

## **Astoria Library Board Meeting**

City Hall  
April 22, 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, Community Development Director Brett Estes, and ALFA Representatives Charlotte Langsev and Steve Emmons.

**Others Present:** Ruth Metz (via phone)

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

### **Renovation Update:**

#### **Item 2(a): Presentation and Adoption of Renovation Road Map**

Director Tucker explained that the Renovation Road Map is a model for organizing the project. The library conducted strategic planning from 2007 through 2012, which revealed that the only way to offer the comfortable spaces desired by the public was through renovation. She noted that Ruth Metz of Ruth Metz Associates had been asked to meet with the Library Board to develop a strategic plan to assist with the renovation and funding.

Ruth Metz noted that initially, the general belief was that repairs could be made to the library. She was asked to guide the Library Board through a process of developing a strategic plan that would enable the Board to engage the public on the library renovations. The library had its own Strategic Plan, but the Board's strategic plan would provide a unique and purposeful way for the public process to influence and play a role in the building renovation, which was one of the main goals in the Board's strategic plan.

Director Tucker said one product of that strategic plan was a letter to the City Manager expressing the Board's enthusiasm for being a part of the process and outlining ways the Board wanted to help. In 2013, planning for the renovation became a City Council goal, and on July 1, 2014, implementing the library renovation will be a City Council goal. She reviewed the actions taken to date, including the development of a Needs Assessment, Cost Estimate, and Building Program, as well as tours taken by the Board of recently renovated libraries and met with a panel of others who had successfully built new library buildings. Today, information in the Astoria Library Renovation Study Report would be organized for implementation. She and City Manager Pro Tem/Community Development Director Estes met with Ms. Metz earlier to discuss how to organize the information to begin work on the renovation.

Ms. Metz noted that during that meeting, she suggested that next steps include meeting with a small group of people representing the Library Board and other individuals in the community that Staff believed could help launch the project. Her idea was that this group would create a kind of think tank. This meeting occurred in February 2014. She explained that Ginnie Cooper had renovated all of the libraries in Multnomah County, the Brooklyn NY Public Libraries, and the Washington D.C. Public Libraries before retiring to Portland. Ms. Metz asked her to attend the think tank meeting where she and Ms. Cooper facilitated a conversation about developing a game plan. Six action items were identified, including the acquisition of the Waldorf, funding, and forming a foundation. The Renovation Road Map organizes these six action items into next steps and identifies who is responsible for each task.

Director Tucker added that many people have edited the Road Map and she believes it was a good product that would stand the test of time and be flexible yet strong enough to last throughout the project. Director Estes said that in response to Board member feedback, the goal was to create a document that provided more clarity to the roles of the Library Board, the Committee, City Staff, and Library Staff. Director Tucker hoped the Library Board could vote on the Road Map at this meeting, so she and Director Estes can begin working from it, and so that she and Arline LaMear could take the Road Map to the Mayor to get next steps. She read the Renovation Road Map which facilitated the following comments and discussion.

Chairman Oser believed it was important to stress that Director Tucker would be the day-to-day boss of the renovation project. Director Tucker believed the Road Map perfectly captured the spirit of the position, but noted someone else could serve as the Project Manager in the future.

Director Tucker noted the paragraph regarding the Steering Committee had been revised by Chairman Oser, so it was different than that distributed earlier to the Board.

- Chairman Oser believed the entire Library Board should have been included in the meeting with Ms. Metz and Ms. Cooper in February. It was essential that the Board, as an institution, be at the heart of the project. The individuals willing to serve on the Board must see their role as being expanded from what it might have been a few years ago. The renovation requires a different quality and quantity of work from Board members today. This project demands people who are willing to make more of a commitment than just attending an hour-long meeting each month; however, this does not mean people are expected to do things they are not comfortable with.
- Director Tucker noted the original Road Map called for a steering committee that reported to the Library Board. However, she edited the document to include revisions written by Chairman Oser that call for the steering committee to be a subcommittee of the Library Board that would include all Board members.

Director Estes explained that both the City and the foundation could be eligible for grants, but there may be a strategy that leads a granting entity to give to one over the other. Both entities must work together to ensure efforts are not being duplicated.

- Director Tucker noted Chairman Oser suggested adding the subsequent tasks shown under the initial tasks of forming a private non-profit foundation identified in the Road Map. These included conducting a capital campaign for the renovation and creating a sustainable plan for post renovation campaign to supplement library services, programs, collections and other library needs.
- Chairman Oser did not believe that anyone who agrees to serve on the foundation would end up leading the foundation. One main task of the initial group will be to identify other people to be on the foundation board, particularly someone with a lot of standing in the community, who is well-known, has good fundraising abilities, loves the library and has the time and energy to devote to the position.

