

## **Astoria Library Board Meeting**

Astoria Public Library

March 25, 2014

5:30 p.m.

**Present:** Library Board members David Oser, Gregory Lumbra, Arlene LaMear, and Iliana Arroyo. Staff Library Director Jane Tucker and Community Development Director Brett Estes. ALFA Representative Steve Emmons

**Excused:** Susan Brooks

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

**Approval of Minutes:** The minutes February 25, 2014 were approved as submitted.

**Approval of Agenda:** The agenda was approved. Item 7: Renovation Update was addressed immediately following Item 4: Board Reports.

### **Board Reports:**

#### **Item 4: Reports of Community Presentations**

There were no reports, as the Library Board had not received any invitations to speak.

### **Renovation Update:**

#### **Item 7: Report on Next Steps**

Chairman Oser stated he developed a set of by-laws that he would forward to Heather Reynolds for review. He read a letter from Ruth Metz discussing her recommendations regarding the creation of a foundation.

The Library Board and Staff briefly discussed potential candidates for the foundation board and what would make each person a good candidate, as well as the various functions of a foundation board. Also discussed were possible sources of seed money and funds for capacity building, which would be used for promotion, fundraising activities, etc., reserving Logan Fund dollars for construction. Sources included U.S. Bank, the Oregon Community Foundation, and ALFA. Staff explained the role of the foundation with regard to fundraising, noting how the foundation would work with the City and Library Director. The Board and Staff discussed the need for a fiscal agent, ALFA might be an option, and the initial start-up costs incurred when starting the foundation, which would include filing fees, consultant fees, and operating expenses. Director Estes described the Parks Foundation's financial structure in relation to the City and how donated funds were attributed according to the needs of the donor and Parks Foundation.

The number of initial foundation board members was discussed as Ms. Metz's suggested only three to five people to start because the membership would grow as the work proceeded. Relationship building amongst board members and attracting more members were discussed. Chairman Oser said he would contact potential foundation board members to find out if they would be interested in serving. Arlene LaMear preferred a six-member board.

The Board and Staff discussed the Kiwanis' First \$10,000 campaign. Staff was unsure if the Rotary had sent out letters about the campaign. Tom Freel had announced the details of the campaign on KAST. Having the needed structure in place, including a foundation board and the non-profit designation, would make library funding solicitations easier.

Director Estes updated the Board on the Waldorf space. In an effort to redevelop a relationship with Mr. Groat, Staff would like to meet with Mr. Groat in Vancouver simply to let him know that the City is interested in acquiring the property. He noted that Sean Fitzpatrick has offered to assist.

Director Tucker said she visited the fully remodeled Shute Park Library in Hillsboro On March 21, 2014, noting the glass wall in the meeting room was incredible. The library was closed when Staff and Board members were going on field trips to area libraries in anticipation of the renovation. The remodel resulted in a 15,000 square foot new concept library with a lot more open space for people and only a small collection of materials. She described several details of the new library. Director Estes offered to find out what Hillsboro' budget was, he believed it would be on the high side because Hillsboro has funding capacity.

The renovation road map was discussed. The Board and Staff discussed the formation of a Mayor appointed steering committee, which would complete some background work before making recommendations to the Library Board. A steering committee would give the public an opportunity to be involved and prevent the Library Board members from having to be involved in every meeting at every level of the renovation project; however, Library Board members could be associated with the many tasks being done by the steering committee. Director Estes suggested Ms. Metz attend the next Library Board meeting to clarify the relationship between City Council, Library Board, and the steering committee, as it was unclear what role the steering committee would fill during the renovation. He explained how steering committees have worked with the City on past projects.

The Board and Staff discussed how the roles and functions of the foundation and steering committee would influence the types of people that would be ideal to have in each group. The foundation would be a financially driven library supporter and the steering committee would provide professional judgment to the Library Board about how to move forward. The details of the steering committee, as recommended by Ms. Metz, were discussed and the Board and Staff agreed it would not be necessary to have Ms. Metz at the next meeting. The Board agreed to forward a list of potential steering committee members to Staff and Staff agreed to have more information about the role of the steering committee at the next meeting.

