

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES WORKSHOP  
Thursday, April 4, 2019**

**Members Present:** Allen Bone, Bruce Harrop, Brooke Wegner, Holly Wurl

**Members Absent:** Maggie Newman

**Others Present:** Abbi Dooley, Mallory Witham, Virginia DuBrucq

Meeting called to order by Chair Allen Bone at 5:02 p.m.

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

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

**BOARD BUSINESS:**

**New Business:**

**Strategic Facility Planning:** Abbi started the workshop by explaining the idea of a Strategic Facility Plan, which is a four-step process to identify the needs of the building and ensure changes to the building are in line with the library's mission, vision, values and goals. Abbi stated that she does not want to dive into projects without considering the larger renovation. There is a fear of having to undo or redo a project if we don't have the final picture firmly in mind.

Abbi identified the following as pressing needs that she sees for the building:

- Replacement and restructuring of the atrium windows
- Exterior improvements including painting the building and re-landscaping
- Re-flooring the entire space (meeting room possibly excluded)
- Remodeling public restrooms, including adding all hands-free facilities and new water dispenser
- Redesign of the staff workspace, office and kitchen/janitorial area

Abbi added that the carpet and vinyl in the main library are 30 years old. There are areas in the carpet that are buckling causing tripping hazards. It is very expensive to have the carpet professionally cleaned. Abbi stated she would rather have high-quality vinyl flooring for ease of cleaning and long term maintenance.

Abbi stated that the public restrooms need a complete overhaul. The tile and grout are cracking, the toilets have been fixed multiple times, the sinks leak, and now the drinking fountain is too expensive to repair.

Abbi explained that the space in the staff area is not adequate for the size of staff. The break room can only handle one person at a time. Abbi has reviewed the 2008 plans and likes the ideas that were suggested to remodel the space. By turning Abbi's office into the staff breakroom, it would allow enough space to add a dishwasher/sanitizer and multiple staff members can use the space at the same time. The janitor's room would move to the existing breakroom space and the staff restroom could be redesigned to add storage for staff and volunteers' personal items. Abbi also noted that either a washer and dryer should be added or the

library should contract with Missoula Textiles to handle washing of the book cleaning rags. A washer and dryer would be beneficial to be able to also clean soft toys and the bean bag covers. Bruce asked about possible throw rugs over vinyl and added that a stackable washer/dryer combination would be ideal.

Abbi also noted that an indoor accessible book drop would be ideal. The existing book drop is aging and getting more and more difficult to both open and lock.

Most importantly, Abbi noted the security issues in the current design because of the odd wall angles that create blind spots. The front desk staff cannot see who is coming into the library until they are literally at the desk. Allen asked about the idea of moving the central circulation desk to the foyer area and if we could we keep our bathrooms where they are. Abbi replied that the issue is keeping the washrooms accessible to the meeting room after hours while keeping the library itself secure. Abbi also noted that April 15<sup>th</sup> is the 30<sup>th</sup> anniversary of the dedication of the building.

There was discussion about having the staff breakroom sharing a wall with the men's restroom as this is currently a noise issue. It was noted that sound-proof insulation will need to be added to the wall in the men's restroom.

The meeting attendees then took a walking tour of the library. The following were items of note:

- Bruce noted that there is tile on the exterior of the building above the atriums.
- There is a small crack in the drywall in the northeast atrium.
- The small hallway leading from the annex to the exterior was noted as being odd, and it was thought that the restroom in the annex could be made larger and more accessible by adding that hallway space.
- Abbi would like to see the children and juvenile area in the current annex; a small meeting area and coffee/tea shop with book sale in the current small meeting room and atrium. Holly is opposed to the coffee shop addition.
- The touring group noted how small Abbi's office and the staff breakroom are.
- Abbi stated that she would like the shelving to be shortened so there is a visual all the way to the back walls of the library. Virginia questioned what affect that would have on the collection. Abbi noted that the non-fiction, Montana and large-type collections would be fine as they are already moved to fewer shelves and that by moving the children's area that would free up additional space for the fiction collection.
- A discussion was held about adding a second set of exterior doors to create an air-lock on the ramp. The new set would be at the top of the ramp on the flat portion.
- Several looked at the cracking in the tile and drywall in the restrooms.

After the tour, several trustees and Virginia (a retired architect) looked over the 2008 renovation plans as well as the original building plans. Allen stated that Virginia was able to look at the original plans and indicated that the ramp slope is okay for ADA compliance. He will confirm this with her.

Much discussion followed about what can and cannot be used from the 2008 plans.

In the end, it was decided that it is too late in the year to secure a contractor to replace the atriums as they would be open and exposed to the elements during the renovation. The group will plan to go out for bid so that these can be fixed in summer 2020. The group also decided that the restrooms are a top priority and

could be renovated without affecting the overall building renovation. The goal for renovating the restrooms is Fall/Winter 2019. The staff work area and overall renovation should follow.

Abbi noted that she does not have a fireproof safe. Holly asked if there were any in the building and Abbi said no. Abbi noted that the cabinet she has in mind could replace all three of the filing cabinets currently in her office and would be fireproof.

Holly suggested that the group should decide the fundamentals, get ideas sketched out, combine the existing plans, and then get some advice on architectural vs. structural contracting to meet the basic "must dos". The group all agreed with Abbi that we don't want to do projects then have to undo them during further renovation. Holly said she is not opposed to, but does not like the idea of spending more money for new architectural blueprints. The group agreed, but Abbi added that we do not have the construction blue prints and would likely have to spend additional money to get those from the architect.

Bruce added that he is glad Abbi's idea is to leave the entrance as is. For expense purposes, this will be most cost effective. Holly stated that the flat roof concerns her and she wants to make sure that it is properly maintained. Abbi assured her that the roofing company comes twice per year to check on it and perform maintenance. Holly suggested the contractors could come more often.

Abbi then made the point that the first thing that needs to happen is to figure out how the renovations will be paid for. She would like some assurance that the Foundation is going to help pay for the renovations before we get started with any bidding process. If not, the library only has what is in the depreciation fund, which is approximately \$260,000.

It was agreed that a simple rendering of the redesigned space is needed to present to the Foundation. Allen stated that Virginia had mentioned to him that a group in Lakeside who is working with non-profits might be able to help with that. Allen will check into this further.

Abbi will check around town to see if the original building blueprints can be scanned and shrunk down so that they are easier to work with.

The workshop adjourned at 7:50 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Abigail J. Dooley".

Abbi Dooley, Library Director