



## **LIBRARY EXPANSION TASK FORCE MEETING MINUTES**

**AUGUST 25, 2011, 6:00 PM. LEDDING LIBRARY POND HOUSE**

### **MEMBERS PRESENT**

Chair Scott Churchill, Tom Hogan, Ed Zumwalt, Jerry Connelly, Kathi Schroeder, and Mark Docken.

### **STAFF PRESENT**

Joe Sandfort

### **GUESTS PRESENT**

Katie Schwab, Ceci DeNovo and Peg Tarbox

### **SUMMARY OF DISCUSSION**

#### **Survey-Communication Subcommittee**

Library Expansion Task Force (LETF) Chair Scott Churchill began the discussion by announcing that the first of three library expansion-related surveys is ready for distribution. The survey timeline has been pushed back a little due to a possible conflict with other city related surveys. It was decided that English and Spanish versions of the survey would be placed online and that dual-language paper versions would be available at the following locations: Milwaukie Farmers' Market, the Ledding Library, the city's Johnson Creek Building, the Milwaukie Center, Milwaukie City Hall and the Family Support Center. It was also recommended that collection boxes for the surveys be placed at each location as well. Fliers (3½" by 8½") and posters (8½" by 11") that will refer people to the online survey version will be placed throughout the community, primarily at businesses. It is hoped that the survey can be publicized in the Milwaukie Pilot and that fliers can be placed in the water bill mailings. Both the online and print surveys will be available in English and Spanish. The LETF felt that fliers could be distributed at events such as the First Saturday Music programs, the Poetry Series readings and at the First Friday event. LETF member Ed Zumwalt recommended that 50 posters be made and that they be placed in high traffic areas. Member Mark Docken said that survey publicity should be distributed as widely as possible so that the community is fully aware of the proposed library expansion and so that the LETF receives the best input possible from the community. Jerry Connelly agreed with Mark and stated that the various survey formats would attract responses from different demographic groups.

#### **Site-Location Subcommittee (SLS)**

LETF Member Tom Hogan reported that the Site-Location Subcommittee of the LETF met on August 18, 2011 and refined the responsibilities with which it has been charged. Tom stressed that the first priority of the SLS will be to determine the current library site's capacity for expansion. He went on to say that the SLS will need to work closely with the Programming Subcommittee when determining space needs in conjunction with a library

expansion. Tom then said that another task of the SLS will be to engage a construction consultant who can provide preliminary costs associated with a library expansion. The next meeting of the SLS will be held on Thursday, September 8 at 6pm at the Pond House

### **Programming Subcommittee**

Scott said that he would begin the process for convening the Programming Subcommittee (PS). Mark offered to look on the Internet for architectural plans for libraries in the 25,000 to 30,000 square foot range. Ed said that the PS would need to consider the impact on current library service caused by the adoption of new groups into the service area.

### **Consultant Engagement**

Scott then provided a summary of the Task Force's timeline, saying that the LETF would gather input from the surveys and present this information to the City Council. To augment this presentation, Scott recommended that visual aids would be essential in this process. An architectural rendering and/or a massing model would provide a clear understanding of what a library expansion would look like. Scott felt that he may be able to find an architectural student who could produce a rendering or a model.

### **General Comments**

The LETF then discussed the nature of costs associate with a library expansion. It was noted that costs need to be kept in mind at all times, but should not serve as the primary mode for determining all facets of the expansion. Several members said that the project may need to be done incrementally. Joe said that the library expansion will be a topic of the City Council Study Session on September 27, 2011 and encouraged LETF members to attend.

### **DOCUMENTS REFERENCED**

The final survey, as produced by the Survey / Communications Subcommittee at its July 18, 2011 meeting and amended by the LETF at its July 28, 2011 meeting.

### **PUBLIC COMMENT SUMMARY**

None

The next meeting of the LETF will take place at the Pond House at 6pm on Thursday, September 22, 2011.

**MEETING ADJOURNED AT 7:10 P.M.**