

City of Yachats
LIBRARY COMMISSION
April 10, 2018

Approved Minutes

Chair Marv Wigle called the April 10, 2018 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, Nancy Bolton-Rawles, and Marv Wigle. Audience: 3.

I. Minutes

A. March 13, 2018 special meeting minutes

Commissioner Godfrey moved to approve the March 13, 2018 special meeting minutes: Aye – 4; No – 0.

B. March 13, 2018 work session minutes

Godfrey moved to approve the March 13, 2018 work session minutes: Aye – 4; No – 0.

II. Reports

A. Library volunteers

Volunteer Sara Moore reported Janet Hickam is training two new volunteers, Janet Ratcleff is training a new volunteer for the Children's Program, twelve children are participating in the Dolly Parton Imagination Library program, and the Ladies Club has sold 33 of the 40 bags that help support the summer reading program.

B. Friends of the Library

Meredith Howell read a letter from Sandy Dunn indicating the Friends of the Library would not be able to manage a large grant as it was well beyond the mission and capabilities of the organization. She noted there are two opportunities for large grants from Business Oregon and the Ford Family Foundation.

C. Library Move Project

Howell explained the Business Oregon grant is for infrastructure and is funded through lottery money. Howell noted they should exclude non-essential elements, such as the attic and the stairway, for this grant. She believed they had an excellent chance of getting a Ford Foundation grant of \$150,000 to \$200,000 and reasonable chance of obtaining a Business Oregon grant. Howell encouraged the Commission to move quickly on the Ford Foundation grant as that would help secure other grants. She noted the Business Oregon grants are typically made for between \$50,000 and \$100,000, and they award a minimum of \$200,000 in each region (Lincoln, Benton, Lane and few other counties).

Wigle asked Howell what response she is looking for from the City. Howell stated the Friends want to know if the City was asking them to manage the grants. Manager Beaucaire reported she has forwarded the concerns about grant management to the

1 City Attorney. She hoped to have this information for discussion at the meeting on April
2 13, 2018 at Sandy Dunn's house.

3
4 Manager Beaucaire indicated the structural engineer would evaluate the crack in the
5 floor and the storage capacity of the attic in the 501 Building next week. Wigle reported
6 a local architect, David Chamberlain, would bring in a contractor to provide a rough cost
7 estimate of costs to get the building infrastructure up to standards. Wigle noted this
8 estimate would be the first reality check on the feasibility of the project.

9
10 Wigle asked Manager Beaucaire about the \$50,000 allocated in the City's CIP funds
11 and whether that money was actually money from the Hall Bequest Funds. Beaucaire
12 clarified the money is simply earmarked for the Library and does not specify how that
13 money is spent. Wigle noted that the Commission has requested that the Hall funds
14 only be used for the Library's interior, not for occupancy issues. Beaucaire noted the
15 Library had asked to use \$75,000 of the Hall bequest for the move, and the Finance
16 Committee allocated \$50,000 for FY18-19 and \$25,000 for FY19-20.

17
18 Howell clarified that it would be great to have cost estimates by April 30, 2018, but they
19 can still move forward without those estimates by the end of April.

20
21 As the project is moving so slowly, Howell suggested they might want to phase the
22 project. Wigle expressed concern about making a move without having all of their
23 needs met and being stuck with those conditions.

24
25 Commissioner Carlson asked Manager Beaucaire if they still needed to issue the design
26 and the build contracts separately. Beaucaire reported the attorney has indicated they
27 might not have to hire an architect, as they could have the engineer do the design.
28 Beaucaire indicated she was having difficulty in visualizing their engineer of record
29 designing a library. Manager Beaucaire planned to get the engineer RFP out today.

30
31 Godfrey asked about the Commission's involvement with deciding whether to use an
32 architect. Wigle indicated the Commission would be involved, as would the Friends.
33 Beaucaire added she relies on input from the Commissions.

