four Co-Head Librarians.

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34  
35 Wigle closed the meeting at 11:52 am.

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41 \_\_\_\_\_  
42 Marv Wigle, Chair

\_\_\_\_\_ Date

43  
44 Minutes prepared by H.H. Anderson on October 30, 2019