

**Salem Public Library Advisory Board  
Wednesday, November 14, 2018**

Nick called the meeting to order at 5:33 p.m.

**CALL TO ORDER**

**Members present:** Francine Boulosa, Bill Distad, Harry Iwatsuki, Louise Newswanger, Sigrid Olsen, Jeff Skrysak, Lois Stark, Callen Sterling, Nick Wood

**ATTENDANCE**

**Members absent:** none

**Guests:** Aaron Kimsey (City of Salem Public Works), Carol Voeller (Friends of Salem Public Library)

**Library staff members:** Lilly Gamaney, Sarah Strahl

None.

**APPEARANCE OF  
INTERESTED  
CITIZENS AND  
PUBLIC COMMENT**

Minutes were reviewed for October 17, 2018. Nick moved and Lois seconded that minutes be approved. Motion carried.

**APPROVAL OF  
MINUTES**

**INFORMATION  
ITEMS**

Teen Services Librarian, Sonja Somerville, and Teen Advisory Board (TAB) Members Brinslee Hammond-Brouwer and Maddie O'Donnell provided an update on recent TAB activities, including a literary monsters-themed haunted house for Halloween, work on TAB's submission to the 90-second Newberry film challenge, winter decorations in the Teen Scene, and a March 22 screening of entries to the 90-Second Newberry film challenge at the Main Library.

**TAB Report**

Sarah shared a copy of staff and stakeholder responses to a recent survey seeking feedback on SPL's mission, vision, and values statements. Sarah said she would email an electronic copy of the responses to LAB members. Sarah said that research for a proposal to remove all fines and fees (introduced at the previous LAB meeting) continues and that conversations are taking place between Library staff and City Finance staff to determine the feasibility and logistics involved with any such plan. Sarah noted that CCRLS member libraries will also have to vote to approve any such plan to remove fines and fees at SPL. Sarah said that the revenue for fines and fees in question is estimated at \$120,000 over three years. Lois asked why these funds can be used to support deferred maintenance projects at the library buildings. Sarah said that most of this fine and fee revenue goes into the City's general fund.

**City Librarian's  
Report**

Nick shared that Kate Van Ummersen (Executive Director, Salem Public Library Foundation) contacted him to thank the LAB for contributions to Salem Reads 2019 and the scanner station project.

**Chair's Report**

Carol shared that October's Friends Fall Book Sale went great with \$700 more sales than the Friends Fall Book Sale in 2017. Carol said that the Friends are looking for new board members who can lift boxes.

**Friends Report**

**Salem Public Library Advisory Board  
Wednesday, November 14, 2018**

Lois shared that the Salem Public Library Foundation Board enjoyed their recent retreat.

**Foundation Report**

**DISCUSSION ITEMS**

Aaron Kimsey (Engineer, City of Salem Public Works Department) introduced himself and explained his role as a project manager for the library's seismic upgrade project being funded by the 2017 library bond. Aaron gave an overview of design build approaches and specified that the approach chosen for the seismic project will be Progressive Design Build. Aaron explained the main benefit of this approach will be a better and more efficient working relationship between designers and builders who were asked to bid on the project as a team and would then work in close conjunction throughout the actual project. Aaron said that this approach is also good for work on existing buildings where unknown factors can arise once work is started. Aaron said that as work on the seismic project ramps up, he will be available to visit LAB meetings with updates. Aaron said that six firms have submitted bids and a committee has been formed to review the proposals. Aaron noted that Lois is the LAB representative on this review committee. Aaron said that the committee aims to interview the bidding firms and negotiate contracts with the successful bidder in December so that design work can officially begin in January 2019. Aaron said that construction is still estimated to begin in 2020 with a re-opening of the building in Spring 2021.

