

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES WORKSHOP  
Thursday, July 11, 2019**

**Members Present:** Allen Bone, Clint Hoxie, Maggie Newman, Holly Wurl

**Members Absent:** Brooke Wegner

**Others Present:** Jim Cary, Abbi Dooley, Mallory Witham, Heather Miles, Kendra Mullison, Melanie Brooks, Connie Brownell, Bob Bushnell, Cindy Willis

Meeting called to order by Chair Allen Bone at 5:00 p.m.

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

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

**NEW BUSINESS:**

**Strategic Facility Planning:**

Jim Cary opened the meeting by asking about changes or questions regarding the notes from the meeting on June 20, 2019. He asked all present to list on their agendas three things that they like about the library.

Jim presented large, color diagrams of the design options that were reviewed. He also provided some smaller color copies to those in attendance. He first reviewed the existing library layout and the proposed layout.

Next, the proposed designs for the new entrance were explained and discussion took place about all four of them. Each design utilizes the northeast corner of the building. Variations on roof size, door direction, and ramp/stair configurations were presented. Jim noted the hallway between the large meeting room and the entrance and explained that the change to the building code led to this design. The addition of sprinklers throughout the building could alter this design.

The overall consensus was that the hallway is not ideal, but will likely be necessary. Possibilities for the additional meeting room exit were discussed, including an exit to the fire department's parking lot. Jim explained that the library would have to acquire some property at the exit or get an easement, as you must exit onto your own property. Abbi asked if the hallway could be removed easily in a future renovation in the event the library is able to acquire the fire hall. Jim stated it would be easy to remove.

The various entry design options were discussed with the group. Both pros and cons were presented for each. Jim explained that roof lines and coverage can be changed on any of the designs. Snow removal and ice were concerns. Heated concrete was suggested. Door types were also discussed. Jim noted that sliding doors have a constant hum which may be an issue in the library, and they are difficult to time as they are on a motion-sensor. Jim suggested everyone think about the entrance options and give their feedback to Abbi.

Jim then presented the interior options and noted the importance of deciding where the children's section should be placed. Jim stated that in his experience, children's spaces drive how most library spaces are used. Bob Bushnell asked for clarification on what Makerspace is. Kendra explained that it is a growing trend in libraries to do STEAM programming (science, technology, engineering, art, and math), and that it is a hands on, flexible use space for those that want to make things and create. Clint asked if the Makerspace is an enclosed space. Abbi stated that it would be enclosed and locked and accessible at specified times.

Kendra asked about the absence of a family bathroom in the drawings. Jim responded that it just isn't in the drawing yet, but has not been forgotten. Cindy asked if the designs give the staff enough space to do their daily work. Abbi responded that it does. Discussion was held on the book drop design and Abbi added that it would be nice if there was a work space in the enclosure so that books could be checked in, cleaned and put on a cart for shelving all in that one space. This book drop design would meet fire code in that it would be a one hour rated fire-proof enclosure with a drain.

Cindy Willis asked about the coffee shop and noted that the Spokane Public Library has a coffee area and gift shop that is staffed by a volunteer.

Clint asked if there is anything that is missing from the design. Abbi answered that the family bathroom was the only main thing missing.

Clint also asked what the visibility for the staff to the library floor would be in the current design. Jim noted that the staff would be interspersed throughout the library floor so there will be good visuals. Abbi mentioned the idea of moving the meeting rooms to the north wall to keep the family bath in place almost where it currently is.

Abbi stated that she would like the staff area (break room and work room area) to be completely secured with secure access doors in the event of an active shooter or other dangerous situation. Others agreed that would be a good idea.

Access to the bathrooms was questioned in the current design. Jim explained that there would be a gate or doors from the library into the bathroom area. Abbi noted that doors may help keep the sounds and smells from the bathroom contained. Jim also noted that he suspects the walls were not built to the ceiling between the men's restroom and Abbi's office which is likely the cause of the noise traveling. He will design it to have the walls built all the way up to prevent this.

