

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES WORKSHOP  
Thursday, June 20, 2019**

**Members Present:** Allen Bone, Maggie Newman, Brooke Wegner, Holly Wurl

**Members Absent:** Clint Hoxie

**Others Present:** Jim Cary, Abbi Dooley, Mallory Witham, Angela Claver, Heather Miles, Kendra Mullison, Bob Bushnell, Rick LaPiana, Ginny DuBrucq

Workshop called to order by Chair Allen Bone at 4:03 p.m.

**ADDITIONS OR CHANGES TO THE AGENDA:** None.

**PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA:** None.

**NEW BUSINESS:**

**Strategic Facility Planning:**

Design meeting: Jim Cary with Cardinal Architecture from Seattle, WA led the group in a discussion about the plans for renovating the library building. Jim was the architect that created plans in 2008 when the library was planning for renovation.

Jim gave a brief history of the project from 2008 and spoke about his hopes for getting the renovation plans going again. He noted that the building turned 30 years old in April. He said that with the age of the building, it is due for upgrades. He then asked about the project goals.

Heather stated her goals in relation to the library's IT needs, including strategic placing of wiring for easy repair and replacement. She also noted the need for accessible computer stations. Angela stated that her goal from the circulation desk is a better line of sight and security. She also noted shorter shelving so that staff can see around the whole building. Maggie added that she wants to use the space we have more effectively and seconded the lower profile shelving. She also noted that traffic patterns need to be improved. Holly stated that she wants a higher capacity for books and reading materials. Kendra would like to see more flexibility in the children's section and wants to be able to hold more programming there. Allen added that the library needs an upgrade in general. Moving the director's office out away from the men's restroom and better utilization of space. Holly said that her concern is that she sees things getting smaller and smaller and questioned the size of a proposed small meeting room/study rooms. Ginny added that she is impressed with Abbi's sketch. Abbi stated that her goals are for the library to become a community hub. A place that everyone can meet, have social interaction, allow a space for families to get together with other families, and to become the "third place" (home and work are the first two) in Polson. She stressed the importance of the library being a welcoming space. Mallory noted the importance that people know where the library is, as this has been an issue for some visitors.

Jim recalled discussions from 2008 and noted that at that time the library was heavily used by children, families and the retired population. He also noted the library's unique summer influx. Abbi stated that this is still true and that the library wants to draw more middle and high school aged kids. Kendra noted that for families, Polson does not have any other indoor public spaces where children can play while adults can socialize.

Jim reviewed the goals with the group. He then asked to identify the needs. Those include (among other things) restroom upgrades, accessible shelving, better traffic flow, new flooring, specialized staff with work spaces near their respective areas, larger sinks, dishwasher and sanitizer, stackable washer and dryer, larger staff break room, and a clear line of sight. Angela requested some display space. Abbi noted the need for additional lockable cases for Montana materials. She stated that people have wanted to donate their collections but the library has no space to properly store them. More natural light and the view of the lake were mentioned. Abbi also noted the need for a permanent Makerspace and space for DVDs and audiobooks that can be re-purposed in the future if/when the popularity of disc media starts to wane. Abbi noted the addition of a coffee shop that would house the book sale, run by the Friends. It would create a social space for the public and would not take up valuable shelf space in the library for the book sale. The electric also needs to be updated. Jim concluded that the list is very comprehensive.

Jim spoke about his impressions of the building and the complicated way that it was built, and how that will affect the changes that the group wants to make. He noted that in 2008 the idea of moving the entrance to the east side of the building came out of the idea of using the library space to its fullest potential. Jim explained that the 2008 plans included major changes to the building, such as a new roof, HVAC system, and more and had about a \$2 million price tag. He understands that this project is scaled back from that.

Jim talked about the requirement of the meeting room to have an additional exit out of the building after hours due to the capacity (this affects the current entrance plan ideas). Abbi suggested another exit on the southeast corner of the meeting room, but Jim was unsure if it would comply. Maggie and Mallory noted the possibility of an extra door utilizing the bathroom that is in the small meeting room. Jim asked if the library could be run as two separate spaces (keeping the ramp and foyer). Abbi stated that it could but it is not feasible and defeats the purpose. Holly asked why we wouldn't be able to run two separate library spaces with the current staff. The response was that there isn't enough staff to be able to do that properly. Maggie noted that in the evenings when only two people are in the building, it would be a safety concern. Holly made the suggestion that if one side was the children's area it could be closed early to avoid this. Abbi stated that we would not close one section of the library early, and that all sections need to be available during the library's hours.

Abbi asked about the corner entrance and noted the welcoming feel it would give, having the new books and staff up front. She likes the idea of having the children's section in the southwest corner of the building and designing that space for safety. Ginny added that buildings with corner entrances are more visible to the community.

Jim explained the entrance options that were explored in 2008. He expressed concern about the requirement of a ramp in a corner entrance. He feels that keeping the current entrance, with modifications for ADA, is the most cost effective option. He stated that typically 20% of a construction budget is used to address accessibility. The staff expressed the issues that they have seen with the ramp and patron use. Abbi stated

that her biggest concern about keeping the current entrance is the division of space. She said it feels outdated and unwelcoming, and the ramp is a concern for those in manual wheelchairs and mobility issues.

