

1. 10:00 A.M. Agenda

Documents:

[2022-10-13 Library Agenda.pdf](#)

2. Meeting Materials

Documents:

[2022-08-12 Meeting Summary.pdf](#)

3. No Agenda

There is no agenda available for this meeting, please review the minutes.



**CITY OF YACHATS**  
**YACHATS LIBRARY COMMISSION MEETING**  
**Yachats OR**  
**Thursday, October 13, 2022, at 10:00 am**  
**To Be Held Via Zoom**

Join Zoom Meeting

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

Meeting ID: 880 1475 9852

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**Regular Meeting**

- I. Meeting called to order
- II. Announcements and Correspondence
- III. Welcome to Traci Miller-Altson
- IV. Reports
  - a. Budget report
  - b. Progress on the Library expansion
    - i. First meeting with all parties involved
    - ii. Contracts
      1. Architect and contractor
      2. Fundraiser
    - iii. Hazardous materials removal
    - iv. State archeology involvement
  - c. From the Library Administrator
  - d. From Friends of Yachats Library
  - e. Regarding e-books and library computers
- V. Current Business
  - a. Broken window

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.; 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. Posted: 10/6/22

- VI. Old Business
- VII. New Business
  - a. Preliminary discussion on book storage during construction
  - b. Preliminary discussion on community involvement in fundraising
- VIII. Informational – Meeting Summary
- IX. Adjournment

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

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

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1 City of Yachats  
2 **YACHATS LIBRARY COMMISSION**  
3 **Special Meeting**  
4 **August 12, 2022**  
5

6 **PRESENT:** Commissioners, Marion Godfrey, Naomi Steenson, Viki West,  
7 David Rivinus, Chair  
8

9 **I. MEETING CALLED TO ORDER**

10 Rivinus called the meeting to order at 10:05 am.  
11

12 **II. DISCUSSION AND VOTE:** Whether to rename the paid, part time job of  
13 Library Director to Library Administrator.

14 (1:30) Rivinus stated that the meeting items have changed a little, back in  
15 July the position had been offered and the person decided to not take the  
16 position. Now need to repost the job announcement and change the  
17 parameters to make it broader, which Steensen worked on; We have  
18 accepted a job application to consider; but will continue to review the new  
19 description and will vote on it. Sue May brought up a point, last month July,  
20 and wanted to know what to call them, the title needs to be changed.  
21

22 (5:00) Motion made by West to change the library title to “Library  
23 Administrator”:

24 Aye: Godfrey, West, Steenson and Rivinus

25 Nay: None

26 Absent: None

27 (7:03) **DISCUSSION AND VOTE:** Traci Altson submitted application to  
28 apply for the position of Library Administrator; she had a conflict today  
29 but have met with all the members, and volunteers; has been  
30 volunteering; is generally known to the community; discussion  
31 continued and she mentioned she didn't see any issues with the duties  
32 and that it may need to be more hours with all the items they would like  
33 accomplished; commission is voting to approve her and move forward  
34 to the city manager as to her hire and pay; some discussion was had  
35 as to should there be funds included in the budget, or if they would be  
36 employed by the city; Godfrey has worked with her and if they can  
37 cope with the fast paced and scheduling she will work out fine; she has  
38 experience in Lake Oswego; Steenson thought she needed to make  
39 sure she is included and just needs to remember to include everyone,  
40 but believes she will be a good fit and to make sure communication is  
41 key; West stated she had longevity with a couple other jobs and  
42 approves as well; Diane & Rose stated that Traci signed up as a  
43 volunteer a couple weeks age, took notes and was very present; she  
44 exudes self-confidence, has administration background, Rivinus stated

45 that the 10 hours is a start and expect that this will expand as time  
46 goes on:

47  
48 (21:05) Motion to approve Traci Altson to be recommended to the city  
49 manager to consider her for hire as the Library Administrator.

50 Aye: West, Steenson, Godfrey and Rivinus

51 Nay: None

52 Absent: None

53  
54 Rivinus will take this to the City Manager.

55  
56 III. (22:09) to have a contingency plan if the position doesn't get filled, and the  
57 revised job description; and if we want to keep it just in case it becomes  
58 necessary:

59  
60 (23:47) Motion to accept the revised announcement of the job description  
61 rewritten in August 2022:

62  
63 Aye: West, Steenson, Godfrey and Rivinus

64 Nay: None

65 Absent: None

66  
67 IV. (24:19) Status of the library expansion project: Rivinus stated Marion Godfrey  
68 and Dianne Allen involved with the process; the interior design zoom meet  
69 with Michelle, this was the third revision, and we are getting close; will ask for  
70 pdf file and print out blueprint and we can discuss the wish list; the budget is  
71 going to be discussed regarding the economy and how to accomplish and  
72 move forward; RFQ was sent out, four replies, two were qualified and two  
73 were less qualified; committee of five (Godfrey, Allen, Rivinus, Altson,  
74 Rackleff) deliberated and met with the builders, DSL Builders, built the new  
75 fire station and the other is MD Builders, (Marissa Doyle), after discussion,  
76 decided on MD Architect & Design, better fit and is willing to work in  
77 conjunction; visionary attitude; the project manager with MD would be a better  
78 fit as well; Godfrey stated she agrees with Rivinus, they were more creative  
79 and would listen to what we need; Allen also like Marissa Doyle, seem like  
80 they are willing to help try to find some money as well; great energy; West  
81 stated DSL has done these presentations so much it's kind of a can  
82 response, but in favor as well of MD; Guenther is also in agreement with the  
83 decision; should be adding parking spaces, etc.; concerned about the  
84 wetlands, but the expansion will not be on the wetlands, just needs something  
85 in writing to be sure. Rivinus stated the next step will be to schedule a  
86 meeting in September and meet with MD, the Committee of five City  
87 Manager, and Planner; will discuss fundraisers as well; MD has built homes

88           inside the city limits and Rivinus spoke with those folks and they had good  
89           experiences.

90

91

92           Rivinus adjourned the meeting at 10:38 am.

93

94   By Kimmie Jackson transcribed 8/24/22

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