

City of Yachats
LIBRARY COMMISSION
Quarterly Meeting
October 10, 2018

Draft Minutes

Chair Marv Wigle called the October 10, 2018 quarterly meeting of the Library Commission to order at 2:00 pm in Room 1 of the Yachats Commons. Members present: Marion Godfrey, Nikki Carlson, Dianne Allen, David Rivenus and Marv Wigle. Staff present: City Manager Shannon Beaucaire. 2+2 Committee Members: Barbara Frye and Jim Tooke. Audience: 6.

I. Minutes

Commissioner Godfrey moved to postpone approval of the minutes to the November meeting: Aye – 5; No – 0.

II. Reports

A. Library Volunteers

Janet Ratcliff summarized that: 35 children completed the summer reading program with 797 books read, and one child read over 100 books; the average books read was 25 per child over a period of 7 weeks; they had around 12 volunteers and a therapy dog; two different groups came to discuss rocks; and Tyler Spencer played the didgeridoo. She reported the program would happen again next summer.

Ratcliff reported they have had an increase in programming requests as the home school group wants to come twice each month. She listed the days, times and who comes. Michael and Jane Shay were helping with story time for the preschool, and Rebecca Bloch was working with the afterschool program.

B. Friends of the Library

Maggie Marshall indicated there were no changes since the last report.

II. Current Projects

A. Library Move/Remodel – considered in Section V.A

B. Strategic Plan

Commissioner Carlson recalled the Commission started to develop a five-year plan in 2016, but the project went on hold in 2017 when the Library Move Project took priority. She noted they have four goals, which might need expanding:

1. Succession: To ensure and enhance the sustainability of current operations
2. Programs: To ensure and enhance the sustainability of current programs and examine the feasibility of developing new programs for reading, viewing, and listening for pleasure and enlightenment
3. Technology: To ensure that Library technology is adequate to the needs of patrons and staff

1 4. Going Forward: Anticipating plans for future needs and interests

2
3 Carlson indicated she would develop a document and distribute to Commissioners
4 within the next few weeks.

5
6 **C. Policies and Procedures**

7 Godfrey recalled there was a subcommittee working on creating a consistent set of
8 policies and procedures. She reported they have completed the volunteer section,
9 which could be used as a training manual. They are now working on administration,
10 such as how books are catalogued, how things are filed, how things are entered into the
11 computer, etc. After that they will start guidelines, finances, ordering, and other
12 procedures.

13
14 **D. Security/Safety**

15 Commissioner Allen reported they have brainstormed for several meetings and, at
16 present, there are more ideas than final policies. One issue that came up was the need
17 to augment current policies. She reported the Fire Department was going to give CPR
18 training to six volunteers. She noted they need an exit strategy for the back door, and
19 they need policies for what to do if someone feels threatened. She indicated a need to
20 better mark places to go to for earthquakes and tsunamis. Additionally, they need to
21 know what to do after the duck and cover. Godfrey clarified they agreed that two people
22 should be in the Library at all times when the library is open.

23
24 **V. Commission Business**

25 **A. Library Move/Remodel**

26 Wigle emphasized that this discussion would strictly be about the best interest of the
27 Library. Wigle reported the Commission and 2+2 Working Group received sets of plans
28 from the architect for both moving to the 501 and for remodeling the current facility. He
29 noted all estimates came in above their \$375,000 target budget.

30
31 Wigle indicated he believed there were several reasonable options to pursue:

- 32 1. Walk away. Wigle was not comfortable with this option because of the work
33 invested, the needs of the Library, and the funds raised.
- 34 2. Engage a Different architect. Wigle did not think it was realistic to expect
35 anything different from another architect, and he did not want to make everyone
36 experience more hassle, cost, and delay.
- 37 3. Value Engineering for the 501, the current facility, or both. He did not see there
38 was much opportunity for cost savings in value engineering the 501, but there
39 was significant opportunity to value engineer the current facilities. He also
40 believed they could reduce costs without sacrificing the most desirable Library
41 features, such as an expanded children's library and enhanced computer
42 facilities.