Director Estes recalled that Ms. Metz suggested the Saturday work session attendees also serve on the steering committee. The Board and Staff questioned the appropriateness of the steering committee and the foundation sharing members and discussed the types of people that would be ideal for each group.

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

Director Tucker distributed last month's statistics, noting that the weather contributed to some slow days in February. She also reported the following:

- As requested by Mr. Lumbra, she found that the total library expenditure for the State of Oregon during FY 2012-2013 was \$181,634,852.
- City Council approved cloud hosting at last night's meeting, which should be implemented by June 15, 2014. The total project cost will be about \$17,000. However, the ROCC Grant provides a \$9,000 reimbursement. Library Staff is currently working on an application for a final ROCC grant, which is due in early April.
- Columbia River Maritime Museum donated display shelving to the library after remodeling their gift shop. The shelving will be used to refresh the teen area.
- Safety problems created by the hedges will be addressed in the next few weeks. The six-foot hedges block visibility for drivers and pedestrians, so they will be trimmed down to three feet high. The trimming could result in some complaints from the public; however, the hedges will grow back quickly.
- The City Council and Director Tucker received a complaint about the security of materials left in the book drop. The complainant requested the drop box be removed if it could not be made secure. Eliminating the drop box would eliminate 180 hours of staff time and minimize damaged materials, but the public depends on the drop box service.
  - Director Tucker will work with Director Estes to respond to the complaint.

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

Steve Emmons reported that the ALFA account balance is currently \$4234.10. Invitations to ALFA's Annual Meeting on April 11, 2014 at 5:30 pm were sent out earlier that day and he distributed invitations to each Library Board member. A press release will be sent out and the meeting notice will also be posted on Facebook and the library's website. He reported that Pat Staton Thomas, Noel Thomas, and a volunteer have redone the book sales area in the basement of Phog Bounders. The area now has more space, an updated carpet, and a chair. Drapes will be added within the next week.

**New Business:** None.

**Old Business:**

**Item 9: American Library Association (ALA) statements**

Director Tucker said that in 1975, the Astoria Library Board adopted the Bill of Rights, The Freedom to Read, and possibly the Freedom to View.

Chairman Oser said he did not receive the email that included the statements and suggested the discussion be postponed until the next meeting.

**Board Member Comments:** There were none.

**Public Comments:**

Joyce Benson said she attended as an interested citizen. She noted that she had problems with the book drop in January 2014 and that the library staff was very helpful. She suggested the drop box be automated and installed in the wall or be made taller so it would be more difficult to steal materials. She asked when people typically use the drop box. Director Tucker suspected people used the drop box while running errands in town.

At this stage, the emphasis should be the renovation as the renovated library can provide an updated response to this issue.

Ms. Benson asked about the operating hours of the renovated library. Director Tucker said the Building Program called for the operating hours to remain the same unless there is a change in revenue or funding. Chairman Oser added the Board hopes the foundation would be an ongoing institution that can provide additional funding beyond what the City provides for operations.

Ms. Arroyo asked how the radio frequency identification (RFID) book drop worked. Director Tucker understood the location of materials could be tracked. The RFID book drop was recommended in the Building Program to allow more time for Staff to spend on other tasks.

Nick Benas thanked the Library Board and Staff for the work they have done. He hopes to help the Library Board and ALFA raise funds. Ms. Benson confirmed that she was also interested in helping with the renovation.

**Items for Next Meeting's Agenda:**

The American Library Association (ALA) statements will be discussed at the next meeting.

**Adjournment:** There being no further business, the meeting was adjourned at 7:06 p.m.

Respectfully submitted,

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Paula Pinyerd, ABC Transcription Services, Inc.