**Seismic project**

Nick asked if it is likely that the construction will be phased, with library operations continuing at the Main Library during construction. Aaron said that during meetings with the design firms bidding on this project, City staff have communicated a strong preference for staff and library operations to move out of the building during construction, but that no decision has been made yet. Aaron noted that moving-related costs, including rental of a temporary space, are not bond-eligible expenses. Aaron said that some funds have been earmarked in the City's general budget for bond-ineligible aspects of the seismic upgrade project, including moving costs. Aaron said that this question about moving/phasing will be one of the first tasks that will be worked on with the successful design bidder. Lois asked about the real estate options open to the City for a potential move. Aaron said that the City's Urban Development Department has a real estate team who can identify appropriate available properties. Louise asked if the real estate team will consider patron needs in selecting any temporary location options by, for example, searching in underserved geographical areas of town. Aaron said that the real estate team will be able to identify an array of options based on whatever kind of criteria is provided to them, including any possible recommendations by City/SPL staff and stakeholders that the temporary location(s) be in an underserved area of town. Francine asked if there is a possibility for more than one temporary location. Sarah said that multiple small locations are a possibility. Lois said that according to the LAB bylaws, LAB can provide recommendations for siting for library locations.

Aaron reviewed the projects covered by the bond: strengthening of the library building, parking lot, and garage in the event of a major earthquake;

**Salem Public Library Advisory Board**  
**Wednesday, November 14, 2018**

repair and replacement of library building systems including roof, plumbing, electric, HVAC; and extension of library building's 'life' for an additional thirty years. Aaron noted that many of the library building systems have reached end-of-life and are starting to fail. Aaron added that any remaining funds would be eligible for capital improvements at the library. Aaron noted that construction costs have inflated since a 2014 seismic study of the Main Library that was used in part to estimate costs for this current project. Aaron explained that the list of work to be completed will be prioritized in case inflated costs prohibit completion of some tasks. Harry asked if the non-seismic capital improvements could be funded through sources other than the 2017 bond. Aaron noted that some contingencies were built into the 2014 estimate and shared the information at the current meeting just for sake of information sharing with the board. Harry asked why the City had not made plans to replace the failing building systems Aaron mentioned. Aaron explained that due to budget limitations, Facilities Division management are at times unable to attend immediately to projects and end up placing such projects on a deferred maintenance list. Sarah added that Facilities Division staff do work through these deferred maintenance items as funds are identified or become available, noting that the recent WSBL maintenance that closed the building in August 2018 is an example of a deferred maintenance project that the City was able to complete recently. Aaron said he plans to provide another update to the LAB in Spring 2019. Sarah said that staff are working to organize a public forum where bond updates and feedback from the recent Orangeboy community survey will be presented.

Sarah said that she spoke about the LAB's discussion from the October 17, 2018 meeting regarding free parking proposals with Norm Wright (Director, City of Salem Community Development Department). Sarah said that some questions came out of that discussion with Norm that she posed to the LAB, including the following: What types of library use would be eligible for parking validation? For one example, would users need to show proof of attendance at a library program to earn validation? Because a livable and pleasant library environment is considered one of SPL's core services, would any kind of utilization of the library be eligible for parking validation? Sarah asked the LAB members to discuss what parking validation could look like. Sigrid warned that non-library users would take advantage of validation if parameters aren't imposed. Nick said that validation should be as simple as possible for library users and said he is opposed to a complicated per-program or per-service validation program.

**Free parking proposals**

Lois asked if the City has allocated funds to cover costs associated with a parking validation system. Sarah said that that is a more detailed budget question than she can answer accurately in the current meeting. Lois explained that, because the City cannot at this time definitively state whether or not the City would be able to fund a parking validation system without support from the LAB, she would like to reconsider the proposal put forth in recent LAB meetings and rescinded at the October 17, 2018 LAB meeting to allocate LAB-stewarded funds to offer free parking on Saturdays. Sarah confirmed that due to the amount of stakeholders who would need to coordinate on any such effort and the additional factor of planning for the

**Salem Public Library Advisory Board  
Wednesday, November 14, 2018**

seismic project overall, it would not be possible at the current meeting for Sarah to state definitively whether or not the City would be able to fully fund installation of a parking validation program at the library.

Sigrid moved to allocate up to \$15,000 for free parking in the library parking garage on Saturdays starting in January 2019, assuming this amount will cover one full calendar year of Saturdays, or until the allocated \$15,000 is spent entirely. Lois seconded. Nick said he will vote no and believes that the LAB should instead focus on supporting parking validation options. Lois said that it isn't clear that the City will even choose to go this route. Bill said that there may be other projects the LAB could support with this money later on in the seismic project timeline. Lois said that the LAB stewards over \$200,000 and noted that the group moved to spend \$14,000 on other projects at their October 17, 2018 meeting. Callen reminded the group that the LAB-stewarded funds see no revenue and said that she supported Nick's position. Francine, Lois, and Sigrid voted in favor. Bill, Nick, Callen, and Jeff voted against. Louise abstained. Motion did not pass.

