

Astoria Public Library  
Astoria Library Board Meeting  
March 26, 2013  
3:30 p.m.

**Present:** Library Board members David Oser, Gregory Lumbra, and Arlene LaMear. Staff: Community Development Director Brett Estes and Library Director Jane Tucker.

**Excused:** Susan Brooks and Charlotte Langsev

**Call to Order:** Chairman David Oser called the meeting to order at 3:30 p.m.

**Approval of Minutes:** The minutes of January 22, 2013 and February 26, 2013 were approved as submitted.

**Approval of Agenda:** Chairman Oser requested that "Recommendation of Hiring a Library Futurist/Planner to City Council and Requirements of Open Board Member Position" be added to Old Business. He also asked that the timeline regarding the role and duties of the Library Board in the next couple months be discussed as they relate to the library renovation.

The changes to the agenda were unanimously approved as stated.

**Library Director's Report:** Chairman Oser noted some Old Business items would be covered in the Library Director's Report.

Director Tucker presented the Director's Report, which was distributed to the Board, noting the following key items:

- The First Tuesday Book Club started on February 5, 2013; Kurt Vonnegut was discussed.
- The North Coast Librarians met in Cannon Beach on February 21, 2013 and toured the Cannon Beach Library, discussed issues, and learned about each other's libraries.
- The Steering Committee for the ROCC Project is writing an application for a second round of grant funding. The due date is April 12, 2013.
- In February, the library had an average of 65.9 circulation transactions per open hour. The value to the community was \$116,186. A little more than 3,400 books were borrowed. The cost to the community for purchasing these at \$15 each would have been \$51,000.
- The press release regarding the public presentation of the student panels was included in the packet. The presentation will be on April 6 and April 16, 2013.
  - Director Estes added that some students may be able to attend the April 6 presentation; he expects to hear more after the students return from spring break. He believes Professor Huggins planned to attend and participate as well.
- Director Tucker asked for Board members to attend the budget hearing scheduled for April 24, 2013.

The Board briefly discussed their schedules with regard to the April meetings. Mr. Lumbra believed he could attend the budget hearing and would speak with Ms. Brooks about going as well.

- Councilor Mellin and Steve Emmons should be invited since they participated in the student panel process.

Mr. Lumbra confirmed that a breakout of the library's budget would be given to the Board.

Currently, the Library Board has five members, including Chairman Oser, Mr. Lumbra, Ms. Brooks, and Ms. LaMear, but Emily Hill recently resigned. The Board had previously discussed adding more members, especially given the renovation. Director Estes and Director Tucker would talk to City Manager Benoit about this.

Ms. LaMear believed the renovation should be kept in mind when considering whom to add as a board member; someone with a lot of enthusiasm.

Chairman Oser suggested Board members talk to people to find out who may be interested, adding that the Mayor actually appoints the Board's members. It would also be beneficial to have a member who represents different library users, such as a parent of young children.

## **Board Reports:**

**Item 5(a): Liaison Report from City Council:** No report was given.

**Update on ALFA Activities:** No report.

## **New Business:**

**Item 7(a): Oregon Library Legislative Day is April 4, 2013**

Director Tucker stated that Oregon Library Legislative Day has been changed to Monday, April 8, 2013.

Following a brief discussion about scheduling and the relevance of attending the event this year, the Board agreed to not attend the Oregon Library Legislative Day in 2013. Attending the event next year would be more beneficial. The library will be working on fundraising and there will be more excitement about the renovations.

## **Old Business:**

**Item 8(a): Library Renovation Project/Recommendation of a Library Planner/Futurist to City Council**

Director Estes stated that at the special meeting on March 11, the Board asked for a rough outline of tasks the library futurist would complete. He and Director Tucker created a sequentially ordered outline, meaning I. indicates the first tasks envisioned for the library Planner/Futurist; II. indicates the second set of tasks, etc. Staff responded to key comments and questions from the Board as follows:

- The building program would be a document an architect would use in a latter phase to design the specific improvements wanted in the library. The City would instruct a subsequently hired architect to design around the building program because all the background information has been obtained. The building program would be reviewed by the Library Board, amended as necessary, and then recommended to City Council for approval. The building program would serve as the established goal of the renovation project because it would encompass what the community wants.
  - Specificity would help keep the architect on task. The architect will appreciate the information and the building program will provide cost savings for the project
- The cost of the necessary improvements to the structure and infrastructure is a concern. Engineers would not be involved at this stage, although the futurist is anticipated to consult an architect, who could provide a range of costs for certain improvements.
- No decision has yet been made about the Waldorf Hotel. The Historic Landmarks Commission (HLC) unanimously denied a request to demolish the Waldorf in late 2012. One of the reasons was there was no City approved plan for the site. If the library futurist recommends that the library use the Waldorf space, that approach must be vetted. There have been passionate views expressed about this issue by community members. .
  - The City has rough cost estimates for demolition of the Waldorf. If the plan were to reuse the Waldorf building, the architect would have to estimate the rough cost of rehabilitating the building, which would add significant costs to the project. Director Estes stated that he is not in the position to know the outcome regarding the Waldorf; the process must be allowed to happen.
  - A lot of information on the building has been compiled about the Waldorf over the years. The City condemned the building in the 1980s because living conditions were dangerous. Even with some financial assistance, restoring the Waldorf has never penciled out.
  - Director Estes stated that if a plan recommended by the Library Board and adopted by the City Council identified a public need for the Waldorf space, a new demolition request could be filed for review by the HLC.
- One idea that has been discussed, should the Waldorf be demolished, is preserving the lower level of the façade. A board member felt that estimated costs could be off by more than a few hundred thousand dollars because of the deferred maintenance and uncertain status of the Waldorf. The infrastructure of both buildings should be included in cost estimates. An accurate cost estimate is needed.
  - Architects use a formula to develop costs estimates. The Board would ask that the futurist have an architect on their team to complete this task. The building program would determine the

services, which determines space. A decision cannot be made about the Waldorf until the building program is complete.

