

1 City of Yachats  
2 **YACHATS LIBRARY COMMISSION**  
3 **Regular Quarterly Meeting**  
4 April 14, 2022  
5

6 **PRESENT:** Commissioners, Marion Godfrey, Naomi Steenson, Viki West,  
7 David Rivinus, Chair Guests: Sandy Dunn, Linn West, Dianne Allen, Rose  
8 Valentine, Sue May

9 I. **MEETING CALLED TO ORDER**

10 Rivinus called the meeting to order at 10:02 am.

11 II. **ANNOUNCEMENTS AND CORRESPONDENCE**

12 (1:06) Steenson indicated she has been negligent in scheduling coverage for  
13 the City Council meetings so she is sending an email today and asked  
14 Commissioners to advise which meetings they could cover. She will send out  
15 dates through July.

16 III. **DISCUSSION AND VOTE: Whether to Approve the Request for  
17 Qualifications for the Library Expansion Design/Build Team**

18 (2:02) Rivinus advised he asked Linn West to talk about what the document is  
19 and what it is an attempt to solicit for.

20 (2:33) West advised that the approach is to solicit a team to create the  
21 building itself. The approach will include a contractor with the architect as a  
22 team which will shorten the time (by several months) and give more control  
23 over costs. He is hopeful this approach will generate some interest; he put out  
24 inquiries to a firm in Newport and one in Eugene that do this kind of work  
25 frequently. There will only be one contract—the Design Team has to work  
26 together. The Interior Designer, Michelle Pellitier, will be part of that team. He  
27 further explained that the team could also be an engineer and a contractor.  
28 Time wise, he thinks the request needs to be out for a thirty-day period but  
29 needs to see if the timeline is shorter for public buildings.

30 (7:19) Steenson asked for clarification in 4.03, the proposal elements in B (c).  
31 It asked if the person had history with Pellitier and Pelletier. West replied that  
32 was for informational purposes. Then she indicated 4.03 F the language  
33 about scoring was confusing. West agreed that it was confusing and should  
34 be rewritten. Discussion continued.

35 (9:33) Dunn brought up that grants have a time limit to use the money and  
36 asked, with the concept presented, when would be the proper time to initiate  
37 grant requests.

38 (10:03) Rivinus advised that the Design Team would need to determine a  
39 dollar figure that the project will cost and at that time fund raising can  
40 commence. West agreed and advised they (Design Team) should be required  
41 to provide a cost during the design/development stage which is fairly early in  
42 the process and that's when fund raising could begin. There will be several  
43 times during the project that cost estimates are provided.

44 (10:59) Rivinus continued by saying the Design Build Team will provide a cost  
45 usually within 5% before the project begins.

46 (11:26) West said the costs can be requested at the very first meeting with  
47 the contractor; they can use a square foot cost and that will provide a cost  
48 range and what will need to be targeted to save dollars.

1 (11:54) Dunn indicated that the strategy should be to ask for big money  
 2 grants and give back what is not spent. She went on to explain that  
 3 modifications get made, etc. and then there is not enough money and other  
 4 grants need to be applied for and that takes time.

5 (12:32) Rivinus advised that the Commission has carefully considered what  
 6 could be raised and that is about \$600K. However, in all the proposals it has  
 7 been indicated that the project should cost \$500K leaving a \$100K cushion.  
 8 Also, there are additional funds that have been accumulated in the Library  
 9 Reserve. He clarified to Dunn that the \$600K did include pursuing a big  
 10 grant.

11 (13:59) Rivinus summarized by saying Section 4.03 F would be rewritten and  
 12 that West and he would look into how long the proposal needs to be posted  
 13 before the deadline and the dates on Page 3 may change.

14 (14:40) Steenson made the motion: **to approve the Request for  
 15 Qualifications as amended.**

16 **Vote:** Godfrey, yes; Steenson, yes; West, yes; Rivinus, yes. **Motion carried  
 17 unanimously.**

18 IV. **DISCUSSION AND VOTE: Whether to Approve the Yachats Librarian  
 19 Position Description**

20 (15:33) Steenson referred to the corrected document and asked if there were  
 21 any further changes or questions.

22 (16:25) V. West asked to clarify paragraph three in the overview: *maintaining  
 23 positive partnerships with relevant civic associates* asked if that referred to  
 24 volunteers and if not, volunteers needed to be mentioned. Steenson advised  
 25 she used it as an all-encompassing term. Rivinus suggested adding  
 26 volunteers just before that phrase. Steenson agreed.

27 (17:33) Rivinus advised that this posting will also have a deadline for  
 28 application submissions.

29 (18:13) Steenson indicated she has monitored the jobs posted on the Oregon  
 30 Library site and the pay scale runs between \$26 and \$40 per hour for civic  
 31 and state librarians. She went on to explain that scale.

