

## **Astoria Library Board Meeting**

Astoria Public Library

August 19, 2014

5:30 pm.

**Present:** Library Board members David Oser, Arline LaMear, Susan Brooks, Kate Summers. Staff Library Director Jane Tucker, City Manager Pro Tem/Community Development Director Brett Estes, and ALFA Representatives Charlotte Langsev, Steve Emmons, and Nick Benas.

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

**Approval of Agenda:** The agenda was approved with the addition of New Business Item 8(a): Election of Officers.

**Approval of Minutes:** The minutes of July 22, 2014 were approved with the following clarification by Chairman Oser: On Page 1, under Renovation Update, in the second paragraph, the last sentence stated, "It is important for a member of the public, not himself or a Library Board member, ~~to get~~ **chair** the foundation ~~started~~."

**Renovation Update:** Director Tucker reported the Renovation Committee met on August 12 and August 18, 2014. Director Estes reported that some Renovation Committee members have expressed various concerns about the demolition of the Waldorf negatively impacting fundraising for the renovation and have suggested the library lease the ground floor of the Elks' building instead of using the Waldorf. The Committee asked Staff to provide aerial maps showing the locations of the library building, Waldorf, and Elks Lodge; engineering and architectural reports of the Waldorf; and cost comparisons of a variety of scenarios that included the Waldorf. The Committee's September meeting date had not yet been scheduled.

The Library Board and Staff discussed the alternative option. The Board did not support the option because it would not accommodate the sight lines the library staff needed. They agreed the library should not be concerned with preserving a separate building through lease payments, as this did not align with the spirit of the trust or why funds would be donated to the library. During the very inclusive public process that took place last summer, this alternative had not been suggested.

When the Historic Landmarks Commission (HLC) held a public hearing regarding demolition of the Waldorf, they noted there had not been definite plans to use the space for a renovated library, as they wanted to avoid a vacant lot. Now, however, the library does have a definite plan and must make the case that the library renovation is a higher and better use of the Waldorf space than continuing to have a derelict building.

Concern was also expressed about the Renovation Committee's request for cost comparisons and maps eroding renovation funding and adding to Staff's workload after having invested Staff's time in the original plan. Director Estes believed the Committee was just trying to do its due diligence and noted that Staff had also been asked to review the Elks option. Having a full Committee at the next meeting was important. The Committee may decide to move forward with the plan adopted by Council after reviewing the requested information. He had explained to the Committee that no funds were available for additional architectural documents.

The Library Board understood the Renovation Committee was making an effort to practice good civic responsibility in order to make an informed decision but still wanted to move forward with exploration of acquiring the Waldorf. Considering an alternative option was reasonable, and as long as it would not erode the limited funding, the Library Board would later know the option of using the Elks had been fully investigated. An engineering review of the Waldorf will be critical and Director Tucker noted the engineering report included in the 2012 Waldorf hearing, confirming the extent of the Waldorf's issues, would be sent to the Board and Renovation Committee.

Having a new direction suggested at this point was discouraging, but the Renovation Committee was working through the process and had not been working as long as the Library Board on the renovation

plans. A solid professional team had created the report and the library's operational lines of sight in the Building Plan were developed by a library building professional, not an architect. Hopefully, all this would become apparent to the Renovation Committee when reviewing the information.

The Elks Lodge option could be considered as a contingency if the Waldorf did not work out. Time and energy right now needed to be invested in raising funds and moving forward, as the project could lose funding and momentum if the process was prolonged another year by exploring other scenarios. Director Estes reminded that Library Board members serving on the Renovation Committee could share the Board's direction with the Committee as discussions and deliberations move forward.

Ms. LaMear noted that a decision to demolish the Waldorf could be appealed, which would delay the renovation process. Director Estes explained the details of the appeal process. He clarified that if the Waldorf was declared derelict, demolition of the building would still have to go before the HLC. He suggested the Board establish a process and work through issues as they arise.