- A qualified and experienced architect could develop accurate figures and would understand how the building was built, building codes, current costs of necessary upgrades and changes, etc., so acquiring an accurate cost estimate is possible.
- The futurist's study area includes the entire library site and potentially the Waldorf building. The Waldorf needs to be considered as a possibility.

Discussion continued about the timeline for the process with these key comments:

- The student presentation is scheduled for April 2013. Once the Board recommends to City Council that a futurist be hired, Staff will begin the consultant procurement process. Staff is working with the City Attorney to comply with the City's purchasing codes. A contract should be presented to City Council in May 2013.
- The library futurist will likely need about three or four months to complete their work, so plans could be presented to City Council in October 2013. Beyond this, the timeline of events for this project is uncertain at this point due to funding. Staff, the Library Board and ALFA will have to collaborate on fundraising efforts and grant applications.
- Creating a 501(c) (3) as a fundraising vehicle for this project is acceptable; other City entities have separate non-profit organizations. Director Estes suggested the scope of work include determining and recommending granting entities that give grants to libraries and what community fundraising model should be used.
  - Whether grants are more successfully obtained by a city or foundation depends on the granting entity. Some foundations are hesitant to grant to cities, while some only accept grant applications from cities. The Community Development Block Grant for the Senior Center was a grant which only municipalities could receive. Other private non-profit foundations may be more inclined to grant to another 501(c) (3).
  - Forest Grove discussed the value of hiring a professional grant writer, which is a good idea.
- A Board member asked if a bond could be issued for the library improvements. There was discussion regarding the tax system in the State of Oregon. City Council would ultimately decide whether the City should consider floating a bond. The City is already approaching its compression limit. The City's budget is already tight, over the next few fiscal years.
- As this point, the contract for a futurist is expected to go before City Council in May with the futurist presenting their report in September. City Council will want a recommendation regarding the final report from the Library Board as Council reviews the opinion of the board prior to considering a request and considers the Library Board to the experts within the field.
  - When considering the timeline, it is important to understand that any issues that arise need to be resolved before moving forward so that they do not unfold at City Council
  - The futurist's report would include rough cost estimates and information that would be used to apply for grants. Grant applications require requests of something specific.
    - Similar to the senior center, the architect will have to design around the rough estimate provided in the futurist's building program.
- Once the building program is adopted by City Council, a grant writer could be hired and the work can begin for ALFA and the Library Board in community fund raising. The vision and tasks will have been established and the community's wants known. The Board and ALFA will have to work together with Staff to implement the building program. Some difficult decisions may have to be made about fundraising and hiring a grant writer. The Library Board's leadership, library supporters and champions of the project will be needed to get the community excited about the project.

Gregory Lumbra moved that the Library Board recommend to City Council that Staff secure the services of a library futurist planner, based on the outline presented to the Board, to engage in next steps in preparation of bringing a contract to City Council. The motion was seconded by Arline LaMear and passed unanimously.

Chairman Oser believed this was an important moment in the Board's and Library's history. Director Estes appreciated the Board's support, adding that getting direction from a board is very helpful.

#### **Item 8(b): Naming the Fund Raising Non-Profit**

#### **Item 8(c): Newspaper Column**

Chairman Oser stated that the naming of the non-profit and the newspaper column would occur in due time as the renovation project moves forward.

**Item 8(d): Review of Student Panels**

Director Tucker discussed the presentation of the Student Panels during the Library Director's Report.

The following item was added to the agenda.

**Added Item: Discussion of Open Board Member Position**

Chairman Oser reiterated that Library Board members should speak with possible candidates for the open position on the Board.

The Board discussed the qualities they would seek in a Board member candidate, which included a love of, enthusiasm, and passion for libraries; enjoys fundraising; have a general sense of how a library functions; collegial, cooperative in a group; realistic, yet visionary; hard worker; diversified age group; and being interested in renovation. Additional comments included:

- The importance of candidates understanding how a library functions may be necessary during renovations because realistic expectations of staff and budgets will be essential.
- Being collegial and cooperative in a group is important because there would be a lot of consensus and compromise over the next four years.
- Director Estes stated he would speak to City Manager Benoit about the Board's comments on this matter.
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Mr. Lumbra suggested that the Library Board would like to have seven members. Mr. Lumbra also inquired about the possibility of creating a separate organization to do the fundraising. Director Estes replied the Parks Foundation is a 501(C)(3) with members who are also on the Parks Board. The foundation is a separate entity affiliated with the Parks Board. Director Tucker added Forest Grove had a foundation and also a fundraising group.

Mr. Lumbra asked Director Estes to speak with City Manager Benoit about developing a pool of people interested in serving on the Library Board to present to Mayor Van Dusen. Director Estes stated he would talk with City Manager Benoit.

Chairman Oser believed expanding the Board at this time was premature. The Board has one position that needs to be filled and at that point, the Board could make a recommendation to add Board positions.

**Board Member Comments:** Chairman Oser stated that Director Estes' help in getting the Library Board organized has been invaluable.

Ms. LaMear added she is delighted that the Board is moving forward.

Mr. Lumbra also expressed his thanks to Director Estes for giving the Board direction.

**Public Comments:** There were none.

**Items for Next Meeting's Agenda:** Chairman Oser asked Board members to let him or Director Tucker know if they have items to add for the April 23, 2013 agenda.

**Adjournment:** There being no further business, the meeting was adjourned at approximately 5:03 p.m.

Respectfully submitted,

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Jane Tucker, Library Director