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**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, June 19, 2018**

**4:00 P.M. Regular Meeting 3rd Floor Conference Room
900 SE Douglas Ave., Roseburg, Oregon 97470**

NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-6866 AND LET STAFF KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.

I. CALL TO ORDER

II. ROLL CALL:

Chair: Brian Prawitz
Commissioners: Marcia Belzner Mandy Elder Francesca Guyer
 Laura Harvey Theresa Lundy Kelly Peter

III. APPROVAL OF MINUTES

A. May 15, 2018

IV. DISCUSSION ITEMS

- A. Determine Term Expiration Dates for Commissioners
- B. Renovation Funding Update/Construction Schedule
- C. County Wide Book Distribution
- D. Library Director Update – July 2nd Start Date
- E. RARE Student/Volunteer Approval – Community Outreach

AUDIENCE PARTICIPATION – At this time, anyone wishing to address the Commission concerning items of interest not included in the agenda may do so. The person addressing the Commission shall, when recognized, give his/her name for the record. All remarks shall be directed to the whole Commission. The Commission reserves the right to delay any action, if required, until such time when they are fully informed on the matter.

V. BUSINESS FROM THE COMMISSION

VI. NEXT MEETING DATE: July 17, 2018

VII. INFORMATIONAL

VIII. ADJOURNMENT

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the Office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, Roseburg, OR 97470-3397 (Phone 541-492-6700) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
May 15, 2018**

CALL TO ORDER: Chair Brian Prawitz called the regular meeting of the Roseburg Library Commission to order at 3:59 p.m. on May 15, 2018 in the Library Ford Room, 1409 NE Diamond Lake Boulevard, Roseburg, Oregon.

ROLL CALL:

Present: Chair Brian Prawitz, Commissioners Marcia Belzner, Mandy Elder, Francesca Guyer, Laura Harvey, Dr. Theresa Lundy, and Kelly Peter

Absent: None

Attending Staff: City Manager Lance Colley, City Recorder Amy Sowa, Management Staff Assistant Shyela Chapman

Others Present: Lee Jeanmard

APPROVAL OF MINUTES -None

DISCUSSION ITEMS:

Introductions: Chair Prawitz opened the meeting by welcoming newly appointed commissioners Marcia Belzner, Mandy Elder, Francesca Guyer, Laura Harvey, Dr. Theresa Lundy, and Kelly Peter. Brief introductions were made by Chair Prawitz, staff, and commissioners. Chair Prawitz emphasized the amount of work that City Manager, Lance Colley, and Educational Service District (ESD) Superintendent, Michael Lasher continued to contribute and thanked them for their dedication to the library. In order for the library to be successful they would all need to keep a forward momentum.

Duties and Responsibilities: Commission members reviewed the newly adopted Roseburg Municipal Code, Chapter 2.23 relating to the Commission's general duties and responsibilities. Mr. Colley stressed the importance of the commissioners' advisory role and the necessity of outreach to the community, including collaboration with Friends of the Library and the Douglas Community Library Association. Thus far, opening a public library has received incredible support from the library community around the state. Long and short term goals will be established by an appointed Library Director who will rely on the Commissions' input as an advisory board.

Building Timelines/Library Director Update: Mr. Colley provided a background of Council action history:

- 1) On May 8, 2017, City Council directed staff to evaluate facilitation of a Roseburg Library.
- 2) On June 7, 2017, staff provided an update of work to date and Council directed staff to proceed with acquiring a deed to the property subject to completing our due diligence.
- 3) On December 11, 2017, Council authorized the transfer of the Library Facility to the City and continued work with the Douglas ESD to finalize renovation plans and work on intergovernmental agreements to reopen a City Library.

- 4) On February 12, 2018, Council heard first reading of Ordinance 3496 establishing the Roseburg Public Library and creating the Library Commission.
- 5) On February 26, 2018, Council heard second reading and adopted Ordinance 3496 establishing the Roseburg Public Library and creating the Library Commission.

Mr. Colley noted that building renovation is scheduled to start the beginning of June. Mr. Colley expressed confidence in the contractor chosen who will be working closely with the architect to make sure the City is always aware of the cost. Given construction runs smoothly and funding is acquired as planned, the projected opening date for the library is October 1st, 2018 and the ESD will move into their space over Christmas break. Both entities will operate separately, with the ESD providing limited IT services to library staff.

Ms. Belzner noted the community value of the mural painted by artist Susan Comerford in the lobby and inquired if it will be kept. Mr. Colley confirmed that the building renovations included modifying the entrance from the lobby to the EDS offices, but assured Ms. Belzner the mural would stay.

Chair Prawitz reported that the City was getting closer to finalizing the lease on the library. The working and long-term co-tenancy with Douglas ESD was reviewed. Mr. Colley explained that the City will own the building and the space will be split into two shared portions with the Ford Conference Room as a shared space. The eastern portion of the building will be occupied by the ESD and will be primarily used for their administrative services. The western portion will be occupied by the City Library. Renovations will need to be made including, but not limited to, creating a smaller children's library, teen space, training center and restroom modifications to meet ADA requirements. It is estimated the stacks will be reduced by fifteen percent. Funding will also need to be allotted for repair of the current HVAC system, which will be a significant cost.

ESD funding was established 100% by bank loan, while City Library funding will be primarily composed of grants estimated to total \$700,000. Mr. Colley discussed multiple grants acquired and other grants currently in the works. Mr. Colley assured the Commission that all contributors will be recognized.