Jim stated that one reason the corner entrance was dismissed in 2008 was because of the few windows that the library has for daylight. Heather stated that having the corner entrance with windows would be an opportunity for a spectacular entrance that would catch people's attention. Jim explained the difference between builds and remodels now versus just a few years ago with regard to ADA and inclusivity – not having a separate entrance for those requiring accessibility. Allen asked about utilizing the sidewalk. Jim feels that the sidewalk couldn't be ramped because it is a city sidewalk. Ginny added that a corner ramp could be possible if you look at all of the positives – including a deeper floor space for wiring. She also suggested bay windows in the children's area. Jim stated that the elevation at the corner is 8 inches which will require a five foot landing, an 8-foot ramp, and an airlock vestibule. There was discussion about the disadvantages of keeping the ramp.

Jim asked about the library's storage needs. Abbi stated that the Friends have their own storage for sale books and will remove additional books on a regular basis. She noted that the storage in the library is not bad, it is just badly organized and inefficient. Abbi has identified certain authors whose books wear quickly, and duplicate copies are being kept for them. She also noted that one of the local storage locations has generously donated a free unit for the tires, holiday decorations, etc. Heather addressed the need for reorganizing the server room. Abbi noted the desire to add more shelving so that things like the children's holiday books can be out year round. She stressed that the spaces just need better organization.

Jim summarized the library's renovation needs as follows:

- 1) Occupy the space where the ramp is currently.
- 2) The large meeting room needs to continue to have after-hours access for the public.
- 3) Central line of vision and control of the space from the circulation desk.
- 4) Corner entrance on the East side of the building to open the space.
- 5) Office spaces and work space redesigned for efficiency.
- 6) Bathroom renovations and adding soundproofing.
- 7) Improve natural lighting throughout the building wherever possible.
- 8) Change the atriums.
- 9) Makerspace/small meeting room.
- 10) Not closing during renovation.

Ginny asked about adding daylight to the plans. Jim reviewed the older plans and noted additions of windows on the north side of the building. Brooke and Abbi noted that the 2008 plans for the northwest atrium were well liked by the Trustees and staff and should be incorporated. Maggie asked about the possibility of matching the exterior where the ramp currently is. Jim said he isn't sure that is possible. Abbi suggested a different feature material and mostly windows.

Abbi brought up the issue of the fish tank and asked everyone's thoughts. The consensus was that the tank is very expensive to maintain, takes up a significant amount of space and therefore should not be included in the renovation plans. Abbi suggested that the library could get a small (household) size tank as a replacement.

Jim asked about the library's budget for the renovation. Abbi noted that with the current investments held by the Foundation and the library's reserve there is approximately \$1 million available now, but that is not necessarily the budget. She stressed the importance of doing a proper renovation now, and not having regrets and more expense in several years when additional changes need to be made. At this point knowing the cost of the design will dictate what is done. There was also a discussion about adding sprinklers. Jim didn't think it was required, but would check. Bob added that although the fire department is next door, it is a volunteer fire department so the response time may not be as fast as we think. Maggie noted that we are in a protection class 5 for fire, so response time is good. Abbi also added that several of the volunteer firefighters actually work at City Hall.

Abbi added that an indoor accessible book drop is on the wish list. Jim noted that they must have a 1 hour fire protection and a drain.

Ginny asked if many of the furnishings will be replaced, and if the \$2 million estimate from 2008 included new furniture. Abbi answered that she would like to repurpose the existing metal shelving by cutting it down, adding slatted walls on each end and a wooden top. She noted that the picture book shelving needs to be replaced, but the juvenile fiction shelving may be reused. She also noted special shelving for board books is needed. Abbi stated she would like more comfortable seating, some with plug-in capability for devices and laptops, and that the computer chairs will likely need replaced with plastic. Abbi noted that the staff will all need new and proper desks, as no one is using a standard desk at this time.

The desire to keep the library open during construction was stressed. Maggie said that she hasn't seen any locations that may work as a temporary location. Abbi mentioned the possibility of the golf course restaurant as a temporary solution in the winter, but the goal is to stay put. Abbi thinks it would be possible to work out of the meeting room on a temporary basis. She also said that the Story Shuttle could be utilized as a mini-bookmobile temporarily.

**OTHER BUSINESS:** None.

**PUBLIC COMMENT:** None.

**NEXT RENOVATION MEETING:** The next special meeting of the North Lake County Public Library District Board of Trustees is scheduled for Thursday, July 11, 2019 at 5:00 p.m. at the library.

**NEXT REGULAR MEETING:** The next regular meeting of the North Lake County Public Library Board of Trustees is scheduled for Thursday, June 27, 2019 at 5:00 p.m. at the library.

The meeting adjourned at 6:05 p.m.

Respectfully submitted,



Abbi Dooley, Library Director