

1 City of Yachats
2 **YACHATS LIBRARY COMMISSION**
3 **Regular Quarterly Meeting**
4 **July 21, 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 10:03am.
11

- 12 **II. (1:00) Work Session** – One candidate backed out at the last minute; would
13 like to reconsider how to approach the job search and how we can be more
14 effective; Steenson has done some work on the wording. Several
15 developments, have been approached by another librarian with masters in
16 library science and expressed interest, significant hurdles, this week had a
17 zoom session with her; issue is resides in New York, lots of connections with
18 the state of Oregon, lived in Portland for 18 years; has a relative here in
19 Yachats who she would stay with; will keep each other informed and proceed
20 cautiously; the second is impressed with the job search the city has done,
21 they all seemed to be around Yachats; wants to find out how that happened,
22 spoke with Mayor about it; they were hired through temp agency.

- 23 **III. (9:03) DISCUSSION AND VOTE:** Whether to approve the revised Yachats
24 Librarian job announcement – Steenson stated they reached out to Penny,
25 possibly changing the minimum requirements, job requirements, do the word
26 of mouth, temp agency; could pay them at a lower rate and longer hours if
27 they didn't have the degrees; pare the requirements down; minimum
28 qualifications; willingness to learn; discussion continued with the members,
29 the state requirements have been very lenient, as long as they are a paid
30 employee; having someone local won't be a problem; looking for office admin
31 skills; discussion continued if a temp was hired vs. employee, the job
32 description changes still need to happen, systems are already in place and
33 the volunteers are available to make this job easier. Steenson and Godfrey
34 will revise at this point and forward to Rivinus and West.
35

36 **(24:012) Regular Meeting** - Sue May stated that there is no title of the
37 position, and it needs one.
38

39 **(25:56) Announcements/Correspondence:** Rivinus stated that they will put
40 off the vote until the document is completed for the
41 jobdescription/announcement. Rebecca stated that she sees a strategic and
42 administrative tasks for this and with the help of the friends of the library. The
43 strategic stuff is already going to the volunteers.
44

45 **(26:20) Reports:** West – budget has past but not posted to the website, and
46 the librarian is budgeted for.

47
48 **(29:56) Library Expansion** – more activity and will move this item down on
49 the list.

50
51 **(30:17) Friends of the Library** – Dunn stated that the council approved the
52 MOU for the friends of the library and YYFAP to share the basement for three
53 years to store books and have sales. Need four signatures on the MOU; this
54 is not a bookstore, just book storage and popup book sale. Will advertise on
55 Facebook; No dropping off books at the commons, using the library as the
56 face of the friends of the library, looking for bookcases - tall and 3 tier, folding
57 tables and shelving, so put the word out and let Sue May know.

58
59 **(35:12) Library expansion** – Rivinus stated that Ms. Pellitier was put on hold
60 until needed; there will be enough space for the friends to process the books
61 at the library, then they will take over to the commons.

62
63 **(36:44) RFQ** – received four responses for a design build team, of those West
64 & Rivinus selected two finalists, committee of five will pick the from the two
65 and chose one, the next major hurdle is inflation and the price of supplies,
66 figure out what we can afford and to proceed, but will make this happen.
67 Dunn stated that there is a need meeting space/ community space if you have
68 room in the plan; decision based on the RFQ strictly and if they were not as
69 strong; Pellitier will be a part will be working with the design team. They will
70 engineer what she comes up with.

71
72 **(42:03) Broken Window** – the request to fix the broken window was
73 submitted a month ago, the city was in the middle of changing insurance
74 company and now that there are settled, the request for bids have gone out,
75 and will get fixed.

76
77 **(43:10) From the Librarians:** Valentine stated the activity is getting busy,
78 Saturdays picked up; lost one of our volunteers worked over 10 years; need
79 replacement for Saturdays, Godfrey is working on that; the job description on
80 the website will state its open until filled; working on statistical report is due in
81 October. Jane stated the children's library no summer program, taking books
82 to them at YYFAP summer camps, they have 3 programs; close to 50 kids;
83 they have theme's every week; ordered scholastic books as giveaways,
84 Ratcliff the previous person is willing to help next year and apply for the grant
85 for next summer.

86
87 **(10:34) E-Book Program** - Bloch stated the computers and everything is
88 running smooth, changed to kiosk mode to log into browser directly; FAQ

89 sheets are next to each computer, no access to the desktop, can use a flash
90 drive; not connected to the city's network; NBS cleared up two issues; did the
91 clean up of around 600 active patrons checked out in the last two plus years,
92 card pull is not done yet; In June received feedback having problems
93 accessing the eBook, we would have someone at the library to assist; we are
94 supporting the patrons at their levels.
95

96 Statistics – 27% active patrons have PINS, check out go live over 1800 books
97 checked out, constant usage on Libby; 4 patrons checked out over 100
98 books; one person checked out over 300 books; two Wi-Fi names have not
99 been used in over two years and is taken care of at this point.

100

101 Rivinus adjourned the meeting at 10:57 am.

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103 By Kimmie Jackson transcribed 8/29/22

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