32 (19:35) Rivinus explained that this is new “department head” position would  
 33 come under the jurisdiction of the City Manager and as such, the City Council  
 34 felt they should “weigh in” on the proposal. He does not anticipate any  
 35 problems, but it does need to be voted on by the Council and then it can be  
 36 posted. If all goes well, he anticipates there will be a librarian before the new  
 37 fiscal year.

38 (21:52) V. West moved to: **approve the Yachats Librarian Position  
 39 Description as amended.**

40 **Vote:** Godfrey, yes; Steenson, yes; West, yes; Rivinus, yes. **Motion carried  
 41 unanimously.**

42 V. **BUSINESS/REPORTS**

43 **A. DISCUSSION WITH City Manager, Heide Lambert**

44 (22:30) Rivinus indicated he met with the City Manager for approximately  
 45 1.5 hours and further stated he hadn’t felt such support from City Hall in a  
 46 very long time. He summarized the general conversation.

47 **1. Commission Chair Reports**

1 (24:19) Discussed how Rivinus or whomever is the chair, will report to  
2 the City Manager. All chairs will submit written, monthly reports to be  
3 added to a designated folder. In addition, every other month the four  
4 Commission Chairs will meet with the City Manager. On the alternate  
5 month each Chair will have a one-on-one session with the City  
6 Manager.

## 7 **2. Meeting Minutes**

8 (25:41) Rivinus directed the members to a document in the packet  
9 titled Meeting Summary and advised that the concept is in flux right  
10 now and being worked on with Neal Morphis and Lorraine Bennett,  
11 who is actually typing up the meeting. He indicated that conversations  
12 were time-stamped which makes it really easy to go back and research  
13 exactly what was said. He said there is much interest in making the  
14 summaries actual minutes as they are easy to read but that is still in  
15 flux. He then corrected himself and advised that he misspoke, and the  
16 transcriptionist is Lorraine Barrett. He welcomed and thanked  
17 Lorraine.

18 (28:08) Rivinus summarized by saying that Lambert is very supportive  
19 of the library projects and V. West interjected that Lambert held up the  
20 Library Commission as an example of doing things in the proper  
21 manner.

## 22 **B. Finance Committee Actions Toward the Library Expansion**

23 (29:11) Rivinus advised that the Finance Committee is being completely  
24 rethought. Its specific purpose is to ask the Commissions what they want,  
25 all the projects and costs of those projects and Finance will try to  
26 determine how to make it happen and present it to the Budget Committee.  
27 Since the Library already has one bequest and another in process, there  
28 isn't a need at this time to ask the City for money. He shared that the  
29 Library Expansion was put on the CIP list, and it was discussed and he felt  
30 there would be no issues when it came time for a vote.

31 (32:01) Godfrey asked if the budget has taken into consideration of the  
32 library being open for the next year. Rivinus replied that will be on the  
33 agenda very soon as they want to also include the Library Direction  
34 position on the budget. He said he did ask for a little more for books due  
35 to e-books and then said the library asks are modest compared to some of  
36 the other Commissions.

## 37 **C. Progress with Interior Designer Michelle Pelletier**

38 (33:37) Rivinus indicated that she has her initial drawings completed and  
39 has asked him (Rivinus) and West to take some more measurements,  
40 which they did. She wants to meet with Rivinus to present her initial  
41 drawings, probably early next week. He advised he would make sure that  
42 everyone sees the drawings as this is the time to comment, suggest,  
43 grouse, gripe, ask for something different...If he can email them, he will, if  
44 they are too large, he will make sure there are multiple copies available.

## 45 **D. From Librarians**

46 (35:19) Allen asked how comments, etc. on the drawings by Pelletier  
47 would be submitted. Rivinus replied that he is open to receiving

1 responses anyway, whether it be email, personal meeting, a written  
2 note... He wants to make sure everyone has the opportunity to have input.  
3 (36:12) Allen advised that with the hiring of a librarian and the library  
4 expansion moving along all the volunteers are very excited and looking  
5 forward to the changes. She advised that the rooms are open and there  
6 are about 25 volunteers. She thanked Bloch for all her work on the  
7 computer and e-books. She would like to meet the City Manager and  
8 introduce her to the volunteers. She mentioned the library making a  
9 reappearance in the La De Da Parade.

10 (39:37) Valentine advised she was approached by Joanne Kittel a few  
11 weeks ago and requested that the library be somehow involved in the  
12 Amanda Bridge Dedication coming up in May. She has pulled a shelf near  
13 the circulation desk and has filled it with information on the Amanda Trail  
14 and Bridge and Northwest Native American culture. Discussion and  
15 thanks were given for both the parade and the display of PWN Native  
16 American information.

