

**Minutes of the James River Valley Library System
Library Building Committee
Wednesday, March 23, 2022**

Building Committee members present via Zoom were Char Freeberg (chair), Pam Phillips, Joe Rector, Jill Pfaff (secretary), Ashley Strukel, Gail Martin, Kelly Rachel, Tim Nill, and Katie Webster. Absent was Allison Limke.

Char called the meeting to order at 12:00 pm.

MINUTES

Pam made a motion to approve the June 23, 2021, minutes, seconded by Char. Unanimous aye. Motion carried.

WELCOME NEW BUILDING COMMITTEE MEMBERS

Welcome to Pam Phillips (Library Board) and Katie Webster (Friends) to the Building Committee. Pam will be replacing Jay Nitschke and Katie will be replacing Megan Hennes.

WELCOME LEE DOBRINZ FROM JLG ARCHITECTS

Lee Dobrinz from JLG Architects was introduced. He will present the draft of the space needs study.

REPORT FROM TRIPS TO VISIT OTHER LIBRARIES

Joe shared a PowerPoint presentation of visits by representatives of staff and the library board to several libraries in our region. Libraries visited were Morton-Mandan Public Library, Bismarck Veterans Memorial Library, K.O. Lee Aberdeen Public Library, West Fargo Public Library, Grand Forks Public Library, Minot Public Library, and Ward County Public Library.

REPORT FROM LIBRARY BOARD MEETING

Joe reported on the following from the Library Board Meeting:

- Reviewed draft of Space Needs Study
- Discussed the City and County decision to extend the deadline to withdraw from the Memorandum of Agreement by one year
 - City and County want the Library Board to make a clean plan for future of Library System
- Discussed holding a Board retreat to discuss future of our Library System

DISCUSSION OF SPACE NEEDS STUDY DRAFT WITH LEE DOBRINZ

Lee Dobrinz with JLG Architects discussed the draft of the Space Needs Study with the building committee:

- Public meeting recap
 - Although there was some overlap from attendees at the various input meetings, there is some alignment between each of the three meetings with the types of spaces
- Joe and Jill reviewed the previous draft and found space efficiencies which reduced the square footage by approximately 3,000 square feet
- The benefits of having the space needs study
 - Gives Library Board and Building Committee an understanding of space needed for site selection

- Helps guide decisions for the next step in planning

Pam made a motion of acknowledgement of support for the Space Needs Study, seconded by Kelly. Roll call vote showed 9 ayes, 0 nays. 1 absent. Motion carried.

LETTER OF SUPPORT FROM CITY

Joe shared a Letter of Support from the City Council which expresses support for the library saving funds for a new or expanded library.

NEXT COMMITTEE MEETING

The next committee meeting is Wednesday, April 20, 2022, 12:00 pm, via Zoom.

ADJOURNMENT

Char adjourned the meeting at 12:44 pm.

Respectfully submitted,

Jill Pfaff

**Minutes of the James River Valley Library System
Library Building Committee
Wednesday, April 27, 2022**

Building Committee members present via Zoom were Char Freeberg (chair), Joe Rector, Jill Pfaff (secretary), Ashley Strukel, Gail Martin, Kelly Rachel, and Katie Webster. Absent were Pam Phillips, Tim Nill, and Allison Limke.

Char called the meeting to order at 12:01 pm.

MINUTES

Kelly made a motion to approve the March 23, 2022, minutes, seconded by Ashley. Unanimous aye. Motion carried.

REPORT FROM LIBRARY BOARD MEETING

Joe reported on the following from the Library Board Meeting:

- Reviewed draft of Space Needs Study with Lee Dobrinz
- Contracted with Debora Denny for facilitation services

WELCOME DEBORA DENNY

Debora Denny was introduced. Debora will be meeting with various library stakeholders to help facilitate the library board getting on the same page.

TIME LINE FOR NEW LIBRARY DISCUSSION

Joe shared a proposed time line draft for a new library.

Jill made a motion to accept the timeline with changes as needed, seconded by Kelly. Roll call vote showed 6 ayes, 1 nay (Martin). 3 absent.

OPEN DISCUSSION OF SUGGESED LOCATIONS FOR NEW OR EXPANDED LIBRARY

An open discussion was conducted regarding possible site locations for a new or expanded library. Joe outlined options including expand to the north of ADPL, renovate an existing building, or a new build.

Kelly suggested site studies should include: #1 Maranatha building, #2 new facility, and #3 existing building such as the Wells Fargo Bank building.

Gail suggested Joe put out a request for public input for site locations when on his regular radio interview.

Joe discussed the Maranatha building as an option. The building could possibly be turned into a three level structure after expansion and it would preserve the historical aspect of ADPL. However, it wouldn't have the expanded parking.

The building committee would like to know what the library board wants the group to focus on next.

Katie suggested JLG write up a quote to find out what the next step would cost.

NEXT COMMITTEE MEETING

The next committee meeting is TBD, via Zoom.

ADJOURNMENT

Char adjourned the meeting at 12:48 pm.

Respectfully submitted,

Jill Pfaff

**Minutes of the James River Valley Library System
Library Building Committee
Wednesday, June 29, 2022**

Building Committee members present via Zoom were Pam Phillips, Joe Rector, Jill Pfaff (secretary), Ashley Strukel, Gail Martin, Kelly Rachel, and Allison Limke. Absent were Tim Nill and Char Freeberg. Also present were Debora Denny and Friends of the Library member Rebecca Nyberg (arrived via Zoom at 12:12 pm).

