

1. 10:00 A.M. Agenda

Documents:

[2022-04-14 Library Agenda.pdf](#)

2. 10:00 A.M. Meeting Materials

Documents:

[RFQ Des Bld Team.pdf](#)

[Yachats Librarian Position Description.pdf](#)

[Meeting Summary Draft 01.11.22 Library.pdf](#)



CITY OF YACHATS
YACHATS LIBRARY COMMISSION MEETING
Yachats OR
Thursday April 14th, 2022, at 10:00 am
To Be Held Via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/88014759852>

Meeting ID: 880 1475 9852

One tap mobile

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Dial by your location

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- +1 669 900 6833 US (San Jose)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
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Meeting ID: 880 1475 9852

Find your local number: <https://us02web.zoom.us/j/88014759852>

Work Session

- I. Introduction

Regular Meeting

- II. Meeting called to order
- III. Announcements and Correspondence
- IV. DISCUSSION AND VOTE: Whether to approve the Request for Qualifications for the library expansion Design/Build Team
- V. DISCUSSION AND VOTE: Whether to approve the Yachats Librarian Position Description
- VI. Business / Reports
 - a. Discussions with City Manager Heide Lambert
 - i. Commission chair reports
 - ii. Meeting minutes
 - b. Finance Committee actions toward the library expansion
 - c. Progress with interior design Michelle Pellitier

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1- 800-735-2900 (TDD) two days in advance.

- d. From the librarians
 - e. From the Friends of Yachats Library
 - f. From Rebecca Bloch, re: e-book program and library computers
- VII. Old business
- VIII. New business
- IX. Adjournment

*******NOTICE OF POSSIBLE CITY COUNCIL QUORUM*******

Library Commission Meeting held Quarterly on the 2nd Thursday at 10:00am
(January-April-July-October, 2nd Thursday)

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1- 800-735-2900 (TDD) two days in advance.

**REQUEST FOR QUALIFICATIONS
FOR
DESIGN / BUILD TEAM**

2.0 PURPOSE, BACKGROUND AND SCOPE OF WORK

2.01 PURPOSE

The City of Yachats is requesting submittal of Qualifications for a Design / Build Team based on the scope of work described herein to attain an Addition to and Renovation of the existing Library.

2.02 BACKGROUND

The Yachats public Library is a rectangular building of 2,048 sq. ft. built in 1973. This was, of course, prior to the advent of computers and their library-related services. The building is no longer adequate for the needs of this small, but growing community of approximately 950 permanent residents. The scope of work for the current expansion project includes the addition of **approximately 1,200 sq. ft. plus the remodeling of approximately 1,327 sq. ft. of existing space**. The library has had a Library Assessment Study completed and recently hired an Interior Designer to begin the programming effort.

Pellitier & Pellitier
Michelle Pellitier, Interior Design
Eugene, Oregon
(541) 484-2045

The Interior Designer is under contract and working directly for the City of Yachats but will be part of the Overall Team in developing the best possible scenario for expansion and renovation. It is assumed that the funds raised to date will not be adequate for the Project. Once the Design is completed and a budget established, the library will begin fundraising for the additional expected dollars while Construction Documents are being assembled. The overall budget for the entire project is based on the Yachats community's estimated fundraising capabilities, with a goal of having \$500,000 or slightly more to spend.

2.03 SCOPE OF WORK

The Services of an Interior Designer are determined and include:

- 2.03.1 Program and Schematic Design of the interior of the Addition and renovation to the existing library.
- 2.03.2 Assist in further development of the Plan with the Design / Build Team.
- 2.03.3 Work with the Library Design Team in identifying, ordering/bidding appropriate Fixtures, Furnishings & Equipment for the new Library.

The Services of the Design / Build Team are to include:

- 1. Further development of the Schematic Design floor plan considering current building codes, accessibility and sustainability:
 - a. Work with the Interior Designer and the Library Design Team.
 - b. Present to the Library Commission for review and comments
- 2. Develop the building shell design: responding to site conditions, sustainability, local weather consideration, appropriate materials and building codes.
 - a. Working with the Interior Designer and the Library Design Team
 - b. Presenting to the Library Commission for review and comments

2.03 SCOPE OF WORK (Cont)

3. Develop the site: respond to Planning Code and accessibility
4. Present the Project at completion of Design Development to the Community in a Public meeting.
 - a. Consider the comments as directed by the Library Design Team from the Public meeting
 - b. Redesign as appropriate for final presentation
 - c. Present to City Manager and City Council
5. Provide budget estimates at the end of Preliminary Design, Design Development and at 75% Construction Documents.
6. Develop Construction Documents for sub-bidding, submit to City of Yachats and Lincoln County for Building Permit.
7. Finalize construction cost through sub-bidding considering local contractors.

The selected Proposer will be free to suggest changes and improvements to the Statement of Work that will benefit the library.