Chairman Oser reported that most of the paperwork for the foundation was complete, but the 501(c)(3) had not yet been filed. Foundation board members include Patsy Oser, President; Bruce Jones, Secretary; and Janice O'Malley-Galizio, board member. There had not been much activity because the foundation board did not have a clear goal or direction. He also noted there was no financial information to put on the non-profit application. Director Estes agreed to meet with Chairman Oser to discuss the issue as he might be able to refer people with the skills needed to assist in establishing the 501(c)(3).

Director Tucker and Chairman Oser agreed it might be easier to acquire foundation board members once the foundation is established and has more direction. Ms. Summers offered to create a web presence for the foundation.

The Board agreed to contact local sources about start-up funds for the foundation. Ms. Brooks reminded the Kiwanis has collected \$3,000 and has been following up on requests for donations.

### **Board Reports:**

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

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

Director Tucker reported the water in her office has been dried out and the carpets will be cleaned, and ceiling tiles and baseboards replaced. She has learned that the library's WiFi needs upgrading. She is taking an online class on Makerspaces and Creative Areas, a program that will help ensure the library will have collections and resources necessary to appeal to a variety of learning styles and help make creativity an integrated part of everything the library does in the Building Program. Each space would incorporate different creative elements. There are few Makerspaces being used in Oregon. Updating the Strategic Plan would be a good time to bring awareness to the Board about how the library is infusing its spaces with creativity.

Director Estes described Makerspaces in Portland and those being developed at the community college. While the library's space would not be as industrial, it would encourage creative and collaborative thinking. Staff and the Library Board discussed how Makerspaces work, noting they are becoming quite popular. The collaborative aspect of Makerspaces was very appealing. Many opportunities exist for Makerspaces, which would satisfy the community's request for a 21<sup>st</sup> Century library. She agreed Makerspaces would be something the library could fundraise for.

Staff updated that within the next two weeks, Dr. Roof would repair the section of the library's roof that is leaking. Director Tucker requested bids for the work because the Public Works Department would only be able to patch the area. The Library Board and Staff discussed the details of prior and future roof work. Replacing the roof would be expensive, so repairs are meant to add longevity to the existing roof because it will be replaced during the remodel.

Director Estes excused himself from the meeting at 6:30 pm.

**Update on ALFA Activities:** Steve Emmons said ALFA continues to support library staff, the foundation, and library programs. He noted Summer Reading was doing well and that ALFA's income stream continues from the copiers and book sales.

The Board thanked ALFA for all its support. Director Tucker noted that ALFA was responsible for 90 percent of the creative making space provided by the library.

**New Business:**

**Item 8(a): Election of Officers**

Chairman Oser stated that a few years ago, the Library Board decided to hold annual elections in June or July. Elections were not held this year due to the amount of turnover. He suggested elections be postponed until later in 2014 because there is still one vacancy and Ms. Summers has just joined the board.

All Board members consented to delaying elections until later in 2014.

**Old Business:**

**Item 9(a): Review of OLA Public Library Standards: Governance Standard**

Director Tucker reviewed the new governance standards recently adopted by the Oregon Library Association. The Library Board and Staff discussed compliance issues and suggested improvements to be included when writing the new strategic plan.

Director Tucker would provide the staffing standards as the next OLA Standard to review prior to the next meeting.

**Public Comments:**

Nick Benas thanked the Library Board and Staff for their work on the renovation project.

Steve Emmons said he would forward ALFA information to Ms. Summers.

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

The Library Board and Staff confirmed the next Board meeting was scheduled for September 3<sup>rd</sup> at 5:30 pm. The following items will be on the next meeting's regular agenda: Renovation Committee Update, Board Member Updates, and Foundation Updates.

Director Tucker said she would make sure each Board member had a copy of the by-laws.

**Adjournment:** There being no further business, the meeting was adjourned at 7:08 pm.

Respectfully submitted,

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Jane Tucker, ABC Transcription Services, Inc.