

1 City of Yachats
2 **YACHATS LIBRARY COMMISSION**
3 **Special Meeting**
4 **August 12, 2022**
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6 **PRESENT:** Commissioners, Marion Godfrey, Naomi Steenson, Viki West,
7 David Rivinus, Chair
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9 **I. MEETING CALLED TO ORDER**

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

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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

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54 Rivinus will take this to the City Manager.

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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:

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

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63 Aye: West, Steenson, Godfrey and Rivinus

64 Nay: None

65 Absent: None

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67 IV. (24:19) Status of the library expansion project: Rivinus stated Mariann and
68 Diane was involved with the process; the interior design zoom meet with
69 Michelle, this was the third revision, and we are getting close; will ask for pdf
70 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, Ratcliff)
74 deliberated and met with the builders, DSL Builders, built the new fire station
75 and the other is MD Builders, (Marissa Doyle), after discussion, decided on
76 MD Architect & Design, better fit and is willing to work in conjunction;
77 visionary attitude; the project manager with MD would be a better fit as well;
78 Godfrey stated she agrees with Rivinus, they were more creative and would
79 listen to what we need; Allen also like Marissa Doyle, seem like they are
80 willing to help try to find some money as well; great energy; West stated DSL
81 has done these presentations so much it's kind of a can response, but in
82 favor as well of MD; Guenther is also in agreement with the decision; should
83 be adding parking spaces, etc.; concerned about the wetlands, but the
84 expansion will not be on the wetlands, just needs something in writing to be
85 sure. Rivinus stated the next step will be to schedule a meeting in September
86 and meet with MD, the Committee of five City Manager, and Planner; also will
87 discuss fundraisers as well; MD has built homes inside the city limits and
88 Rivinus spoke with those folks and they had good experiences.

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Rivinus adjourned the meeting at 10:38 am.
By Kimmie Jackson transcribed 8/24/22

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