2.04 ESTIMATED SCHEDULE

The interior designer's work has begun. As soon as selection of the Design / Build Team is made and Contract signed, the Design / Build Team is to begin with Scope of Work.

Estimated time is to be illustrated in Proposal Submittal item 'C'.

1. Schematic Design Completed and SF cost estimate for the Project
 - o Approval to proceed given by Library Design Team
2. Design Development with an estimated Budget created with approval to proceed given by Library Design Team, Library Commission, and the City Manager.
3. Construction Documents with Approval to proceed given by Library Design Team, Library Commission and the City Manager.
4. Sub-Bidding with Actual cost identified with Approval to proceed given by Library Design Team, Library Commission, City Manager and City Council.
5. Construction
6. Substantial Completion of Construction
 - o Warranty Period Complete: 1 year
7. Final Completion

3.0 PROCUREMENT REQUIREMENTS

3.01 QUALIFICATION SUBMISSION

The Design / Build Team shall be composed of a Design Professional (Architect or Engineer, licensed in the State of Oregon) and a General Contractor registered with State of Oregon Construction Contractors Board. The contractual relationship within the Design / Build Team does not need to be identified. A single contract will be signed between the Design / Build Team and the City of Yachats.

3.01 QUALIFICATION SUBMISSION (Cont)

Those interested in submitting a Qualification should contact:

Neal Morphis via email at
citycoordinator@yachatsmail.org

and leave Company Name, Individual Contact name, email and phone number. Intent is to be able to provide additional information as may occur to those interested.

3.02 PROPOSERS MUST SUBMIT:

One (1) electronic copy, formatted as the original hard copy, and submitted to:

Neal Morphis via email at
citycoordinator@yachatsmail.org

and

One (1) original hard copy on white 8 ½ “x11” recycled paper and six (6) copies
Only one Proposal per Proposer shall be allowed. Proposals must be submitted in sealed envelopes either by hand or postal delivery.
To ensure proper identification and handling, all envelopes shall be clearly marked as follows:

RFQ: Design / Build Team Services for Yachats Library Addition
Attn: Neal Morphis—City Coordinator
Yachats City Hall
PO Box 345 Yachats, OR 97498

PROPOSALS MUST BE DATE AND TIME-STAMPED AS RECEIVED BY THE STATED DEADLINE.

Proposals will not be accepted after the Closing date/time as stated. Failure to comply with this requirement shall result in rejection of the Proposal as non-responsive.

Electronic Submittal shall arrive no later than: **Friday, May 20, 2022**

Hard copies shall arrive no later than Friday, **May 27, 2022**

3.03 RFQ PROTEST AND REQUEST FOR CHANGE

Prospective Proposers may submit a written protest of anything contained in the RFQ and may request a change to any provision, specification or Contract term contained in the RFQ, no later than **ten (10) calendar days prior** to the Submittal **deadline** set in the RFQ. Protest or request for change that is submitted after the submission deadline will not be accepted.

Protests shall be sent to the designated contact for protest of proposer selection at the Addenda that will be emailed to those who registered and listed as interested.

All Addenda shall have the same binding effect as though contained in the main body of this RFQ. Oral instructions or information concerning the specifications of the Project from an individual shall not bind the City of Yachats.

3.04 PROTEST OF PROPOSER SELECTION

City of Yachats will send a notice of Intent to Award to the highest-ranked Proposer or Interview Schedule for the top 2-3 Proposers.

A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a **written** protest of the selection to the City of Yachats no later than four (4) calendar days after receiving the copy of Intent to Award Notice.

Address protests to:

RFQ: Interior Consulting and Design Services for Yachats Library Addition
Attn: Neal Morphis—City Coordinator
Yachats City Hall
PO Box 345 Yachats, OR 97498

3.05 COST OF PREPARATION OF RESPONSE

Each Proposer is responsible for all costs incurred in Proposal preparation and participation in the Proposal evaluation, Award and Contract negotiation processes.

3.06 PROPOSAL REJECTION AND SOLICITATION CANCELLATION

The City of Yachats may reject any and all Proposals prior to Contract execution and may cancel or postpone this RFQ at any time.

3.07 MINOR INFORMALITIES

The City of Yachats and the Library Commission may waive minor informalities in Proposals, evidencing an intent.

3.08 INITIAL NEGOTIATIONS

Once the Library Design Team (LDT) has scored and ranked each Proposer, LDT and City Manager has the right to negotiate a final Contract and will begin negotiating a Contract with the highest ranked Proposer.

3.09 DISPUTES

In case of any doubt or differences of opinion as to the items or Service to be furnished hereunder, or the interpretation of the provisions of the RFQ, the RFQ on file with City of Yachats shall govern along with the decision of LDT with approval from City Manager and City Council.

3.10 CLARIFICATION OF RESPONSES

LDT reserves the right to request clarification of any item in a Proposal or to request additional information necessary to properly evaluate a particular Proposal. All requests for clarification and responses shall be in writing.