34
35 Manager Beaucaire noted she wanted to get clarity on what the Friends meant by
36 "taking control" of the grant, if received. Wigle reiterated that neither the City nor the
37 Friends have the ability and infrastructure to manage the grant. Wigle was also
38 concerned if the grant would include indirect or administration costs, and whether
39 monies given by the Friends to the City could include these administrative costs.

40 41 42 **III. Business**

43 **A. Roles and Responsibilities of Library Commission and its members**

44 Wigle indicated he was concerned that they might not be organized in the optimal way
45 to address issues around the Library move and other peripheral issues. He has

1 reviewed information in the Library Commission Handbook and in the Yachats Municipal
2 Code. He would like to see more structure in communications and responsibilities.

3
4 Wigle proposed he and Vice Chair Carlson review the current work groups and suggest
5 where responsibilities and accountabilities lay. He suggested they identify point persons
6 to be liaisons with the various work groups.

7
8 Commissioner Bolton-Rawles noted the Commission has had more of a supportive or
9 advisory role rather a management or responsibility role. She wanted to know whether
10 they simply approve matters or whether they also manage them. Carlson noted their
11 roles have been changing.

12
13 Wigle noted item 6 on Implementation on page 11 of the Handbook. He suggested if
14 moving the Library is a city goal, then the Commission might be responsible for
15 implementing the move process. Godfrey noted their role has changed as they have
16 started doing more than overseeing general maintenance of the Library operations.
17 Godfrey noted while there were two Commissioners on the 2+2 Committee, that work
18 was not direct work of the Library Commission.

19
20 Commissioners agreed the future of the 2+2 Committee should be reviewed at a future
21 meeting.

22 23 **B. Responsibilities of Yachats City Commissions in general and their role** 24 **in city government**

25
26 Wigle noted Beaucaire had indicated the roles of the Commissions were being re-
27 examined in terms of responsibility and accountability, perhaps through the Commission
28 Chairs. Wigle asserted the Library Commission wanted clarity on roles and
29 responsibilities with respect to the City in general. Manager Beaucaire added this clarity
30 would help staff work more efficiently.

31
32 Commissioners recalled when they joined the Commission, they were not clear on what
33 the Commission did. Carlson noted she was told by a Councilor that the Commission
34 was a representative of the Council to the Library. She took issue with this assertion
35 and argued the Commission was to represent the Library and advocate for them to the
36 Council. Godfrey described the boundaries as gray and amorphous.

37
38 Manager Beaucaire was emphatic that addressing these types of questions was
39 essential for operations. She indicated she has been consulting the attorney so they
40 can identify the legal boundaries, and then they could proceed with implementation.
41 Wigle noted he was asked by a Councilor to provide the Council with updates on the
42 activities of the Friends. Beaucaire noted the City Attorney made it clear that 501(c)3
43 organizations are separate, and the City should not be involved in advising them on
44 their operations.

1 Godfrey noted she is not hearing back from the Council what they are saying about the
2 Commission. Carlson added the Council is complaining they are not hearing from the
3 Commissions.

4
5 Manager Beaucaire noted she is now including highlights of Commission work in her
6 City Manager's Report to the Council. She was hearing now that she needs to report
7 back to the Commissions about what the Council does.

8
9 Godfrey moved to empower Commissioners Carlson and Wigle to reassess the roles
10 and responsibilities of the Library Commission and work groups and to identify and
11 recommend changes on roles, responsibilities and accountabilities: Aye -4; No - 0.

12
13 The Commission agreed to have a work session on May 8, 2018.

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15 **Other Business**

16 **A. From the Commission – none**

17 Carlson reported the Book Sale was successful, raising \$5,100 at the sale and another
18 \$1,500 from eBay sales.

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

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22 Wigle closed the work session at 11:07 am.

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28 Marv Wigle, Chair

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30 Minutes prepared by H.H. Anderson on April 21, 2018
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