Director Estes believed the community engagement component gives everyone involved in the project, regardless of which board they sit on, the information and tools necessary to talk about and get the community excited about the project.

Ms. LaMear suggested that maintaining the physical plant and library collections be added to the new strategic plan. Director Tucker noted maintaining the facilities was one of City Council's goals. She agreed to add maintenance of the physical plant and library collections to the Road Map.

Chairman Oser said the foundation board has scheduled its first meeting for May 1, 2014. Heather Reynolds would have documents and by-laws for the foundation to review at this meeting. Over the next few months, he would be preparing the IRS documents necessary to designate the foundation as a non-profit organization. He spoke with a local granting agency, who has offered to pay for some of the initial filing fees.

Susan Brooks reported that as part of the First \$10,000 Campaign, Kiwanis had received an initial match of \$500 and a \$1,500 match from the Pacific Northwest Foundation for a total of \$2,500. She just received another donation that she has not yet opened. Kiwanis has sent letters to other area organizations officially requesting donations. The donations are being held by Kiwanis until the foundation can be established. Kiwanis expects to collect the \$10,000 by the end of the year and would like to donate the entire amount at one time to the foundation, which should be fully operational by that time. Kiwanis has not earmarked the campaign money for a specific use.

Director Tucker recalled that ALFA had discussed helping the foundation with filing fees.

Director Estes reported that since the last Library Board meeting, he met with the owner of the Waldorf Building. The relationship between the City and the owner is positive. Any negotiations would need to be coordinated with and approved by City Council. Staff will update the Library Board as the City moves forward on this.

Chairman Oser noted the Library Board needed to endorse the Renovation Road Map. Director Tucker reminded that all of the Library Board's regular works still needed to be completed during the renovation.

The Library Board and Staff discussed how helpful the Road Map was, noting that detailed work plans would be developed later.

Arline LaMear moved that the Astoria Library Board accept the Astoria Library Renovation Road Map as amended, seconded by Susan Brooks.

Gregory Lumbra said he would like the last sentence under Construction Process be edited to state, "A construction manager ~~may~~ **will** be secured to ~~assist in~~ **run the** day to day management of the ~~work~~ **job**." A construction manager would need to ensure safety on scaffolding, that the temperature for pouring concrete was correct, etc., which he did not believe Director Tucker is qualified to do.

Director Estes explained that the City always appoints a construction manager on building projects, which is sometimes a member of Staff with the necessary skills. There will be a construction manager on the library renovation. He added that during the renovation of the Public Safety Building, the Police Chief served as construction manager with the help of an outside consultant. He suggested the sentence state that "a construction manager should be secured."

The Library Board and Staff agreed to use the following sentence, "The Public Works Department may assist in developing construction contracts, and assignment of a construction manager should be secured to assist in day to day management of the work." Director Estes added the construction manager would be on site day to day to deal with change orders, inspections, and to delegate work. Mr. Lumbra added Director Tucker could handle the money and talk to the construction manager about scheduling and changes.

Chairman Oser asked if the Board was comfortable with the recommendation to the Mayor regarding the role of the Library Board members over the next several years; were Board members comfortable serving on the Steering Committee for the next several years.

Ms. LaMear said she was comfortable being on the Steering Committee and understood it would be a time commitment.

Ms. Brooks believed serving on the Steering Committee was necessary to have continuity and understanding. It is difficult to be in an advisory position without understanding what one is advising on, and serving on the Steering Committee was the only way to ensure a seamless process. She agreed it would be a time commitment.

Director Tucker added it was important for Board members to communicate any reservations or any issues they are uncomfortable with.

Ms. Arroyo confirmed she would be unable to commit more time to a Steering Committee.

Ms. Brooks stated she would not continue to serve on the Library Board after her term ends in June as the regular meetings conflict with her job. She would continue to support the library in every way possible, but not as a Board member. The Board needs members who have the time to serve.

Director Tucker asked how Board members with limited time could still be part of the renovation. Chairman Oser responded there were several ways; the Steering Committee would have non-board members and the foundation would have a large board. Director Tucker believed Ms. Arroyo could remain on the Board to work on day-to-day and operational tasks outside of the renovation. Ms. Arroyo added she would love to find a way to stay involved with the Board even though she did not have extra time to commit to the renovation. Director Estes confirmed Library Board members would not be required to attend every Steering Committee meeting.

Chairman Oser said he was concerned that there could be a division; the Library Board and Steering Committee should move in the same direction, work together, and avoid rivalry.

Ms. Brooks noted it was difficult to move forward with the same message when two independent factions are doing their own thing under their own guidelines. Crossover is necessary and she fully agreed with the direction of the Road Map.

Chairman Oser believed the Road Map provided a good indication to the Mayor that the scope of this committee's appointment would be different.

Ms. LaMear agreed, adding people needed to know the time commitment the project would require.

