

## **SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

Special Meeting for the Purpose of a Work Session

Windermere Conference Room, Friday Harbor

May 26, 2015

**Members Present:** Glenna Hall, Fred Henley, Mark Madsen, Lynn Weber/Roochvarg

**Members Absent:** Barry Jacobson

**Staff Present:** Laurie Orton, Carrie Lacher

**Facilitator Present:** Lynne Hobbs

**Call to Order:** President Lynn Weber/Roochvarg called the work session to order at 9:00 a.m.

**Public Access:** None

### **Agenda Approval**

Lynne Hobbs reviewed the agenda and proposed process for the day with the Board members.

### **Current and Background Information**

- Laurie noted that she and Barry Jacobson had reviewed the status of the Library's Long Range Plan, 2012-2017, and developed an update of the various objectives. This written update was distributed. Laurie noted that many items were ongoing, some needed clarification, and that topics/issues are always being added.
- Laurie also shared topics developed from three staff visioning exercises. These were sorted into facilities, programs, services, and staff. Printed copies were distributed.
- Mark Madsen referred to the 2012 public survey results (available on the Library website) and noted that parking and noise were issues consistently mentioned although not specifically in reference to a bigger/newer building. Mark noted that a lot of the comments could imply moving was necessary but cautioned that addressing public needs with a bigger building may not be the only solution.

### **Vision Discussion**

Lynn Hobbs led the Board in a brainstorming session focusing on a long-range plan for the Library facility and services given a 20 year timeline. Topics brought up included:

- Importance of "flexibility" and what that means in regards to a building
  - ability to reconfigure space without rebuilding space; this will lengthen the time a facility remains useable
  - need for flexible, multi-use space
  - telecommuting may have impact on structure of economy
  - creating spaces that provide both quiet and room for activities
- Visit and consider Lopez Island Library as an example of how a facility successfully responds to the size of the community and what the community can afford.

- Briefings from all island library directors on makeup of their communities and how their facilities serve their communities.
- Analyze the Library's collection development policy (e.g., print vs eBook) as this will impact size and design of a facility. Question of balance between print and digital.
- Public libraries in general seem to be developing into primarily community multi-use public space with some collections. Laurie noted that there is more creating and learning going on in libraries today. Circulation and visits to the SJI Library have gone down consistently over the past few years. This could be because patrons cannot find what they need in terms of resources such as places to read and/or meet.
- Consider unique local demographic – skewed to older/retired population; not a cradle-to-grave community.
- Consider that age ranges for certain reading patterns are changing; for example, the age range for reading Young Adult titles has gone up.
- Internet connectivity likely to change significantly in 10 to 20 years. Currently, a lot of people come into the Library to connect with the outside world because cannot connect from home. With the current community broadband effort, this could soon change.
- Gather information about the community and library use. For example, how are younger children learning computer literacy?
- Review current mission statement in light of library as civic space and hub for sharing information.
- Update the 2012 public survey:
  - mail to all Island box holders/addresses
  - consult on survey design
  - needs to be brief
  - public can weigh in on question of renovations to current building or raising funds to achieve a greater vision
  - why do people use the library/why not
  - what is library's core mission
- Noted that historically, library has doubled in space every 10 years – 1994, 2004, and now being considered again.
- Laurie reviewed with the Board the printed and sorted results of staff feedback, the first phase of using staff as resource. These results were seen as more tactical than strategic.
  - more and better parking
  - more meeting space
  - more reading room
  - more delineation between quiet and noisy
  - more work space for staff
  - more/expanded programs
  - more computer space/tech support
  - more Young Adult/maker space
- Location of the Library facility may affect mission and the Library's mission may affect location:



- clarify who the library is serving
- parking issue
- downtown Friday Harbor is visited by everyone on island; downtown is hub of activity
- access by foot; perceived accessibility important
- programming and visibility could expand
- possible synergy with other local organizations
- airport impact/noise
- tourism issue

### **Lunch Break at 12:15 pm. Session reconvened at 1:00 pm**

#### **Summarize Visioning Discussion**

Lynne Hobbs led the Board in summarizing the morning's discussion:

