

Astoria Public Library  
Astoria Library Board Meeting  
April 23, 2013  
3:30 p.m.

**Present:** Library Board members David Oser, Gregory Lumbra, Arlene LaMear, and Susan Brooks. ALFA representative Charlotte Langsev; and staff Library Director Jane Tucker. Community Development Director Brett Estes arrived during the Library Director's Report.

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

**Approval of Minutes:**

Chairman Oser noted that Steve Emmons was the ALFA Representative at the March 11, 2013 meeting and added Mr. Emmons' last name where appropriate in the minutes.

The minutes of the March 11, 2013 and March 26, 2013 meetings were approved with changes as noted.

Susan Brooks arrived at this time.

**Approval of Agenda:** Chairman Oser asked that the Open Board Member Position and an Update on the Library Futurist Planner be added to the agenda.

The Agenda was unanimously approved with the additional two items.

**Library Director's Report:**

Director Tucker distributed her report for March 2013 and reviewed the statistics, which show that the library continues to remain busy. The library averaged 93.18 circulation transactions per open hour. The library's value to the community was \$141,466. If library patrons had purchased every book at \$15 each, they would have spent \$62,520. Additional key discussion items were as follows:

- The Plinkit website, supplied by the Oregon State Library free of charge, was discontinued on April 15, 2013, when the City's new website went live.
- She agreed to speak to staff about the calculations used for the library's value to the community as audio books cost much more than \$15 each and magazines cost closer to \$8 each while the calculator uses \$2 per magazine.
- The construction workers have been very nice, even allowing the story time program outside where the construction company had someone speak to the children. Dump trucks were driving by and cranes operating. The library has not received many complaints about the construction and construction has not reduced the number of library patrons; the library has been busier than ever.
- She noted the second presentation of the students' renovation ideas was well attended on April 16<sup>th</sup>.
- She noted the handout titled "*Notes for Library Budget 2013/2014*" that was distributed to the Board, adding that City Manager Benoit and Finance Director Carlson are both aware of the anticipated questions and probable answers discussed in the handout. She confirmed that Mr. Lumbra and Councilor LaMear would attend the budget meeting on Wednesday, April 24, 2013. Director Tucker would be available via cell phone during the budget meeting as she would be attending the Oregon Library Association meeting. Ms. Brooks will try to attend, but is unsure if she will be able to make it.
- Director Tucker clarified the budget for library materials had been reduced by \$7,075; the library's total budget reductions were about \$15,000.

The Library Board discussed budgeting for attendance to the Public Library Association (PLA) conference. Director Tucker believed attending the PLA in Indianapolis would be beneficial given the upcoming renovations. Initially, funding was budgeted for two people to attend; however, the budget was reduced to allow one person to attend. The PLA conference is held every other year, so the budget fluctuates significantly from year to year. The PLA conference is held in a different location each time, which also affects the amount of funding required.

**Board Reports:** No reports.

**Update on ALFA Activities:**

Ms. Langsev reported that ALFA's current balance is \$4,388.75. This balance will be reduced by \$675 as the Board just approved the purchase of rigid plastic stands that allow books to be displayed with their front cover

showing. These stands will allow the library to promote various titles. Director Tucker stated the stands would be installed in the New Books area of the library. She thanked ALFA for purchasing the stands.

**New Business:** No New Business.

**Old Business:**

Two items were added to the agenda under Old Business.

***8a. Update on the Library Futurist Planner***

Director Estes stated that he and Director Tucker are working to refine the scope of work and have discussed public involvement. They anticipate a couple of town hall meetings. One meeting would be held towards the beginning of the process to get input from the public and one would be held toward the end of the process to report the consultant's findings to the public and allow for questions.

- The Sunday Market provides a good opportunity to obtain public feedback throughout the process and was successful during the Trails Master Plan and Riverfront Vision Plan. Public meetings on the Trails Master Plan were also well attended. The City advertised on radio and in the newspaper about being at Sunday Market and about 120 people provided feedback at the Sunday Market [05 1:10] The Sunday Market has given the City the space for free as long as the City pays the tent rental fee of \$10, should they choose to use a tent. The City has to provide a table and chairs. He suggested having a booth at the Sunday Market only at targeted times, not every week. Some people love town hall meetings and others prefer to spend five or ten minutes giving feedback.

He explained that staff is working with City Attorney Henningsgaard as to the appropriate process to hire a Library Planner / Futurist. It is anticipated that this will be brought to the City Council at their May 20, 2013 meeting for consideration.

