

1 City of Yachats  
2 **LIBRARY COMMISSION**

3  
4 March 14, 2017  
5 Minutes  
6

7 Commission Chair David Dunsdon called the March 14, 2017 regular meeting of the  
8 Library Commission to order at 10:00 am in Room 1 of the Yachats Commons.  
9 Members present: David Dunsdon, Nikki Carlson, Marion Godfrey, Marv Wigle. Absent:  
10 none. Present: City Manager Joan Davies, City Councilor Greg Scott. Audience: 6.  
11

12 **I. Strategic Plan**  
13

14 **A. Wi-Fi and Computer Updates**

15 Councilor Greg Scott (speaking as IT Manager) reported:

- 16 1. Updating Wi-Fi system in progress. He is integrating a comprehensive  
17 network of city buildings. The new system should be more stable, enable  
18 access control, and allow for monitoring and preventing excessive  
19 uploads/downloads (e.g., pirated movies)
- 20 2. Unifying city mail system is about to happen. The new system will allow for  
21 proper archiving and include all City bodies.
- 22 3. Upgrades to the City main website are on hold but will resume in late 2017.
- 23 4. There is no default home page on Library computers. Scott asked that their  
24 default page be made the City home page so users stay current on city news.
- 25 5. Scott asked commissioners to log off of the network at the end of each  
26 meeting, instead of "closing screen". The logoff is accessible from the Apple  
27 icon in upper left corner of the screen.  
28

29 An audience member wanted clarification on 3 possible log-ons for the library: public  
30 use, library administration, and catalog (public and admin sides). Scott stated he only  
31 oversees the public access points.  
32

33 **B. Review and Update of Strategic Plan**

34 Tom Lauritzen from the Finance Committee reported it has been six years since  
35 the Library strategic plan was made, and noted that a strategic plan typically has  
36 seven parts:

- 37 1. Mission Statement – why and who you are
- 38 2. Vision Statement – what you will look like in five or more years
- 39 3. Guiding Principles – overarching values and rules
- 40 4. SWOT (Strengths, Weaknesses, Opportunities, Threats) – specific issues
- 41 5. Competitive Advantage – what you do that is better than competition
- 42 6. Long Term Strategic Objectives – what you want to leave as your legacy and  
43 what your time horizons are
- 44 7. Short Term Goals, Priorities, and Initiatives – includes Action Plans,  
45 Scorecard and Financials. Examples are book storage and dry rot in building.  
46

47 Lauritzen explained some areas are more or less relevant to commission's work.

1 Lauritzen noted in 2011, the Finance Committee developed a SWOT plan for the Library  
2 Commission (summary in packet). At that time, an additional building was estimated to  
3 cost \$100,000. Other items in the SWOT would cost \$50,000, for a total of \$150,000.  
4

5 Dunsdon stated the Commission has made progress on addressing these issues. He  
6 argued, in response to a statement made by Lauritzen, a V-shaped roof for a side-by-  
7 side new addition is a bad design for the coast, citing the old Waldport high school as  
8 an example of poor design.  
9

10 Lauritzen noted strategic plans need regular reviews and early in the calendar year is  
11 ideal, as it allows for timely submissions to the finance and budget committees.  
12

13 Lauritzen invited the Commission to come to the April 12 Finance Committee meeting to  
14 ask for capital funds. The City has reserve funds available to committees, but only  
15 reviews projects for distribution of funds for a particular project when asked.  
16

### 17 **III. Review and Update of Strategic Plan**

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#### 19 **A. Strategic Plan Draft**

20 Commissioner Carlson reported she and Commissioner Wigle have created a draft of  
21 the strategic plan for the Library Commission. Carlson stated the current strategic plan  
22 draft is a “working plan” and more functional to the Commission’s current needs.  
23 Carlson suggested the Commission review the draft one more time.  
24

25 Commissioner Godfrey asked if the library volunteers committee needs to approve the  
26 draft. Dunsdon stated he would get input from relevant stakeholders, including  
27 volunteers and library managers. He noted the plan ultimately needs to be submitted to  
28 the City Council.  
29

30 Finance Committee member John Moore stated the Finance Committee is addressing  
31 CIPs (Capital Improvement Projects) at their April meeting. Carlson asked if there was  
32 a maximum amount they may ask for. Moored stated the maximum number is  
33 contingent on available funds. Moore stated the Commission has a greater chance of  
34 receiving capital funds if they make a request at the April Finance Committee meeting,  
35 even if they have not determined the specific amount needed.  
36

37 Dunsdon proposed they have a completed version of their strategic plan by their April  
38 meeting, after which the plan will be submitted to the City Council. All commissioners  
39 agreed.  
40