43 Wigle stated he was ready to recommend to Council to only pursue expanding the
44 current facility.

1 Wigle read an email from Friends of the Library president Sandy Dunn in which Dunn
2 noted that they had received grant monies that might need to be spent soon as the year
3 deadline was approaching. She suggested that it might be best to move to the 501
4 given similarity of costs and less disruption of library services. Noting the City's inability
5 to contribute significant funds, she questioned if it was time to admit they could not
6 expand the Library or to afford the Library of their dreams. She suggested they agree
7 on key wants and needs.

8
9 Wigle also read an email from Meredith Howell who agreed with Wigle's position to
10 focus on remodeling the current facility.

11
12 Godfrey stated she believed there was more room for savings when remodeling the
13 current facility. Godfrey clarified that the architect was given the budget constraints.
14 She asked if it was possible to do a partial expansion for the children's area and to do
15 further expansion later. Godfrey suggested the 501 plans did not include things the
16 Library did not already do. She was surprised at the location of the load bearing walls in
17 the 501, which made a difference for what they could do. She indicated she mostly
18 agreed with Wigle's arguments.

19
20 Carlson did not anticipate that they could raise the money to implement the proposed
21 plans. She suggested they could use the money they have to do one part first, and then
22 add elements later as they raise additional funds. She noted this approach might be
23 more costly in the long run, but would be more feasible in terms of reality. She thought
24 the expansion of the children's section was most important. She agreed that the current
25 building was the best one to be working on.

26
27 Godfrey raised the question of what would happen while the work was being done.
28 Carlson suggested they could stage the sections, such as expanding the back first.
29 Carlson also suggested they could move in a temporary trailer or the Commons.

30
31 Allen suggested an idea of building a structural shell and staging areas in the 501. She
32 noted the problems of trying to function in area that is under construction.

33
34 Commissioner Rivenus reported looked at the 10 examples and tried to do a cost-
35 benefit analysis. He noted the architect identified two different cost bases, one for a
36 remodel and one for new construction, yet the 501 cost more per square foot. He did
37 not see that there was significant gain in shelf space in the 501. He would be inclined to
38 stay in the current building. Rivenus wondered if there was a possibility to have a more
39 extensive fund-raising effort.

40
41 Godfrey and Wigle wanted to talk to the architect again. Wigle wanted to narrow the
42 focus of any discussions with the architect. Wigle saw additional contact with the
43 architect to be part of the value engineering process.

44
45 Barbara Frye (410 E 2nd Street) stated she was struck by the high cost of the 501 when
46 it was a remodel. She asserted that she thought most people would be ok with staying

1 in the current facility. She was not ready to give up on the City coming up with more
2 money. She did not want to lose momentum on the project. Frye agreed that looking at
3 phasing in improvements was a reasonable approach.

4
5 Rivenus noted that the 501 had 4004 square feet, which they are stuck with. He noted
6 the Library expansion expands at various sizes, and none of those expansions come
7 close to 4004 square feet. He also noted there was not much negligible gain in shelf
8 space in the 501.

9
10 Godfrey noted when looking what is best for the Library, the 501 does not provide the
11 best benefit to the Library.

12
13 Jim Tooke agreed with Wigle's recommendation to stay in the current building and work
14 from there.

15
16 Yvonne Wulff (103 Greenhill) asserted that Yachats is a tiny town and a Library for a
17 town like this was a luxury. She suggested they have a Library because it was planned
18 so volunteers could manage it, and that volunteer system needed to protect that. She
19 thought doing a little bit at a time, which they could afford, would be the best approach.

20
21 John Moore (501 Lemwick Lane) noted they do not have a lot of room to expand in the
22 back of the current facility, but expansion toward the back does not require they change
23 the roofline, which would make it much less expensive.

24
25 Wigle indicated his preference was to continue to work with the current architect, to
26 focus on the existing facility, and to have the architect stay within their cost parameters.

27
28 Carlson moved to recommend to Council to continue working with the Carlson-Viet to
29 value engineer the current facility for Library improvements: Aye – 5; No – 0.