- A new building would allow the creation of a multi-use space and also address noise/parking issues not possible in current facility. Also can maintain a new building better than an aging building.
- Show that the Library is unable to complete existing mission in current facility:
  - go through core values and show how unable to meet those goals
  - document current facilities issues
- Key Existing Problems:
  - parking
  - noise
  - privacy among patrons
  - staff crowding
  - space for meetings, programs, tutoring
  - deterioration of building and increasing costs
  - not enough storage space
- Key Wish List:
  - walkability
  - visibility
  - flexibility of facility
  - in the hub
  - more reading space
  - staff work and break space
  - better bathrooms (public and staff)
  - outdoor space for programs, public, and staff
  - operable with roughly comparable number of staff
  - technology spaces
- Possible action items for Board consideration:
  - field trips to similar-size libraries
  - data on current users of Library
  - data on other/new users of Library
  - data from school board on future trends
  - demographics of kids needing computer skills/access
  - update Library's mission statement

- update public survey
- experiment with noise suppression in current facility, for example, hang a quilt display to see if fabric helps to baffle noise
- data trends on fiction vs non-fiction circulation
- square footage data as applies to how building is currently being used
- quantify costs of staying in existing location
- possible input from library architect specialist (AIA, ALA)
- analyze staff input (e.g., spatial vs operations)

### **Discussion how long-range planning will proceed and involve public**

Board noted it had no pre-conceived decision regarding the facility as it had not received public input yet on this issue/process. It was important to the Board that the public had opportunities for giving input on how the Library is to meet the goals of the 2012-17 Long Range Plan.

1. Public input as Board moves forward
2. Public involvement with any financial campaign
3. Public involvement with design and planning; consider developing a Library Needs Committee
4. Positive communications plan including but not limited to:
  - a. website
  - b. email and print
  - c. press releases
  - d. branding and formatting
  - e. updates
  - f. public meetings
  - g. focus groups
  - h. develop Board/staff talking points
  - i. local organizations and community stakeholders are kept informed
  - j. make sure public meetings are during day *and* evening to make accessible to the most people
5. Include an informative announcement to patrons in the Library's August mailer. Mark Madsen will develop a draft during the month of June.
6. Develop a page for the Library's website that would aggregate information regarding a library building program. Laurie and Mark agreed to work on this during the month of June.

### **Overall Action Plan for Next Steps:**

Action Steps	Owner	Done By
1. Field trips to libraries of similar sized communities	Laurie	Schedule by mid-June/done by September
2. Demographic data from school	Mark Madsen	6/30 for July meeting
3. Demographic data regarding kids needing technology skills	Glenna Hall	6/30 for July meeting

4. AIA as resource for design programming	Lynne H.	May 30
5. Current operating expense and trends	Mark Madsen	6/30 for July Meeting
6. Find survey design resource	Glenna Hall and Lynn Weber/Roochvarg	8/11
7. Revisit current mission statement/core values for input to survey	All	9/1
8. Next Retreat: a. objectives of public survey b. financial options and constraints c. design public participation in decision of direction of the Library	Lynn Weber/Roochvarg	In September
9. Establish guiding principles for decision process to share with public and post at all retreats/work sessions. Include on agenda and in minutes.	Laurie/Lynn Weber/Roochvarg	June Board meeting
10. Consider people to include on public committee	All	September Board meeting

### **Timeline (*dates approximate*)**

May 29 to mid-September:

- gathering data (as outlined above)

September 15 (next work session):

- update public survey
- financing discussion
- plan public involvement

December 15 (work session)

- data from survey – analyze and summarize information
- develop public committee
- have data in format for public

January 15 (work session)

- take survey results to the public
- share with public committee
- make decision about direction

### **Work Session Wrap Up**

#### What Worked Well:

1. Agenda preplanning helped to increase focus
2. Excellent facilitation; just enough direction
3. Venue was okay but may need larger setting for other work sessions to encourage public involvement
4. Flip chart was helpful
5. Background information (reading materials, long range plan review, etc.) was helpful



Do Different:

1. Have food delivered/less morning food
2. Longer lunch break

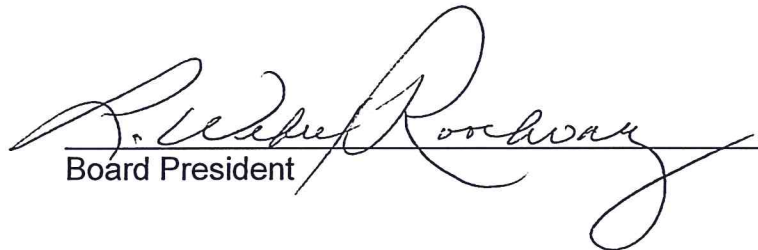
**ADJOURNMENT**

Board meeting adjourned by acclamation at 3:00 pm.

Respectfully submitted:

  
Board Secretary

Approved:

  
Board President