3.11 REFERENCES

LDT reserves the right to investigate references including clients other than those listed in the Proposal if known. Investigation may include past performance of any Proposer with respect to its performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of employees and workers. Supportive references are required.

3.12 COLLUSION

A Proposer submitting a Proposal hereby certifies that no officer, agent or employee of the City of Yachats has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion or connection of any kind with any other Proposer and that the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

3.13 PUBLIC RECORDS

All Proposals and protests are public information after the Proposals have been opened and after the protest period ends. However, copies of Proposals will not be provided until the evaluation process has been completely closed and a Contract has been executed with the selected Proposer. Copies of public information may be requested by any person. Therefore, if the Proposer considers any part of its Proposal or protest a trade secret, or otherwise exempt from disclosure under the Oregon Public Records Law, ORS192.311 through 192.338, the Proposer shall clearly designate that portion as confidential in order to obtain protection, if any, from disclosure at the time of submission. See Oregon Revised Statutes 192.311 through 192.338, and 646.461 to 646.475. Application of the Oregon Public Records Law shall determine if the confidential information claimed to be exempt is in fact exempt from disclosure.

3.14 CERTIFICATION OF COMPLIANCE WITH DISCRIMINATION LAWS

Each Proposer, by submitting a Proposal in response to this RFQ, thereby certifies that it has not discriminated against minority, women or emerging small business enterprises, or a business enterprise that is owned or controlled by or that employs a disabled veteran, as that term is defined in ORS 408.225, in obtaining any subcontracts, and that the Proposer is not in violation of any discrimination laws.

As a condition of receiving the award of a Contract under this RFQ, the successful Proposer shall certify, in accordance with ORS 279A.112 that it has in place a policy and practice of preventing sexual harassment, sexual assault, and discrimination against employees who are members of a protected class.

3.15 PROPOSAL VALIDITY

Proposals shall remain valid for a period of sixty (60) days following the deadline set for receiving Proposals.

4.0 PROPOSAL FORMAT, EVALUATION, AND SELECTION

4.01 PROPOSAL FORMAT

The Proposal must be limited in format and length. All Proposals shall be typed and single-spaced, with font size no smaller than 11 point. Proposal pages shall be numbered consecutively. Format will be 8-1/2" x 11" with foldout sheets allowed up to maximum 11" x 17" in size. These sheets will be counted as two pages and shall be labeled as such. Length of the Proposal must be limited to a **maximum of 24 numbered pages** (printed sheet faces). If there is any question as to format requirements, contact the City of Yachats for clarification prior to submittal of the Proposal. **Any pages that exceed the maximum number of pages shall not be evaluated.**

The Proposals must be arranged in separate sections according to the Proposal content requirements described below.

4.01 PROPOSAL FORMAT (Cont)

NOTE: Material with the “***” notation is excluded from the **24**-page maximum count. Cover Letter is included in the maximum page count.

- Divider pages** (only if blank and necessary for copying back-to-back)
- Title page – optional (one page maximum) **
- Resumes**
- Graphic examples of Projects**

4.02 EVALUATION AND SELECTION PROCESS

An evaluation committee:

- Two Library Commission members will do the initial fielding of responses from whoever replies to our advertising. If those two commissioners can narrow the choices down to two candidates, or three in the event of numerous Proposers, then the finalists will be presented to the Library Design Team.
- The Library Design Team will consist of two commissioners, one librarian, library volunteer and one other member of the Yachats community. It will be determined at this point if Interviews will be necessary. The Library Design Team will make the final decision and recommendation to the City Manager and in turn the City Council, which will give final approval for contract ratification.

4.03 PROPOSAL ELEMENTS and EVALUATION CRITERIA

Each Proposal must include responses covering the specific information requested below for each of the categories. Responses shall be presented by category in the order listed below and will be scored by the Evaluators using the number of points available for that category. Note: ‘Proposer’ is to include both the Design Firm and the Construction Firm.

A. Cover Letter/Background (0 - 5 points available)

Each Proposal shall include a cover letter with the following:

- a) A brief summary of Proposer’s experience in the programming and design phases for projects similar to the Project (which will be covered in more detail by Proposer’s response to Proposal Element E below);
- b) A statement that the Proposal is valid for at least sixty (60) calendar days following the Proposal Submission Deadline; and
- c) A statement certifying that no one has a pecuniary interest in the Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer and that the Proposer is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

B. Proposer History/Philosophy (0 – 10 points available)

Each Proposal must provide a brief history of the Proposer’s Firm as well as Proposer’s philosophy for approaching projects similar to this Project. Each Proposal must include the following information:

- a) A description of Proposer’s size, business structure, and hourly rates;
- b) Indicate previous experience of the Proposer: Design Firm & Construction Firm, working together.
- c) Indicate if either Design Professional or Contractor has any previous work with Pellitier & Pellitier and:
- d) Provide a summary of project types including any experience with the coastal

environment.

