

City of Yachats  
**JOINT LIBRARY COMMISSION SPECIAL MEETING  
and 2+2 COMMITTEE WORK SESSION**

August 8, 2018

Draft Minutes

Chair Marv Wigle called the August 8, 2018 the joint special meeting of the Library Commission and 2+2 Committee to order at 1:00 pm in Room 3 of the Yachats Commons. Library Commission members present: Marion Godfrey, Nikki Carlson, Dianne Allen, and Marv Wigle. 2+2 Committee Members Present: Marv Wigle, Marion Godfrey, Barbara Frye, Jim Tooke, Shannon Beaucaire, and Sandy Dunn. Staff present: City Manager Shannon Beaucaire. Audience: 2.

**I. Minutes of 2+2 Committee**

**A. July 17, 2018**

1. Page 1, Line 29: Change to read, "Maintain character and enhance the ambiance."
2. Page 1, Line 46: Change to read, " a maximum of 100,000 from the Hall funds"
3. Page 1, Line 46: Add clause, "leaving \$225,000 in fundraising from the Friends of the Library, grants, fundraising, and donations."

Frye moved to approve the July 17, 2018 Library 2+2 Committee meeting minutes as amended: Aye - 6; No - 0.

**II. Business**

**A. Discussion: Architect's schematic design proposal for moving and/or expanding the Library**

Dunn noted they do have a drawing from an architect and the architect could start with that diagram rather than starting a drawing from scratch. Dunn also noted they have conceptual floor plans. Dunn was concerned about the exclusion for structural engineering in the architect's proposal. Dunn liked the idea that they were getting information on code requirements.

Carlson was not in favor of developing a preliminary cost without a structural analysis. Frye wanted to know why structural analysis was not being included. Beaucaire indicated it was a cost issue and the architect did not feel it was necessary. Dunn clarified the structural engineer had indicated the main floor was safe for a 150 pounds per square foot live load, but the attic could not be used for book storage.

Allen asked if there was a way to incorporate volunteer labor to help save on costs. Beaucaire reported the City Attorney indicated the City is required to pay prevailing wages and could be liable if they were to use volunteers. Beaucaire noted Philomath Library was overseen by a 501(c)3 group and was able to use volunteers in that structure. Allen asked if book storage had to be a mandatory item. Wigle indicated they were not going to require book storage. Wigle favored incorporating an interior designer

1 in the process. Carlson clarified the architect was taking into account their budget.  
2 Beaucaire indicated she was emphatic with the architect about their cost limitation.  
3 Tooke noted this money would come out of the \$50,000 CIP for the Library move from  
4 the City.

5  
6 Allen moved to accept the architect's proposal and recommend that the City Manager  
7 proceed with implementing the work: Aye – 8; No – 0.

#### 8 9 **B. Next Steps**

10 Wigle indicated that Beaucaire would be the Project Manager. Wigle suggested that he  
11 and Godfrey be the disseminators of information updates.

12  
13 Frye wanted clarification on the role of Beaucaire as the Project Manager. Beaucaire  
14 noted this concern was the reason Wigle was asking to have all communications go  
15 through he and Godfrey. Beaucaire explained she needed someone to compile and  
16 organize the emails and suggestions on the topic, as she could not be fielding input  
17 from all interested parties.

18  
19 Dunn suggested having an ombudsman or centralized information source to  
20 communicate project information. Wigle indicated he and Godfrey could serve in this  
21 role. Beaucaire noted they should be able to post on the website and/or issue notices  
22 through a listserv with the revised website.

23  
24 Wigle read the section of the Memorandum of Understanding regarding the City  
25 Manager as Project Manager.

26  
27 Beaucaire reported the architect has indicated he had availability for the week of  
28 September 13, 2018, and she would contact him immediately following this meeting.

29  
30 Wigle indicated he would contact Loren Dickenson to get the CAD drawings to give to  
31 the architect. Godfrey asked Chuck Carlson to send Wigle his drawing on the current  
32 library dimensions.

#### 33 34 **IV. Other Business**

##### 35 **A. From the Commission – none**

##### 36 37 **B. From the Committee**

38 Dunn asked about the progress of shimming the floors in the current library. Wigle  
39 indicated he was holding off on the work until a decision was made about the move.

##### 40 41 **C. From the Floor - none**

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43 Wigle closed the meeting at 1:44 pm.

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Marv Wagle, Chair

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Date

Minutes prepared by H.H. Anderson on October 5, 2018

DRAFT