#### 41 **B. Core Values**

42

43 Dunsdon stated his recollection is that the Commission was to discuss core values as a  
44 group at this meeting. Carlson suggested tabling the core values discussion in favor of  
45 discussing more urgent matters. Copies of existing core values were distributed to the  
46 members at the end of the meeting.  
47

#### 1 **IV. Hall Estate Bequest**

2  
3 Carlson noted the bequest is specifically restricted to the Library and the money has  
4 been put into a special fund. Dunsdon and Wigle have begun the process of generating  
5 recommended uses of the fund. The Commission agreed they do not want to use the  
6 money for operating expenses or other minor uses.  
7

8 Wigle suggested someone contact the Hall family to see if they have preferences for  
9 how the money is used. An audience member stated a family member has contacted  
10 the Library about their wishes for use of the funds. Dunsdon suggested the Friends of  
11 the Yachats Library (FYL) might pay for the cost of a memorial plaque or some other  
12 form of recognition.  
13

14 The commission asked that options for use of the bequest be discussed at the next  
15 regular meeting.  
16

#### 17 **V. Library Shelving Needs**

18  
19 Carlson summarized the main shelving concern is a need for stabilization. Audience  
20 member Yvonne Wulff noted the shelving is in violation of the State code on earthquake  
21 bracing, so the City is liable for injuries sustained from accidents around fallen shelves.  
22

23 Wigle stated he believed a professional is needed to evaluate the shelving situation.  
24 Dunsdon agreed a structural engineer or other qualified expert is needed give an  
25 evaluation, and he is pursuing some leads. He stated Sandy Dunn reported that the  
26 Friends of the Library are willing to hire such a consultant. Dunsdon noted there are  
27 companies who specialize in library shelving, such as Roseburg Shelving. He  
28 suggested the Commission request a bid to install new shelves to establish a maximum.  
29

30 Godfrey stated she has a lead on an interior designer, but has not been able to make  
31 contact. Godfrey stated she is not aware of the terms that may have been negotiated  
32 with this contact. Dunsdon suggested he and Godfrey discuss the matter further. The  
33 Commission agreed that Dunsdon should get a quote from a bookcase dealer.  
34

35 Regarding funding, Dunsdon reported Dunn indicated the FYL does not need a detailed  
36 breakdown of costs and can proceed with a general description of the project and the  
37 amount needed. Moore suggested the Commission send someone to the Finance  
38 Committee meeting, even if they do not have a hard number on need, so they know the  
39 amount of funding from each of three sources: CIP, FYL, and the Hall Bequest Fund.  
40 The commission agreed Dunsdon should move forward with getting the FYL to hire a  
41 designer and/or engineer to make recommendations about scope of work to be done.  
42

43 Carlson argued improvements to shelving should be delayed until Library goals are  
44 determined. She noted the improvement expenditures would be wasted if the Library  
45 moves to a new building or if an addition is made to the Library resulting in floor plan  
46 rearrangements. Dunsdon also noted plans to consult with an interior designer might  
47 also result in the floor plan be rearranged. Godfrey added that given the wastewater

1 plant expansion closer to the library and the strong likelihood of needing a larger space  
2 in the future, bracing the shelves now would be wasteful.

3  
4 Wigle believed immediate needs are the priority, so shelving should take precedent.  
5 Godfrey noted even if shelving bracing is completed now, the shelves could be moved  
6 in the future. Carlson asked about permanence of bracing.

7  
8 Regarding moving or expanding the library building, Dunsdon noted the lack of available  
9 City property. Carlson added previous suggestions still had them in the tsunami zone.

## 10 11 **VI. Other Business**

### 12 13 **A. From the Commission**

14 Carlson asked to have regularly-scheduled work sessions in between the regular  
15 meetings. All agreed. Dunsdon wants to have a date for the ongoing intermittent work  
16 sessions by the next meeting (e.g., the second Tuesday). The next work session will  
17 focus on details of the strategic plan.

### 18 19 **B. From the Floor**

20 An audience member suggested if cost to fix the existing shelves is equal to or more  
21 than cost of installing new ones, the commissioners should go with new shelving.

### 22 23 **C. Next Meeting Agenda**

- 24 1. Next work session – May 9, 2017, 10:00 am  
25 Strategic Plan Update  
26 2. Next regular meeting – April 11, 2017, 10:00 am  
27 a. Shelving Upgrades  
28 b. Strategies and Options for Allocating Hall Bequest Fund

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30 Dunsdon adjourned the meeting at 11:12 am.

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33 \_\_\_\_\_  
34 David Dunsdon, Chair

\_\_\_\_\_ Date

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36 \_\_\_\_\_  
Minutes prepared by H.H. Anderson