4.03 PROPOSAL ELEMENTS and EVALUATION CRITERIA (Cont)

C. Project Approach / Schedule / Fee (0 - 35 points available)

Proposals must demonstrate an understanding of Project requirements and the steps necessary to successfully meet the Project goals. Each Proposal must include the following:

- a) A step-by-step detailed description of how the Proposer would approach the Project in order to minimize Project costs, provide Services in a timely manner, and ensure Project quality.
- b) An outline of the elements of the Services to be performed, in the stages and a schedule for the performance of the Service elements;
- c) An indication of how the Proposer will meet Project objectives in a preliminary schedule:
- d) A description of how the Proposer will interact effectively with the Library Design Team, the Interior Designer and with all other Project affiliates.
- e) Fee Estimate: Provide a fee breakdown for each component Design Firm and Construction Firm.
 1. Design Firm:
 - Thru Design Development
 - Construction Documents
 - Construction Administration
 2. Construction Firm:
 - Thru Design Development
 - Construction Documents
 - Construction

D. Experience of Assigned Project Team Members (0 - 25 points available)

Each Proposal shall identify each individual intended to be involved in the Project Services and include the following for each individual:

- a) Diagram of Team composition and responsibilities
- b) Names and titles of all staff and other Design / Build Team members to be assigned to Project (ie Mech./ Elec./ Plumbing/ etc;
- c) Resumes for key staff assigned to the Project that include a summary of the staff professional qualifications and relevant experience, including but not limited to: education, years of experience in design field, any related projects to coastal environment, years in proposed Project capacity, industry licenses, and certification and projects similar in scope, listing the dollar amount, size and short description of the projects.

E. Proposer's Experience (0 – 25 points available)

Each Proposal shall include the following:

- a) A list and brief project description of up to five (5) similar types and sizes of projects, with client name and contact information. List to be of combined efforts or up to 4 each of the two components of the Proposer.
- b) 5 References Total: may be some but not all listed in a) above. Include Project name, contact information (email and phone), size of project, and your involvement in the project.

Total available for all categories together is **100 points**.

4.03 PROPOSAL ELEMENTS and EVALUATION CRITERIA (Cont)

F. Evaluation

Each Evaluator will review and assign a score to each section of the Proposal that corresponds to the section.

Each Evaluator will add up the scores awarded for each criterion and determine the total score out of 100 possible points for each Proposal. After scoring each Proposal in this manner, each Evaluator will rank each Proposal from highest to lowest, with the Proposal ranked #1 being the Proposal with the highest total score. The Proposer with the lowest Total Evaluation Ranking number will be considered as the highest-ranking Proposal for award purposes.

G. Oral Interviews (optional) 50 points

An in-person oral interview may be scheduled if it is determined by the LDT in its sole discretion, to be in the best interests of the Library and the City. The Proposers with the highest final ranking of the written evaluation scores, but not more than three (3), will be invited to an oral interview with the LDT either via Zoom or in person, the choice to be mutually agreed on. Questions used to evaluate the finalists during the oral evaluations will be provided 24 hours prior to the interview. No additions, deletions or substitutions, other than clarifications, may be made to Proposals during the oral evaluations.

After the oral interview evaluations, each Evaluator will assign a score to each oral interview evaluation criterion and the criteria scores for the oral interview evaluation will be summed for each Proposal. After scoring each Proposal in this manner, each Evaluator will add the score for the oral interview evaluation to the previous score for the Proposal for each Proposer. Each Evaluator will add the scores and determine the total score out of 150 possible points for the combination of oral interview and evaluation of the response to the RFQ.

5.0 PROFESSIONAL SERVICES CONTRACT

City of Yachats and the Successful Proposer shall execute the standard Services Contract used by the City of Yachats or an appropriate AIA Contract. Contract will be with the lead firm of the Design – Build Team.

5.01 INSURANCE REQUIREMENTS

Minimum insurance requirements for the Proposer for the Contract are:

- a. Workers Compensation; as required by State Law.
- b. General Liability and Employer's Liability; \$1,000,000.
- c. Professional Liability Insurance, \$1,000,000.
- d. Provide certificates

Cost for insurance shall be included in proposed fees and/or as part of Contractor's overhead and profit, not as an expense item for the project.

5.02 LEGAL COMPLIANCE

Proposer shall comply with all applicable requirements of federal and state civil rights laws and rehabilitation statutes including the Americans with Disabilities Act.

5.03 RECYCLABLE PRODUCTS

The State of Oregon encourages use of recyclable products to the maximum extent economically feasible. The City of Yachats prefers an attempt be made to recycle construction waste as much as is feasible. Construction Documents are to address this in the performance of the Services described in this RFQ.

