

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