

Astoria Library Board Meeting

Astoria Public Library

February 25, 2014

5:30 p.m.

Present: Library Board members David Oser, Gregory Lumbr, Arline LaMear, Susan Brooks, and Iliana Arroyo. Staff Library Director Jane Tucker, City Manager Pro Tem Brett Estes, and ALFA Representative Steve Emmons.

Call to Order: Chairman David Oser called the meeting to order at 5:30 p.m.

Approval of Minutes: The minutes of January 28, 2014 were approved as submitted.

Approval of Agenda: The order of the agenda was changed. Item 5: Library Director's Report would be addressed after Item 7: Renovation Update, which was moved up on the agenda to allow City Manager Pro Tem Estes to attend another meeting. The agenda was approved as amended.

Board Reports:

Item 5(a): Reports of Community Presentations

The Board noted the radio broadcast on KMUN went well and there had been some good press in the newspaper.

Renovation Update:

Item 7(a) Report on Next Steps meeting

The Board reviewed the details of the very productive brainstorming meeting held last week led by Ruth Metz and Ginnie Cooper and attended by Director Estes, Director Tucker, Chairman Oser, Arline LaMear, Bruce Jones, Sean Fitzpatrick, and Patsy Oser. Beth LaFluer will be part of the group, but was unable to attend the meeting. Key discussion items were as follows:

- An organizational model was created to provide first steps and define the roles of the entities involved in the renovation. The Library Board will serve as a conduit and buffer between community groups and City Council. Copies of the draft model were given to Board members and a more detailed version will be presented at the next Library Board meeting.
- The Library Board would like to recommend possible Library Renovation Steering Committee members to Mayor Van Dusen. That Committee would likely include some members of the Library Board, City employees, and other people involved in different facets of the community. Subcommittees would likely be formed to focus on certain aspects of the project.
- First steps include researching inclusion of the Waldorf space and the establishment of a permanent library foundation.
- Director Estes described the work that would be involved when engaging an architect.
 - Illustrations should be completed after a foundation is formed and when fundraising has begun and should reflect interior spaces and activities, rather than the exterior of the building.
 - State law requires the City to use a procurement process to hire an architect. The City also has purchasing guidelines that must be followed. A City Project Manager typically manages the construction project.
- The importance of community engagement was discussed at length. Subsequent steps, like funding and phasing, were also briefly discussed.
 - Having a group of people who would support the volunteers, such as providing refreshments or encouragement was discussed. ALFA could possibly fill that role.
- While the meeting's attendees are considered stakeholders that may be consulted again in the future, they may not necessarily be appointed to the steering committee. All the meeting's attendees did express interest in remaining involved in the renovation project.

City Manager Pro Tem Estes excused himself from the meeting at 6:10 p.m.

Library Director's Report: Director Tucker reported that the vents of the library building had to be netted to prevent pigeons from entering the building. While the hedges were being trimmed in preparation for the installation of bike racks, a marble plaque dedicating the flagpole was discovered. A contractor

would be hired to trim the hedges back further, as they encroach out over the sidewalk and impede visibility. Removal of the hedges was discussed. Vandalism occurred on two wood panels at the end of the stacks. The Library After Hours Program had low attendance and was closed early due to Fisher Poet Night.

Update on ALFA Activities: Steve Emmons reported that ALFA's current balance is \$3,967.13, which includes a \$500 donation to purchase children and adult books. ALFA has decided to enlarge their board to develop and grow its membership. Mr. Emmons excused himself from the meeting.

New Business: None

Old Business:

Item 9(a): Comments on Revised Standards for Oregon Public Libraries

Chairman Oser noted he had submitted comments.

Director Tucker noted that Chairman Oser provided some great ideas for planning how the library could address meeting the library standards. The Board discussed how the library met or could meet the standards and agreed most standards were cost-effective and easy to implement. Director Tucker reviewed the standards, noting which the Astoria Library currently does and does not meet. Some standards could be met as a result of the renovation.

Comments about the new standards will be reviewed by the Public Library Division Board of the Oregon Library Association and submitted to the membership for approval. Once the standards are finalized and approved, libraries can choose to implement them. The standards would not be tied to funding, but a certification may be offered to libraries that comply with the standards. The standards will serve as a good tool during the renovation, as the information can be used in grant applications to show the outcome based services being provided to the community.

One element of the standards addresses policies. The Board and Staff discussed the possibility of having a retreat or an all-day meeting to work through the standards and policies. Staff presents the policies, which would be reviewed by the Board. A final policy manual would be presented to City Council.

Director Tucker noted Staff could provide American Library Association (ALA) statements at the next meeting.

She agreed to report back to the Board with the State's total annual expenditures for public libraries in Oregon.

Board Member Comments:

Mr. Lumbra suggested the Board consider ways to reduce paperwork. Director Tucker offered to email agendas and minutes to Board members prior to the meetings. She confirmed that Board members have four year term limits.

Public Comments: There were none.

Items for Next Meeting's Agenda: The Board will review the American Library Association (ALA) statements.

Chairman Oser noted that a name, mission statement, and some general bylaws needed to be created for the foundation. He would solicit feedback on these items from a variety of sources to get some basic ideas before moving forward to work with a steering committee.

Feedback could be obtained from the Board via email, which would become part of the permanent record.

Mr. Lumbra discussed the possibility of acquiring a small portion of Oregon's lottery revenue for public libraries. He agreed to research State gambling revenue as a possible source of funding. Reviewing legislative issues on the Oregon Library Association website was suggested. The Board discussed the conflicts and consequences that might arise if libraries compete with schools for lottery funding.

Adjournment: There being no further business, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Paula Pinyerd, ABC Transcription Services, Inc.