5.04 EQUAL OPPORTUNITIES

Participation By Disadvantaged Business Enterprises (“DBE”), Minority-Owned Businesses-Woman-Owned Businesses, Businesses Owned by Service-Disabled Veterans (“SDV”) and Emerging Small Businesses (“ESB”).

Any Oregon firm that is certified as a disadvantaged business enterprise, minority-owned business, woman-owned business, business owned by a service-disabled veteran or emerging small business, as defined in ORS 200.005 and pursuant to ORS 200.055 (a “Certified Business Firm”), has an equal opportunity to participate in the performance of contracts.

Proposal, Proposer certifies that it will make good faith efforts to ensure that Certified Business Firms are provided an equal opportunity to compete for and participate in the performance of any subcontracts.

The information submitted in response to this clause will not be considered in any scored evaluation and no evaluative points will be assigned to the information.

NOTE: If any Proposer wishes to access the November 25, 2020 *Library Assessment Report*, that is being used by the Interior Designer, log onto:

www.yachatsoregon.org

- Click on “Document Center”
- In the Document Center, click on “Departments”
- Then click on “Library”
- The Assessment report is the last PDF at the very bottom. It is entitled “Yachats Public Library Assessment 12.10.20.” (The December 10 date in this title was when the report was formally presented.

Yachats Librarian Position Description

April 2022

Overview

The City of Yachats has an active, long-serving library program utilized by residents and visitors alike. Originally founded in 1930 as a lending library, Yachats library programs have evolved and thrived under the leadership and service of volunteers, funded through community resources, private endowments and grants. The library has progressed to the present status of planning for both building and program expansions.

Coinciding with the library's future planning, the State of Oregon now requires the hiring of a professional librarian in order for Yachats Library to retain legal status as a public library. Ideally, this position would start out as a quarter-time position, with possible options of combining the librarian role with another part-time civic position within Yachats or nearby communities. The City of Yachats is committed to equal opportunity, diversity and non-discrimination in hiring practices and respectful treatment in the workplace.

The priorities of this position would include; administrative and organizational oversight of library programs, services, managerial and operational responsibilities, adherence to Yachats Library's operational processes and policies, reporting to the Yachats City Manager, and building and maintaining positive partnerships with relevant civic associates and members of the public.

Position Duties and Responsibilities

- Recruitment, selection, training and supervision of library volunteers, including volunteer scheduling and ongoing team building.
- Oversight and administration of current Yachats Library operational practices, policies and procedures, including patronage and collections. This role includes compilation and reporting of state-required library data and statistics.
- Tracking of usage and effectiveness of library programs, services and IT needs.
- Development of library program budget, including short and long-term goals for programs and services in alignment with the library's mission and budget.
- Maintain knowledge of current library trends and developments across public library systems, including technological advances and patron-driven requirements.
- Management, tracking, organization and maintenance of library inventory, equipment and supplies. Duties require accurate knowledge of specifications, vendors and governing protocols for larger purchase orders.
- Ongoing attention to physical library facility, grounds and building maintenance needs, reporting any noted repair or replacement issues to appropriate parties.
- Demonstrate open communication, ongoing reporting and information sharing with the Yachats Library Commission, with routine updates provided to the Yachats City Manager, and maintaining a positive community presence. As needed, this may include service and collaboration with library partners and professional committee endeavors that serve to advance the Yachats Library and its value to the community.

- Provide professional insight into library developments, projects and progressive practices.
- Actively participate with grant applications, administration and stewardship of library endowments.

Minimum Qualifications

- Bachelor's Degree, preferably in Library Science from an ALA-accredited institution, plus (5) years' experience as a librarian in a public library setting.
 - Added value will be applied to candidates with Bachelor's or Master's Degree in Library Science or those with three (3) to five (5) years of actual supervisory experience.

Minimum Qualifications (continued)

- Other combinations of education and experience may be given consideration if the applicant demonstrates evidence of transferrable knowledge and skill sets.
- The selected candidate must be willing to maintain a physical presence in the Yachats area, even if the individual is not a Yachats resident or is unable to relocate to the area.

Required Knowledge, Skills and Proficiencies

- Comprehensive knowledge and experience with library sciences, principles and practices of library management, and alignment with ALA mission and goals for public library institutions.
- High-level oral and written communication skills - ability to convey and clarify information and policies to library staff and peers, pertinent authorities, professional experts, and the general public.
- Proficiency in computer operations; use of relevant library software programs, including word-processing and financial software systems, and library-level internet research.
- Effective organizational and time-management skills, efficiency in meeting deadlines, with capacity to appropriately discern what tasks should be personally achieved and which ones can be reliably delegated.
- Ability to address and resolve problem issues or matters of conflict with affirmative and non-inflammatory communication skills.
- Practices active listening and welcomes new information and recommendations from all sources. Similarly, interactions that call for disagreement or denying requests are performed with respect and dignity towards the individual advocate or interested coalition.