30 31 **B. Commission Role and Responsibilities**

32 Wigle summarized the Commission has struggled with what their role was. Manager
33 Beaucaire reported the City of Newport uses a Council Liaison system in which a
34 Councilor goes to Commission meetings and reports back to Council. Manager
35 Beaucaire noted that she hears Commissions have difficulty in getting new volunteers
36 and that volunteers were getting tired. She suggested having staff get involved with the
37 Commissions.

38
39 Wigle raised the lack of certainty on their role. He did not see that the Commission had
40 duties beyond what the Librarians do.

41
42 Anderson read what was in the City Code on the Powers and Duties of the Library
43 Commission. Frye recalled when the Council was deciding whether to hire a City
44 Manager, they had a Committee that looked at the structure of the City which addressed
45 the Commissions. She believed the Commissions were not very active at that time, and
46 she speculated that part of the reason was that they did not know what they were

1 supposed to do. Frye believed there needed to be more discussion about what
2 Commissions are supposed to do. She noted the work the Commission did today on
3 policies was appropriate and important.

4
5 Wigle noted there was no orientation to Commissions, which makes understanding
6 expectations difficult. Manager Beaucaire noted she has seen other jurisdictions have
7 Commissions develop an orientation for their own members, as the needs of the
8 different Commission are different. She noted the Library could work with Emergency
9 Preparedness Committee on evacuation practices or have the Sheriff's Department
10 come in to suggest methods to deal with threats. Manager Beaucaire stressed the need
11 for the Council and Commissions to communicate.

12
13 Tooke was not in favor of having individual Councilors go to Commission meetings. He
14 also noted the City has a very small number of employees who do all of the work. He
15 thought the work of the Commissions was essential to the operations of the City. He did
16 not believe the Council had the time to do the work of all of the Commissions. Manager
17 Beaucaire reported she has heavily depended on Commissions in doing her work. She
18 indicated she sees the Commissions almost like departments. She noted this
19 clarification was an ongoing process.

20 21 **C. Library Governance**

22 Wigle indicated he wanted to address how to invite and encourage volunteers to
23 participate in planning for the future and how to address issues like what happens if
24 they lost the services of a Library Manager. Wulff recalled when they last lost a leader,
25 a new volunteer stepped up. Wigle was uncomfortable that the library was solely
26 dependent upon the Council without having its own tax base. Godfrey suggested they
27 consider what the situation will be like in 20 years and plan accordingly.

28
29 Wulff noted the City does not have the funds to hire a Librarian and they should protect
30 the system they have. Carlson stated the first goal in the Strategic Plan was plans for
31 succession. Godfrey added the Library has different areas of needed expertise, and
32 they need to ensure that there are volunteers to fulfill these needs.

33
34 Moore asked if the Library had ever considered establishing a library tax district.
35 Marshall recalled there was a time when the Library tried to get an area larger than the
36 City to form a library district, but it was soundly defeated in a public vote. Godfrey noted
37 that areas outside of the City limits are now taxed as part of the Lincoln County Library
38 District.

39 40 **IV. Other Business**

41 **A. From the Commission**

42 Wigle noted there was a financial report in the packet. He interpreted the expenses to
43 be reasonable.

44
45 Godfrey reported it took between 4 and 5 weeks for the printer to be hooked up by the
46 new IT people. Manager Beaucaire explained there was delay because the firewalls

1 had to be taken down and there was back and forth prior to the purchase of a new
2 printer.

3
4 Allen reported half of the computers were unusable (2 of 4). Manager Beaucaire
5 believed one was a problem with hardware that enabled WiFi communication, and she
6 was not aware of the problem with the other computer. Allen asserted the computers at
7 the Library are used nonstop. Manager Beaucaire indicated it would be helpful to her to
8 have a log of problems encountered.

9
10 Godfrey indicated she could set up a monthly report to Manager Beaucaire about issues
11 around the computers so Manager Beaucaire could schedule work with the IT service
12 for the following month.

13
14 **B. From the Floor - none**

15
16 Wigle closed the meeting at 3:34 am.

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22 _____
23 Marv Wigle, Chair

Date

24
25 Minutes prepared by H.H. Anderson on January 3, 2018