Mr. Colley asked City Reorder, Amy Sowa, to report on the recent Library Director interviews. Ms. Sowa reported that the final applicants showed promise and that when a background investigation was complete, the City would announce the new hire. Mr. Colley said the Library Director hiring date would be July 1st at the latest. All applicants were required to have a master's degree in Library Science or a closely related field. The position would be considered part of the executive leadership team as a department head. Library paid and volunteer staff will be appointed by the City Library Director.

AUDIENCE PARTICIPATION : None

BUSINESS FROM THE COMMISSION: Chair Prawitz stated his goals for the Commission as chair: (1) Professional conduct at all times (2) Starting meetings on time (3) Respecting differing opinions (4) Teamwork and (5) One speaker at a time. Chair Prawitz stated that he was honored to be the Chair of the Library Commission and opened up the floor to the commissioners to ask Mr. Colley a question pertaining to the library. Mr. Colley confirmed that

Friends of the Library would have a space in the library. Excitement for programs was expressed, such as the Summer Library Program, as well as youth engagement and leadership development.

INFORMATIONAL: None

ADJOURNMENT:

The meeting adjourned at 5:14 p.m. The next meeting is scheduled for Tuesday, June 19, 2018. The location is tentatively set at City Hall's 3rd floor conference room due to library construction.

Shyela Chapman
Management Assistant

ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY



COMMISSION AGENDA

Meeting Date: June 19, 2018
Department: City Manager Office
www.cityofroseburg.org

Agenda Section: Discussion items
Staff Contact: Lance Colley
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The Library Commission will meet on its regularly scheduled date June 19, 2018.

BACKGROUND

A. Discussion items.

There are five discussion items on your agenda.

1. The Commission will review the newly adopted Roseburg Municipal Code Section relating to the Commission's terms of office. There are six commission positions that will need to have staggered expiration terms. Two terms will expire in year one, two terms will expire in year two and two terms will expire in year three. We have not developed a commission from scratch in recent history. We can either ask for volunteers for each term length or hold a drawing for terms. I cannot speak for the Chair, but I would imagine that those receiving the one year term and are interested will be submitted to Council for an additional term at the end of the first year.
2. Renovation Funding Update- We have now received commitments and/or grants from the TFFF in the amount of \$170,000, OCF-Whipple and OCF Directed in the amount of \$100,500, Douglas County \$100,000, CHI Mercy \$25,000, Cow Creek Foundation \$10,000, Anonymous local donor \$100,000 and we should hear on two additional \$50,000 grant requests next week and we have one additional ask out for \$100,000 that I will not be able to meet with until early July. We also received significant in kind from DFN who has installed fiber optics to the facility at no cost and has provided service to date at no cost. At this point Council has awarded a contract amendment to place an order for \$340,000 of "long lead" items that needed to be ordered to get the construction started. We anticipate that the final price will be received next week and that Council will award the contract pricing at their June 25th, 2018 meeting. The current schedule should allow the Library to open in October. Construction will be scheduled to be complete early in the month. We will then need to install equipment, relocated the collection and furnish the facility prior to opening. Douglas ESD is planning to move during Christmas break in December.
3. County Wide Book Distribution- As part of the collection reduction work that was done with the help of Library Directors from around the state, many books were set aside for future sale by the Friends of the Library and many books were removed from our collection list and made available to other libraries throughout the community. Most if not all of the libraries took advantage of the opportunity to add

hundreds of books to their collections through the process. We also invited public schools and some non-profits to take advantage of the opportunity. Commission member Marcy Belzner participated with many of the library volunteers to help them with book distribution. The balance of the books removed from the collection have been boxed up and stored in the garage area for future sale by the Friends of the Library.

4. Library Director Update- As you may have recently read in the News Review, our new Library Director Kris Wiley will be arriving on July 2nd and is ready to hit the ground running. We will be doing some onboarding with the administrative team and then Kris will begin her work. Policy and procedures development will be necessary and program assessment, design, and implementation will follow. I will be out of state on vacation on the 2nd but Kris will be in good hands with our leadership team for a couple days until I return. I would like to schedule a meet and greet and idea sharing meeting for the week after with the Commission. We can work on a time at your meeting.
5. RARE Student Volunteer/Community Outreach- The City received notice that we have been accepted to receive placement of a RARE student volunteer through the University of Oregon program. RARE stands for Resource Assistance for Rural Environments. In essence, we will receive the services of a graduate level student volunteer full time for eleven months to help our Library Director with policy development and programming with emphasis on outreach to those who will need and use our services. The position will be filled in September and the first year will run through the following August. If we are successful in providing a great learning environment for the RARE student and we receive the benefits we anticipate, we will likely apply for an additional year. The cost of the program is \$23,500 and we anticipate that The Ford Family Foundation (TFFF) will provide up to \$10,000 to help fund the opportunity in the first year. You can find information on the program at <https://rare.uoregon.edu/about/program-description/> .

Community outreach will be an important component of the RARE program and also part of the mission of our new library staff. Outreach to people in the community who experience barriers to accessing public services and programs will be identified and specifically asked to provide input related to programming and services that will be beneficial to a wider range of citizenry. Chair Prawitz will lead a discussion around this topic during the meeting.

SUGGESTED MOTION- none

ATTACHMENTS -none