Physical Working Conditions

- Competent to perform duties and interactions in an office environment, subject to background noise and unscheduled interruptions.
- Ability to travel for work-related meetings, errands and events.
- Ability to move or lift materials up to 25 pounds.

- Ability to stand, sit, walk, kneel, bend, crawl, climb or reach necessary heights as needed when filing and organizing library books and printed matter, audio-visual media and technical equipment.
- Vision and hear at or correctible to accepted standard “normal” ranges.
- Requested reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Salary

Salary will be determined by the selected candidate’s experience and in alignment with salary ranges for Oregon librarians.

Interested applicants may submit a letter of application and resume to:

City of Yachats
ATTN: Neal Morphis
PO Box 345
Yachats, OR 97498

City of Yachats
YACHATS LIBRARY COMMISSION
Regular Quarterly Meeting
 January 13, 2022

REGULAR MEETING

I. **MEETING CALLED TO ORDER**

II. Chair, David Rivinus called the meeting to order at 11:01 am, members present: Viki West, Marion Godfrey and Naomi Steenson Guests: Neal Morphis, Sandy Dunn, Dianne Allen, Rose Valentine, Jane Shay, Dayna Capron

III. **APPROVAL OF NOVEMBER MINUTES (0:54)**

Commission was not forwarded corrected Minutes so Minutes were not addressed. Capron advised she would try to locate them and Godfrey agreed to take notes.

IV. **ANNOUNCEMENTS AND CORRESPONDENCE**

None.

V. **COMMISSION REAPPOINTMENT: RIVINUS (2:14)**

VI. **ELECTION**

A. Commission Chair for 2022 – David Rivinus

B. Commission Vice-Chair for 2022 – Naomi Steenson

(3:16) Godfrey made the motion **to maintain the status quo for the 2022 year.** West seconded.

Vote: Steenson, aye; Godfrey, aye, West, aye – **motion carried**

(4:05) Steenson made the motion for **Rivinus to remain as Commission Chair.** Seconded by Godfrey.

Vote: Steenson, aye; Godfrey, aye, West, aye – **motion carried**

(4:37) Godfrey made to motion for **Steenson to remain as Commission Vice-Chair.** Seconded by West.

Vote: Steenson, aye; Godfrey, aye, West, aye; Rivinus, aye – **motion carried**

VII. **Correction to RFQ: Omit mention of Friends from Executive Committee**

(5:09) Friends preferred not to be part of the Library Design Team. Rivinus quoted the sentence: “The Library Design Team will consist of two commissioners, one member of the Friends of the Library, one librarian and one volunteer.” Rivinus suggested the sentence be rewritten to read: “The Library Design Team will consist of two Commissioners, one librarian, one volunteer and one community member.”

(6:15) Godfrey made the motion to **change the RFQ to read: “The Library Design Team will consist of two Commissioners, one librarian, one volunteer and one community member.”**

Vote: Steenson, aye; Godfrey, aye, West, aye, Rivinus, aye – **motion carried**

VIII. **BUSINESS REPORTS**

A. From the Commission

1 **1. Library Expansion (6:55)**

2 **a. RFQ Responses**

3 Rivinus advised there were a couple of interested parties and that
4 perhaps the timing might need to be amended. The most interested
5 party was an Interior Designer by the name of Brenda Katz,
6 someone Penny Hummel highly recommended. Rivinus had a half
7 hour zoom meeting with Katz, Linn West and another architect from
8 her firm. They asked a lot of questions and it was a very good,
9 substantive meeting.

10 He then received an email from Katz indicating that the project was
11 very interesting and that her firm would like to participate but would
12 be unable to do so under the time constraints listed in the RFQ.

13 A response was also received from the firm that redid the 501
14 Building – they expressed interest and sent several emails asking
15 questions.

16 The questions and answers from both were posted to the website.

17 The second firm also had the same issue with time constraints.

18 Rivinus further advised that Linn West sent out requests to
19 architectural firms that he was familiar with and they also had the
20 same responses that the time constraints were not feasible for
21 them. Felt that the Commission will need a special meeting and
22 discuss what the next step would be. He discussed further the
23 various directions the Commission could go.

24 Godfrey asked if any of the firms gave an indication as to when the
25 time constraints would ease up. Rivinus responded that only Katz
26 gave any indication that they could not do anything the first quarter
27 of this year. Rivinus indicated he would question the other firms as
28 to what they might be able to do time wise. Discussion held on
29 waiting to determine if prices will come down on materials.

30 **b. Finance Committee (15:50)**

31 West indicated a Finance Committee meeting hasn't been held for
32 a while but had figures from November. She indicated the Library
33 was in good shape. She gave a summary and balances and
34 expenses.

35 Rivinus spoke of the City Council meeting and discussion of the
36 structure of the Finance Committee.

37 **c. New Temp Facilities Manager: Neal Morphis (20:55)**

38 Rivinus advised he has been unable to get any comments or help
39 at City Hall because Guenther was so busy. Happy to now have a
40 liaison to City Hall.