Director Tucker reiterated the need to be honest and open considering the work ahead. She added that she could use some help with record keeping and preferred someone with an accounting background. Ms. Arroyo agreed to speak with Director Tucker about assisting with the record keeping.

Mr. Lumbra referred to the Architectural Process section of the Road Map, noting he did not believe the Road Map should spell out the tasks of the architect. Director Estes explained the City would develop a scope of work for a certain set of services. The procurement process offers different routes for selecting architects. After receiving Requests for Qualifications, a scope of work and a price are negotiated before signing a contract. A committee, generally comprised of engineers, construction managers and others with appropriate expertise, typically reviews the qualifications and recommends an architect to City Council.

The motion passed unanimously.

Director Estes, Steve Emmons and Ms. Metz excused themselves from the meeting at 6:31 p.m.

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

**Approval of Minutes:** Ms. Brooks noted that in the fourth paragraph of Page 1, Rotary needed to be changed to Kiwanis with regard to the First \$10,000 Campaign. The minutes March 25, 2014 were approved as amended.

**Board Reports:** No reports.

**Library Director's Report:**

Director Tucker confirmed that the Board members had received the statistics and reported the following:

- Ami Kreider will no longer be a full time employee at the library as she will be serving as a firefighter with the Oregon Department of Forestry. During her off-season, she will work at the library as a temporary, part-time employee. Ms. Kreider's last day as a full time employee will be June 12, 2014.
- There will be no library database services May 17 to 19, 2014, while the database is migrated to the cloud. She has advertised that while the library will be open and programming will continue, there will be no circulation services during the migration. The technicians have indicated the transition will be better if the database is closed down. Staff is having weekly meetings about the transition and training.
- The ROCC fifth year grant application has been submitted. Warrenton is a full partner in the grant. She and the Seaside Library Director have met with the County Manager and will be making a presentation to the County Commission in September 2014.
- The Summer Reading Program will be implemented soon. The current grant financials must close out by June 30, 2014, which will be time consuming. Seaside will be the fiscal agent for the fifth year. This year, the library will self-evaluate rather than meet with a grant evaluator.
- Director Tucker will speak to the Lions on April 29, 2014 about ROCC and the renovation. She will speak to the Rotary on May 5, 2014.

**Update on ALFA Activities:**

Charlotte Langsev reported that the ALFA account balance was almost \$5,000 and the booth at Phog Bounders has been remodeled by Pat Staton Thomas. The library's copier had been cleaned for the first time since it had been purchased for \$1,850 nine years ago. The price of copies had to be increased to \$0.20 per page because the price of toner has increased.

**New Business:**

Director Tucker confirmed the library would be accepting donations for the Summer Reading Program. Ms. Brooks said Kiwanis would be collecting cans at the Crab Festival in specific receptacles and money from the cans will be donated to the Summer Reading Program. Director Tucker added the library ran card campaigns at Jewel School and Knappa School, which will both be open for the summer.

Mr. Lumbra asked Director Tucker for her thoughts on serving as renovation project manager. He believed the additional tasks could be overwhelming with her current duties and that she would need some support. Director Tucker confirmed she would need help with the record keeping as the processes would need to be carefully documented. However, she has the support of Staff. She expected a learning curve, but noted that Director Estes has been supportive.

**Old Business:****Item 10(a): American Library Association (ALA) Statements**

The Library Board agreed to postpone the discussion about the ALA statements.

Ms. LaMear stated she was really concerned about the book drop, noting that vandalism was occurring all over the city. She believed the book drop should be removed if many books were being lost. She did not believe people were aware of the drop box issues and suggested publishing an article in the newspaper to explain the situation and note that a solution would be offered as a result of the renovation.

Ms. Brooks suggested placing smaller collection boxes in businesses that are open longer hours than the library, or at the police station, which is open 24 hours. The box would be monitored there and Staff is always going to City Hall. Vandalism could be prevented by having a box inside the police department. She did not believe the drop box should be open when the library is open.

Director Tucker suggested documenting stolen or lost materials for a couple of months noting that theft still occurs even at indoor book drops that are monitored. The sign on the current book drop could be changed to include "unaccounted for". When materials are unaccounted for, the library has no way to determine when a book has been lost or stolen from the book drop.

The Library Board and Staff discussed finding a solution to the book drop issues and writing an article to alert the public about the vandalism occurring throughout town, including the book drop. Director Tucker agreed the issue needed to be resolved, but Staff's current work load with the work plan and data migration and training prevented her from taking action immediately. She agreed to do a bit of research and address the issue in a few months.

**Public Comments:** There were none.

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

**Adjournment:** There being no further business, the meeting was adjourned at 6:57 p.m.

Respectfully submitted,

---

Paula Pinyerd, ABC Transcription Services, Inc.