Councilor LaMear added that the timing of the town hall meetings will depend on when a contract is approved.

Chairman Oser noted that the Library Board does not meet again until May 28, 2013 and asked if the Board could review the proposal that will go before City Council. Director Estes explained that any scope of work develop will match the bullet points presented at the March 26, 2013 Library Board meeting; however, the City will be requesting a bit more with regard to public involvement. There are certain sensitivities with a board negotiating a scope of work, but Director Tucker can informally share via email the scope of work and explain the process.

Chairman Oser explained he wants to attend the City Council meeting with an understanding of what will be presented. Director Estes noted the memos are prepared a week in advance of the meeting to allow the public to review the information prior to the meeting.

Chairman Oser understood City Council will be looking for active involvement by the Library Board. Director Estes replied Council recognizes that the Library Board will be actively involved in the process and relies on the Board to make a recommendation where the issues have been fully vetted.

Chairman Oser noted the importance of increasing the number of board members, which is even more critical now; especially given the needs to staff Sunday Market and so forth.

Director Estes described the differences between the RFP/RFQ and direct appointment processes. In the case of an RFP/RFQ, Staff would identify specifically what is needed and each candidate or firm would submit a scope of work detailing who would do the work, their qualifications and how they would address the library's needs. A committee would review and grade the submitted proposals according to the items discussed at the March 26<sup>th</sup> meeting.

Chairman Oser asked that Staff provide the Library Board with the proper information and input to enable the process to proceed smoothly. Director Estes noted that feedback from Library Board at the last meeting about what they wanted in a consultant team has allowed Staff to move forward. He believed they were achieving the goals that have been set. Chairman Oser clarified he was simply asking that Staff reach out to the Board or its members to provide any needed assistance. Director Estes stated that any Board member can attend the City Council meeting when a contract is considered. Library Board recommendations will be included in the memo to City Council.

**8b. Open Board Member Position**

Chairman Oser said he was uncertain about the best way to find new Board members. Director Estes encouraged the Board members to recommend individuals and identify their strengths to Director Tucker, who would forward the recommendations to the mayor, who takes the appointment of Board members seriously and is open to ideas and suggestions. Director Tucker stated she would resend the list of desired qualities the board is looking for in a new member. Director Estes suggested recommending specific people and listing each person's strengths which will help the Mayor make a decision. The Mayor may still make a different appointment, but will appoint a qualified person.

Chairman Oser suggested each Board member find several qualified people for Director Tucker to recommend.

Director Estes thanked those who assisted with the open houses, adding he believed the newspaper coverage was great.

Director Tucker thanked the Board for recognizing Staff on National Library Worker Day. Staff enjoyed the cake, which had a picture of the library on top. Councilor LaMear explained that an employee at Fred Meyer actually took the photo specifically for the cake.

**Board Member Comments:** No Board Comments.

**Public Comments:** No Public Comments.

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

Councilor LaMear noted the Library Board would need to follow up on the Old Business items discussed today. Director Estes added Staff would present the next steps in the process of hiring a futurist planner, as the Library Board will meet after City Council. He hoped to hear back from City Attorney Henningsgaard by next week.

Councilor LaMear added the Board would need to discuss names for the revitalization project.

Chairman Oser asked that Board expansion be added to the agenda sometime soon. He believed it would be good to recommend those who are interested in a Board position as well as solicit people that Board members believed would be good to have on the Board.

Director Tucker asked that specific names and contact information be emailed to her, along with a little background as to why they were recommended. Councilor LaMear believed finding someone who was not already involved with other Boards or committees would be beneficial.

Director Tucker noted Director Estes had received as a gift the loan of Juanita B. Price's Building Program from March 1965 for the Astoria Library Building. Copies of the loan would be made as the original is in delicate condition. Director Estes explained that someone from Berkley, California was the consultant who developed the building program for the library building. Ms. Price was the children's librarian at the time. She is now 92 years old and found the document in her records. She also had a clip of the newspaper article that featured an interview with the library consultant. The original document will be returned to Ms. Price after copies have been made.

Director Estes believed that even though this document originated in 1964, it will serve as a good example of a building program. He and Director Tucker noted some of the details of the document. The Board briefly discussed how library needs have changed since then. Director Tucker stated her goal was to include enough flexibility in the new building plan to accommodate the library needs for 20 or 30 more years.

**Adjournment:** There being no further business, the meeting was adjourned at 4:25 p.m.

Respectfully submitted,

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Jane Tucker, Library Director