

## **Astoria Library Board Meeting**

Astoria Public Library

January 26, 2016

5:30 pm.

**Present:** Library Board members David Oser, Susan Stein, Kimberley Chaput (via telephone), and Chris Womack. Staff Library Director Jane Tucker and ALFA Representatives Steve Emmons.

**Excused:** Kate Summers

**Call to Order:** Director Tucker called the meeting to order at 5:31 pm.

**Approval of Agenda:** The agenda was approved.

**Approval of Minutes:** The minutes of December 8, 2015 were approved as presented.

### **Renovation Update:**

Director Tucker reported that City Council held a work session on January 12, 2016 to discuss the library and Heritage Square. No consensus was established, but the Council asked for more information about several options, including renovating the existing library building and a new building on Heritage Square. Council also wanted more information about expanding a renovated library into the existing parking lot space. The discussion will continue at the Development Commission meeting on February 1<sup>st</sup> at 6:00 pm.

Chair Pro Tem Oser said Councilors Nemlowill and Price had asked him and his wife for their opinions, so they wrote a presentation that Mrs. Oser presented at a City Council meeting. The presentation noted some of the preliminary work that has yet to be completed, like having the Finance Department analyze the true all-in costs of the proposed options because the Ruth Metz study was never meant to be used as a cost estimate. Staff needs to consider which option would be most attractive for fundraising because the ability to draw money in for different projects can vary widely. The funding gap is more important than the total project costs when it comes to fundraising. Their presentation to Council suggested Staff create a group of local experts in a variety of fields to get a sense of what kind of project would be attractive to fundraisers. In many discussions, the library has become linked to housing and preservation, but the focus should be on the library.

Director Tucker briefly reviewed the Library Building Plan from 1965, which assumed library users would get materials and leave the building. However, the Metz Study indicated 70 percent of the square footage should be used by library patrons. The Board and Staff discussed how project costs and staffing levels impacted the building plans and designs of other buildings and libraries.

Susan Stein explained how she had learned that every library must figure out how to make a renovation project successful in ways that are appropriate for the community they serve. She planned to gather and share more information about the methods and techniques that have been successful in other communities.

Director Tucker explained how construction costs, efficiency costs, and operating costs could be affected by the number of floors in a building. A three-story building has higher operating costs than a one-story building.

Susan Stein described her visit to Ballard Public Library and explained what she had learned about their renovation project, which originally included a public/private partnership. However, the partnership fell through and the library was still able to make the project work. Ballard's new library ended up being the catalyst for a lot of new sustainable growth in the community.

### **Board Reports:**

#### **Item 5(a): Reports of Community Presentations**

### **Library Director's Report:**

Director Tucker reported that she would retire on June 1, 2016. She talked about how much she loved her job, but she also believed it was a good time for the City to get another Library Director. She hoped the City would get someone who had experience building libraries.

She presented the Board with the Library's quarterly report and statistics. She noted Staff was developing a set of frequently asked questions about the library, building project, and the changes in use. Staff has been tracking Wi-Fi use and learned they had originally underestimated the library's Wi-Fi use by quite a bit. Staff is constantly doing research to ensure the monetary values assigned to uses are accurate.

The Board and Staff discussed the City's hiring process and the Board agreed the search committee selected to help find a new Library Director should include a Library Board member. Ms. Stein suggested the search committee be led by an objective person and include library staff and a Library Foundation member. Director Tucker said she would forward this information to City Manager Estes and suggest he use Ms. Stein as a resource.

Director Tucker updated the Board on the Library's programs. The fundraiser for the Little Free Libraries was scheduled for February 11<sup>th</sup> at the Seaside Convention Center. The live and silent auctions would occur from 6:00 pm to 8:00 pm. She asked the Board to help hang fliers advertising the event. Pacific Power gave \$3,000 to the Libraries ROCC program, which lowers the gap to \$10,000.

### **Update on ALFA Activities:**

Steve Emmons reported that the ALFA balance is currently \$6,127.12. ALFA's annual meeting has been scheduled for March 9, 2016, one hour before Library Soup Night.

### **New Business:**

#### **Item 8(a): Oregon Library Passport Program**

Director Tucker explained that the program, which started in 2012, allows libraries in Oregon to share resources. She described her participation in the development of the program, noting that the library association chose to model the program after Colorado's program. Libraries have the option to participate in the program and library users can get a library card and borrow materials at any participating library. Over 150 libraries joined the program and the program has not resulted in many of the problems that were originally anticipated. Most of the library users that get Passport Program cards from the Astoria Library are students at Clatsop Community College. She noted some statistics about the cards issued and material borrowed through the program. In December 2015, the State Library Association and the Oregon State Library converted the program from a trial program to an ongoing program. A new agreement for the ongoing program will be on the agenda for the February 1<sup>st</sup> City Council meeting.

**Old Business:** There was none.

**Public Comments:** There were none.

**Items for Next Meeting's Agenda:** There were none.

**Adjournment:** There being no further business, the meeting was adjourned at 6:19 pm.

Respectfully submitted,

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Jane Tucker, Director, Astoria Public Library