Pam called the meeting to order at 12:00 pm.

MINUTES

Ashley made a motion to approve the April 27 minutes, seconded by Gail. Unanimous aye. Motion carried.

REPORT FROM LIBRARY BOARD MEETING

Joe reported on the following from the library board meeting:

- The board requested an agenda item for the next board meeting, which will give them an opportunity to discuss sites, etc. The board is looking for any suggestions from the building committee.
- The library presented at the last County Commission meeting and requested more money than what the County allows. Joe felt the library's points were thoughtfully heard by the Commission, and that the Commission will do their best to honor the library's request.

Status of time line for new library

Joe informed the committee the library board continues to work with Debora Denny. Debora has given the board a list of next steps, which will take the board through the summer and fall. The time line for a new library will be on hold until the work with Debora is complete.

Gail suggested the time line be added to the minutes. By consensus, the building committee agreed to attach the time line to the June minutes, since the May minutes had already been approved.

CRITERIA FOR NEW/UPGRADED/EXPANDED LIBRARY – DEBORA DENNY

Debora created a template to help the building committee create a list of objective criteria for a future library building initiative. This is a list the committee can refer to when they are doing an analysis of possible choices for a new, upgraded, or expanded library. Debora said this criteria could be passed along to the library board, and then the library board would have an opportunity to vet it. The committee then shared their ideas they would like to have on the objective criteria list.

Debora's notes are attached.

NEXT COMMITTEE MEETING

The next committee meeting is July 27 at 12:00 pm, via Zoom.

ADJOURNMENT

Pam adjourned the meeting at 1:00 pm.

Respectfully submitted,

Jill Pfaff

Timeline for New Library (Draft)

May 2022 – Board approves Space Needs Study

Board meets more frequently in May & June (or have a retreat)

Realtor updates prices for various properties; contacts any additional property owners as requested by the library

Ongoing consultation with State Library

June 2022 – board decision regarding site study or studies by the end of June

July 2022 – communicate progress to City Council & County Commission

Sept. 2022 – site studies due from architect, including site layout, budgets, floor plans, and visual representations of the project

Sept. 2022 – Approval from State Library

Oct. 2022 – Board chooses a site to focus on, including a plan for the future of Alfred Dickey Public Library

Nov. 2022 and onward – begin communicating the plan to our community using multiple methods

Dec. 2022 – presentations to City/County regarding the request from the Library Board

Feb. 2023 – Agreement between City & County regarding funding for the library (must be in place in order to move forward)

Permission to purchase property will have to be obtained from City/County

Funding for purchase should come from library savings

If any funding must be borrowed, the necessary legal process will be followed

Once a site is purchased, fundraising for the project begins

Continue saving money in the Building Fund and communicating the goal

Decision will have to be made regarding how quickly to proceed with a new, expanded, or renovated structure

Decision regarding Stutsman County Library will have to be made at an undetermined point in this timeline (when to close SCL to facilitate saving money, and how much money could be saved, etc.)

JAMES RIVER VALLEY LIBRARY SYSTEM, JAMESTOWN, NORTH DAKOTA

LIST OF OBJECTIVE CRITERIA FOR FUTURE LIBRARY BUILDING INITIATIVE

Wednesday, June 29, 2022; Building Committee Meeting, noon – 1 p.m. VIA Zoom

LIST OF OBJECTIVE CRITERIA	Potential Building Structures					
	A	B	C	D	E	F
<i>Example: Space: meeting rooms, # of square feet minimum?</i>						
<i>Example: Space: children's collection</i>						
Parking						
<i>Example: Accessibility</i>						
Seating area in children's space						
Bookmobile and its accoutrements						
Ample room for programs						
Display space for children's art, etc						
Reading or study spaces for all ages						
Employee lounge						
Maker space (practice team activities) crafting; 3-D printer; recording						
Technology throughout the building ex: Self-checkout kiosks						
Good location						
Room for growth/expansion						
Teen space						
A lot of space for books and media						

LIST OF OBJECTIVE CRITERIA, continued	A	B	C	D	E	F
Natural lighting (Aberdeen)						
Drive through window? Drop off; pick up						
Wish list: kitchen						
One level facility (accessibility)						
Open floor plan						
Aesthetic considerations (beauty, eye-catching, pleasing) attracting patrons						
One facility						
Smart layout (flow for families on one end; economic on other)						
Study rooms/quiet space						
Community space						
Good bathrooms; family bathrooms						
Cost						
Community buy-in						
Library effectively tell the story: why is a library necessary? "why?"						
Educate public about status						

INTERESTS / NEEDS	A	B	C	D	E	F
Financially accountable / fiscal responsibility						
Reputation and goodwill of the library						
Helpful publicity						
United vision of city, county, library						
"Return on investment" ROI						
Vital, welcoming library system						
Future OPTIONS?						
Community help renovate an existing building						
Meeting notes:						
1. Next building committee meeting: July 27 at noon – Agenda: do a "dry run" of criteria with a list of buildings/structures						
2. Submit this list to the Library Board for its additions, etc at the next Board meeting						
3. Ask the Board to put together a press release about this criteria and building committee status that will be positive, informative						
4. Option: put list on the website and ask the public to add to, comment						
5. Informed the building committee of facilitation status of board and staff.						