41 **2. Selection of Paid Librarian (21:47)**

42 Steenson indicated she had a zoom meeting with Mary Kate Dahlgren
43 (?) and got some ideas to put the word out. She got a couple of
44 examples for descriptions and came up with a draft which is included in
45 the packet. She indicated she welcomes anyone's input. Discussion
46 was held on dismissal of volunteers.

47 Steenson asked if working physical conditions needed to be included.
48 Decided to include being able to lift 40 pounds.

1 Also discussed including the standard EEO language. Additional
2 corrections shown in attached description.

3 Dunn questioned the position reporting to the Commission; is that
4 correct or does the position report to the City Manager? Morphis
5 indicated the position would report to the City Manager.

6 Discussion was held regarding oversight of librarian.

7 Godfrey indicated that for a quarter time position the Commission is
8 asking a great deal from this position.

9 (34:49) Rivinus indicated that someone wants the job – Barbara
10 Fischer, the assistant librarian at Waldport. She has been at the
11 Waldport Library for 20 years and has sent a cover letter and resume.
12 Rivinus is having a meeting with her next week via zoom. This is not
13 an official application for the position, just talking with an interested
14 party at this time.

15 Morphis indicated that the job posting should go on the website as
16 soon as the description is complete so people get the chance to apply.

17 (36:38) Steenson spoke to a question from Sue May regarding talking
18 about the position before it is posted indicating that while working for
19 the state they had “information interviews” before and after a position
20 was posted. She felt the Commission was safe as no decisions were
21 being made, information was just being provided.

22 (37:30) May brought up the City Manager position and then also asked
23 if this position has to be approved City Council; is a union position?

24 Rivinus responded that those questions have not been addressed
25 because there was no one at City Hall to address them. He advised
26 that those items would be addressed. He indicated that they would act
27 in a judicious but timely fashion.

28 Morphis brought up that as Pro Tem City Manager Guenther cannot
29 hire someone without the approval of City Council.

30 **3. Work on Website (49:29)**

31 Steenson advised she has not received any new information since the
32 November meeting. Rivinus advised he will be scheduling a meeting
33 with Steenson, Morphis, Bloch and himself soon to try and get forward
34 motion on that.

35 **B. From the Librarians (40:04)**

36 Valentine and Allen indicated right now in the library they are accepting
37 and making reservations. There is finally a lot of interest in reservations
38 indicating is about 50% more than previously. Things with the system
39 keep happening so instead of a meeting in February there will be an in
40 service for the librarians in 15 minute intervals. Choosing partners.

41 Discussion on how difficult it is to keep the reservations in order and what
42 has to be done to work around.

43 Valentine advised that Penny Hummel did advise that the library will need
44 to get a more sophisticated ILS System. Morphis suggested that in looking
45 at an ILS that it be tied to the website that the library wants to build.

46 Valentine expressed that she hoped the library would open soon after the
47 variant numbers go down.

1 Shay indicated she and her husband had been doing story time by going
 2 to the various groups, but this past month they stopped due to Covid. She
 3 has keeping in touch with YYFAP and the Homeschool and checking out
 4 books and taking them to them.

5 **C. From the Friends of the Yachats Library (50:11)**

6 Dunn advised she had nothing to report, they have just been selling books
 7 on eBay and waiting to get things going. Warned the Commission about
 8 reaching out too much to interested parties before a position is actually
 9 posted.

10 **D. From Rebecca Bloch Online Book Program (51:38)**

11 Bloch is out of town, but Rivinus advised she has begun to order books
 12 online; Rivinus suggested \$100 per month. Discussed how the ordering
 13 works and how the book becomes available. It required a one-time fee of
 14 \$250 the monthly fee is deducted from that amount so that the books are
 15 available only to Yachats Library users.

16 IX. **OLD BUSINESS - None**

17 X. **NEW BUSINESS**

18 **A. Possible invitation to City Council to participate in Library**

19 **Commission meetings (54:34)**

20 Rivinus spoke with the mayor about why the Library Commission didn't
 21 have a liaison and she advised him that it was strictly voluntary whether
 22 we wanted to have a member of the Council participating on the Library
 23 Commission.

24 Steenson just felt that anyone who did participate from Council should be
 25 a productive part of a meeting and be "up-to-speed" on what is happening
 26 within the Commission.

