



City of Yachats

LIBRARY COMMISSION

Special Work Session

May 7, 2019

Draft Minutes

I. Call to Order

Chair Marv Wigle called the May 7, 2019 work session 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: none. Audience: 1.

II. 2019-2024 Strategic Plan

A. Announcements

Wigle indicated he received a request from the City Manager to provide input on how the Commission fits in with the Council and structure of the City. Wigle noted the strategic plan fulfills some of this input and the document Commissioner Rivinus drafted also helps define the role of the Library Commission.

Commissioner Godfrey asked Wigle about the usefulness of the Commission Chairs meeting with the City Manager. Wigle indicated it was useful and it was a place where information was discussed frankly.

Wigle reported there was ample open discussion at the Volunteers meeting. Commissioner Allen concurred with Wigle's assessment and noted people felt heard. Wigle noted he hoped to involve volunteers in the strategic plan and projects. Godfrey noted some volunteers needed encouragement to work beyond their two-hour shift. Commissioner Rivinus suggested that they include the additional roles volunteers need to assume into training procedures documentation. Godfrey agreed, noting simple things like learning how the Dewey Decimal system works should be identified.

Commissioners discussed communications around getting articles in the Newsletter and wanted notification if an article had not been submitted.

Wigle reported the City Manager has added a building maintenance line item to the budget, calculated at a rate of \$3.50 per square foot. He explained the conceptual approach of budgeting going forward where miscellaneous items were included in the Library budget rather than coming out of a general fund from the City.

B. Security

1 Allen reported the Library has recently had several visitors using the computers and loitering in
2 the back and in the restroom. Allen reported she talked to a person connected with the Sheriff's
3 Department about how to manage the situation.

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5 Volunteer Sara Moore reported there were people behind the Library the previous Friday using
6 and/or selling drugs. She reported she tried to call Dave Buckwald but could not reach him.
7 Godfrey stated that after 4:00 pm, they need a number they can call without taking 30 minutes
8 for someone to arrive. Wigle reported an incident in his neighborhood where people were being
9 unruly and the Sheriff would not send someone down.

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11 Allen suggested they have some customer service training on managing the homeless and
12 indicated she would talk to the City Manager about the issue. Allen stressed that they need two
13 people in the Library at all times. Wigle asked if there was information on this topic in the
14 Policies and Procedures manual. Godfrey indicated this issue should go into the Admin side of
15 their policy document in progress.

16 17 **C. Strategic Plan**

18 Wigle suggested they first prioritize the Goals and Objectives. Rivinus indicated he believed he
19 could be most helpful on Goal D and this goal should be a priority as the Friends had lost their
20 grant writer. He noted they were about halfway toward their fundraising goal. Rivinus reported
21 the Council of Governments could assist in finding both grant writers and available grants.

22
23 Commissioners agreed Goals A and D were the first priorities and Goal C was third.

24 25 **D. Goal D**

26 Wigle noted Objective 1 was of highest priority and was in process. Rivinus indicated he would
27 work on Objectives 1 and 2. Rivinus wanted to know the role of the Friends in this area. He had
28 the understanding that the Friends were only writing small grants. Wigle reported he had met
29 with Friends President Sandy Dunn and received the impression that they were not planning to
30 be very proactive. He noted the value of raising money through a 501(c)3. Commissioners
31 expressed concern that the Friends were not willing to apply for large grants. Recorder Anderson
32 clarified that the Commission cannot legally tell the Friends what to do but they can ask what the
33 Friends were willing to do. Rivinus indicated he would talk to Dunn.

34
35 Regarding Objective 3, Godfrey noted they cannot put the management of donations that go to
36 the Friends in a City document. She added that part of this was under the purview of the City
37 Manager. Godfrey noted Chuck Carlson should be involved as well. Carlson clarified Chuck
38 Carlson would work with the City Manager.

39
40 Allen suggested Objective 7 be placed under Goal C. Commissioners discussed mailing
41 information to people in the area beyond the water bill mailing list. Allen indicated she would
42 talk to Angie at the Post Office.

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44 Godfrey noted Objective 6 would involve a job description.

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46 Wigle and Godfrey agreed to take on Objective 5 and would meet with Mary Kay.

Commissioners agreed Objectives 4 and 6 could be on hold.

E. Goal A

Wigle assigned Objectives 3 and 4 to Godfrey, noting the position description was in the document Rivinus drafted. Godfrey added they were planning to create a training document from the Policies and Procedures work.

Objective 3 was assigned to Janet Hickam and Janet Rackleff.

Godfrey and Carlson indicated they would work on Objective 2.

F. Goal C

Carlson suggested Rebecca Bloch might get involved in this area. Godfrey noted they would need to discuss the budget if they were going to change the computers with the remodel. Commissioners agreed to ask Bloch for recommendations around technology.

G. Goal B

Objective 1 was assigned to Janet Rackleff.

Allen noted she has worked on Objective 2 with respect to Sea Aire. Allen indicated Sea Aire would like to have large print books from the Library. She also noted that many of these books get lost. Allen added that Yvonne Wulff has been getting books to Sea Aire. Godfrey suggested they pull large print books from the book sale and give them all to Sea Aire.

Commissioners discussed ideas for book clubs and programs related to Objective 3. Allen indicated she would gather more information.

Carlson stated she would handle Objective 4. She indicated she had ideas about how to a display books or provide a list in conjunction with YAAS speakers.

Commissioners noted they needed to wait on the expansion to address Objective 5. Godfrey suggested having a writers group meeting at the Library.

Commissioners discussed the little library stations and where they might be most useful and issues around books being returned. Carlson indicated she would explore options for this program.

Wigle summarized the assignments of the Objectives.

Rivinus volunteered to come to the Library if someone was needed for security reasons. Godfrey suggested they speak with Janet about immediately implementing a procedure around this issue.

Godfrey noted the table in the back was an attraction for people to loiter or sleep, and Commissioners discussed removing the table and internal arrangements to accommodate people who bring their own laptop to work on.

1 Commissioners agreed to provide updates on their progress at their regular July 2019 meeting.

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3 **III. Other Business**

4 **A. From the Commission** - none

5 **B. From the Floor** - none

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7 Wigle closed the meeting at 11:47 am.

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13 Marv Wigle, Chair

_____ Date

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16 Minutes prepared by H.H. Anderson on June 14, 2019