17 (42:47) Godfrey indicated someone suggested that since there are so  
18 many authors in the area a book signing once in a while would be nice,  
19 especially when the expansion is done. She advised that Jane Shay was  
20 in charge of the La De Da Parade the year before Covid and she was  
21 away and it never got organized. She also wanted there to be people  
22 available so the library could be open for a full Saturday. A potential  
23 volunteer came in and left her information.

24 (45:19) Dunn had a comment about the display for the Amanda Bridge  
25 Dedication, indicating that there was a collection of books in the Museum  
26 and since they are still closed perhaps Valentine could ask to borrow  
27 some of those. Valentine said she would follow up on that.

#### 28 **E. From Friends of Yachats Library**

29 (46:44) Dunn advised the book sale was good, they made over \$3k. Bad  
30 news is that all the books in room 7 and 8 have to be removed. Without a  
31 place to store books, it is hard to have a book sale. The alternative that  
32 Lambert presented to them was the use of the basement where YYFAP  
33 used to meet. The other choices were throw them away or donate them.  
34 The books are currently being moved downstairs. Godfrey suggested that  
35 Sue May put out an email to get some volunteers to help carry books. May  
36 interjected that a group was moving books on Saturday at 9 am. Also  
37 discussed the need for bookshelves in the basement and the possibility of  
38 getting some with the library reconfiguration.

#### 39 **F. From Rebecca Bloch, re: e-book Program and Library Computers**

40 (50:25) She gave a summary of how e-books works and indicated what  
41 they learned was purchasing books and adding them to the consortium  
42 doesn't give the library an advantage and many community members  
43 were still unable to get the books they wanted. They joined "The  
44 Advantage Plan" and it works much better and described how the system  
45 worked and advised it is more cost effective and the books are available to  
46 the library patrons exclusively, there is more availability and the wait lists  
47 are much shorter. She also described the method she uses to pick the  
48 best books for the library patrons within the budget given and she gets a

1 notification when she gets to 80% of the monthly budget. She advised  
 2 right now the 80% mark is being reached around day 20 of every month.  
 3 Bloch also said that there is a separate budget for audio books because  
 4 many have said there is not a big selection available anywhere. She said  
 5 that since going live over 1200 books have been checked out, there are  
 6 82 patrons that have accessed the e-book website and of those 82, 76 of  
 7 those have at least checked out one book. Some have checked out as  
 8 many as 100 books.

9 (54:06) Bloch then switched to the topic of computers. She expressed  
 10 frustration as she consistently says the library needs good computers and  
 11 she is not getting decent answers working with National Business  
 12 Solutions and going back and forth. Rivinus asked if she had spoken with  
 13 Dayna at City Hall and she replied that she had but was giving Michael a  
 14 week to see if he could get things figured out. She did say she is trying to  
 15 enforce the "You are working for our City and we are your customer, so  
 16 give us some customer service."

17 (57:18) Rivinus interjected that the reference to Dayna was... during the  
 18 Shannon Beaucaire era there was a push towards centralizing everything  
 19 going on in the City so the decision to go to National Business Solutions  
 20 was to put everyone under the same umbrella. The City and the Library  
 21 are on the same system and he discussed it with Lambert. He indicated  
 22 that Dayna found a "techie" at NBS and within an hour fixed many of their  
 23 problems. Lambert suggested that the Library contact City Hall and get  
 24 the name that person.

25 (59:14) Steenson asked who Dayna was and Rivinus advised that she is  
 26 the one individual that was holding City Hall together and she has been  
 27 hired, he believes, permanently and she is the Office Manager. She was  
 28 hired on a temporary basis as a receptionist and proved so invaluable that  
 29 she is now the "go to" person at City Hall.

30 (59:51) Allen asked if anyone knew when the contract with NBS was up.  
 31 Rivinus advised that is the next item on his list to tackle as he wants to be  
 32 done with them. Whatever solution regarding the computers is  
 33 determined, it needs to be done with the new library director in mind.

34 (1:00:06) Bloch indicated Dayna told her how she reached out to NBS and  
 35 she did the same thing and got the same response she always does so  
 36 she will keep trying. She then indicated that she is documenting the e-  
 37 book program and IT support.

38 VI. **OLD BUSINESS**

39 None.

40 VII. **NEW BUSINESS**

41 (1:03:53) Rivinus advised that once the design project really gets going there  
 42 will be additional meetings for suggestions, decisions to be made, etc.

43 VIII. **ADJOURNMENT**

44 Rivinus adjourned the meeting at 2:08 pm.

45  
 46 Meeting transcribed by Contractor, L.F. Barrett on May 3, 2022