27 West thought it would be good to have the council know what was
 28 happening with the Commission.

29 Godfrey agreed with Steenson but felt that a liaison would be good to help
 30 move requests along.

31 Allen felt an avenue of opportunity for a liaison would be to attend the
 32 monthly staff meetings.

33 Rivinus told of his experience of attending council meetings with a
 34 Commission liaison. He felt a liaison could be helpful and that Morphis has
 35 already provided a lot of help and perhaps the

36 Commission continue to work through him (Morphis) and see how it goes.

37 Discussion held on parameters of how a liaison would interact with the
 38 Commission.

39 Morphis agreed to continue assisting and getting things on the agenda for
 40 City Council when needed.

41 XI. **ADJOURNMENT**

42 Meeting adjourned at 12:50 pm.

43
 44 Meeting transcribed by Contractor, L.F. Barrett on February 25, 2022

1 Yachats Librarian Position Description – (ROUGH) DRAFT 1/11/2022

3 **Overview**

4 The City of Yachats has an active, long-serving library program utilized by residents and
5 visitors alike. Originally founded in 1930 as a lending library, Yachats library programs
6 have evolved and thrived under the leadership and service of volunteers, funded
7 through community resources, private endowments and grants. The library has
8 progressed to the present status of planning a building expansion and enhancing
9 access to online services.

10
11 Coinciding with the library's future planning, the State of Oregon now requires the hiring
12 of a professional librarian in order for the Yachats Library to retain legal status as a
13 public library. Ideally, this position would start out as a quarter-time position, with
14 possible options of combining the librarian role with another part time civic position
15 within Yachats or nearby communities.

16
17 The priorities of this position would include: administrative and organizational oversight
18 of library programs, services, managerial and operational responsibilities, adherence to
19 Yachats Library's operational processes and policies, reporting to the Yachats Library
20 Commission, and building and maintaining positive partnerships with relevant civic
21 associates and members of the public.

23 **Position Duties and Responsibilities**

- 24 • Recruitment, training and supervision of library volunteers, including volunteer
25 scheduling and ongoing team building.
- 26 • Oversight and administration of current Yachats Library operational practices, policies
27 and procedures, including patronage and collections. This role includes compilation and
28 reporting of state-required library data and statistics.
- 29 • Tracking of usage and effectiveness of library programs, services and IT needs.
- 30 • Development of library program budget, including short and long-term goals for
31 programs and services in alignment with library's mission and budget.
- 32 • Maintaining knowledge of current library trends and developments across public
33 library systems, including technological advances and patron-driven requirements.
- 34 • Management, tracking, organization and maintenance of library inventory, equipment
35 and supplies. Duties require accurate knowledge of specifications, vendors and
36 governing protocols for larger purchase orders.
- 37 • Ongoing attention to physical library facility, grounds and building maintenance needs,
38 reporting any noted repair or replacement issues to appropriate parties.
- 39 • Demonstrating open communication, ongoing reporting and information sharing with
40 the Yachats Library Commission, and maintaining a positive community presence. As
41 needed, this may include service and collaboration with library partners and
42 professional committee endeavors that serve to advance the Yachats Library and its
43 value to the community.
- 44 • Providing professional insight into library developments, projects and progressive
45 practices.
- 46 • Actively participating with grant applications, administration and stewardship of library
47 endowments.

1 Minimum Qualifications

- 2 • Bachelor's Degree, preferably in Library Science from an ALA-accredited institution,
 3 plus five (5) years' experience as a librarian in a public library setting.
 4 ○ Added value will be applied to candidates with a Bachelor's or Master's Degree
 5 in Library Science or those with three (3) to five (5) years of actual supervisory
 6 experience.
 7 • Other combinations of education and experience may be given consideration if the
 8 applicant demonstrates evidence of transferrable knowledge and desired skill sets.
 9 • The selected candidate must be willing to maintain a physical presence in the Yachats
 10 area, even if the individual is not a Yachats resident or is unable to relocate to the area.
 11

12 **Required Desirable Knowledge, Skills and Proficiencies**

- 13 • Comprehensive knowledge and experience with library sciences, principles and
 14 practices of library management in alignment with ALA mission and goals for public
 15 library institutions.
 16 • High-level oral and written communication skills – ability to convey and clarify
 17 information and policies to library staff and peers, pertinent authorities, professional
 18 experts, and the general public.
 19 • Proficiency in computer operations; use of relevant library software programs,
 20 including word-processing and financial software systems, and library-level internet
 21 research.
 22 • Effective organizational and time-management skills, efficiency in meeting deadlines,
 23 with capacity to appropriately discern what tasks should be personally achieved and
 24 which ones can be reliably delegated.
 25 • Ability to address and resolve problem issues or conflict with affirmative and
 26 noninflammatory communication skills.
 27 • Ability to practice active listening, and welcome new information and
 28 recommendations from all sources. Similarly, interactions that call for disagreement or
 29 denying requests are performed with respect and dignity towards the individual
 30 advocate or interested coalition.
 31

32 **Salary**

33 Salary will be determined by experience and in alignment with salary ranges for Oregon
 34 librarians. ~~Current research reflects about \$58-\$60,000 average salary for a full time~~
 35 ~~librarian, breaking down to approximately \$28-\$30 per hour. This position is anticipated~~
 36 ~~to be a quarter time position.~~
 37