The second design option was discussed which would move the children's area to the northeast portion of the library near the entrance. Bob asked about the current noise level of the children's area. Abbi responded that there have been some complaints, but often parents are more concerned than the staff is about the noise. Kendra added her thoughts, stating that when you walk into a library, what you see first is an instant message about what the library's priorities are.

Abbi described the patterns of the current patrons, noting that many patrons come in to pick up a book on hold, possibly look at the newest books and then leave. Clint expressed that his preference is to be able to get in and out quickly. Abbi added that many libraries have gone to having a holds shelf where patrons get their own holds. Clint expressed interest in this. Holly asked how the library prevents someone from taking a book from the shelf that isn't for them. Abbi responded that the system will give an error and will not allow the item to be checked out to anyone other than the person who has it on hold.

Maggie noted that it seems that there are more adults using the library than kids. Abbi stated that it is about even.

Clint added his thoughts on child development and the placement of the kid's area. His hope is to create more early literacy by having children exposed to the library at an early age.

Abbi explained that the computers are an issue now and that she would like some computers near the children's area that they can play games on. She noted that she wants to encourage the kids that come in for the computers to get engaged in programming and to interact more with the kids section.

Jim agreed with both Clint and Abbi. He liked the idea that kids would pass through the entire library before arriving in their section, and that it is a way to open their eyes to the parts of the library they will use as they grow up.

Jim stated that he has been working in the library before each meeting, and noted the poor seating space. He has designed the addition of more windows and seating sections near each amongst the stacks. He stated that he hopes that teenagers and young adults would feel more welcome in the new space.

Allen noted that he would also like to see the small meeting rooms moved to the north wall. Bob asked Abbi what the vision is for the coffee shop. Abbi answered by stating that the space would be built to run as a coffee kiosk by a local business and would not be staffed by employees.

Abbi described how when you come into the Helena library there is a small coffee kiosk and lots of seating, both low and high. She would like to see something similar and likes the idea of a long high table with plug-ins. Everyone agreed that they do not want the first thing patrons see to be the coffee shop.

Abbi reiterated that her two biggest priorities for the entrance are for patrons to see welcoming, friendly staff and for the staff to have a line of vision to know who is entering the building.

Clint asked how a decision is made when all of the options are very workable. Jim stated that meetings like tonight are very helpful to him in sorting out the priorities. The curve ball for him is the meeting room and its entrances and exits.

Mallory asked if the group needed to come to consensus before he could continue. He stated that he wants to give everyone time to think about and discuss the options.

Abbi stated that after reviewing all of the options she likes parts of option 2 with an eastern facing door. Jim said he could have the outside door at one spot and then patrons would turn and the interior door could be further toward the middle. This would also help with the airlock.

Flooring options were discussed as well. Abbi expressed interest in using vinyl for cleanliness. Clint noted that noise levels increase with the removal of carpet. He would not want to stay in the library if it was too loud. Holly stated that vinyl can be slippery. Industrial carpeting and a vinyl traffic path were noted.

Jim asked about schedules for the next meeting. Clint asked what the meeting agenda would be. Jim stated it would be to further discuss designs. It was agreed that a Go To Meeting would suffice and Jim would meet with the board virtually. He will send drawings late in July. The meeting will be Thursday, August 8<sup>th</sup> at 5:00 p.m. Jim will follow up with Abbi next Thursday, July 18<sup>th</sup> to go over thoughts from tonight's meeting.

**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, August 8, 2019 at 5:00 p.m. at the library.

**NEXT WORKSHOP:** The next workshop of the North Lake County Public Library District Board of Trustees for the purpose of discussing the FY2020 budget is scheduled for Wednesday, July 17, 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, July 25, 2019 at 5:00 p.m. at the library.

The meeting adjourned at 7:06 p.m.

Respectfully submitted,

*Abigail J. Dooley*

Abbi Dooley, Library Director