**MOTION: Allocation of LAB-stewarded funds to fund free parking on Saturdays in the library parking garage**

See City Librarian Report discussion summarized above.

**100% Fine Free proposal**

Francine asked the group to discuss logistical details regarding a retreat. Nick said he will send an email to LAB members to start planning this.

**LAB retreat**

Lois said that as representatives of the community, the LAB should be collecting community input on any interim library locations. Lois said she would be going to her neighborhood association meetings to discuss this.

**Location of interim library**

**ACTION ITEMS**

Lois moved that donations to SPLF's Salem Reads and scanner projects allocated at the previous LAB meeting be deducted from the LAB-stewarded Henricks Trust. Sigrid seconded. Motion passed unanimously.

**MOTION: Selection of funds for SPLF donations**

Lois said that she has talked to a patron with concerns about collection maintenance as it pertains to weeding and the newly adopted Collection Development Policy. The group agreed that due to the current meeting's late run time, these concerns could be saved for discussion at the next meeting. Sarah said that staff working closely on this project can come to the next meeting to answer any questions.

**MISC BOARD ITEMS**

The next board meeting will be held on Wednesday, January 9, 5:30 PM, in Anderson Rooms A&B. The meeting adjourned at 7:21 p.m.

**NEXT MEETING & ADJOURNMENT**

Submitted by: Lilly Gamaney, Staff Assistant

# Salem Public Library Advisory Board

## Wednesday, November 14, 2018

City Librarian's Report November 2018

### *Staff News*

The search for our new security officer is ongoing. A hiring is underway for the new PTE Library Asst 3 pool. The Library was able to purchase the CrewSense software we've been testing and we're very grateful to those at the fire department who helped us with the negotiations for this fabulous tool. The All Staff meeting is in November and is a chance for the staff to engage on various ways to improve our service and what our direction is moving forward.

### *Library Spaces*

The "Ask Here" service has been officially moved to the same service point as Check-Out. Roving/Roaming has been reinstated and we're meeting patrons where they are at whenever possible. The copier/printer has been moved to that space and eventually the new scanners from the Foundation project will be in that same area.

We've been making some progress with the internet and wifi issues that the library has been experiencing. Some security hardware was starting to fail and caused the problems. The wifi has already been moved from the failing hardware. A new server is also being constructed to help with the infrastructure and once it is constructed the other services experiencing issues can be moved to the new server and also moved away from the failing security infrastructure.

### *Collections*

Salem Public Library was selected to participate in Libros for Oregon, a program that collectively selects Spanish language materials for participating Oregon libraries. at FIL (Feria Internacional del Libro) in Guadalajara, Mexico. We will be sending our very own Jessica Marie as a buyer in late November and again next year. This is an exciting opportunity to purchase high quality, culturally relevant materials written in Spanish, which can be hard to procure by usual avenues in the US. These materials will enhance our offerings to our Spanish-speaking and reading community. Jessica will be traveling with two staff from other Oregon libraries, and this is a great occasion to get to work with some of our state peers.

A staff task force has introduced some changes to our periodicals retention guidelines to align with the Collection Development Policy as well as to position us for the future in a different space. We now have two retention schedules: permanent and a rolling one-year retention. We've also concentrated our collections to provide the magazines and newspapers that our community really wants and uses. The impact will be fewer back issues in storage. We've found that once magazines get moved to storage they get very, very low usage, if any. The percentage breakdown of magazine in storage use is .09% circ in the past year, .52% the previous year, and .61% in the past two years.

### *Events*

In October, the Library hosted the City's Volunteer Event for the fifth year and it was a resounding success. It was quite the gala with the Mayor and Councilors appreciating all city volunteers and specially recognizing several community individuals and groups for their service. The Preschool Halloween Party drew about 240 costumed children and parents on Halloween for stories, a parade, craft and treat. The Haunted House event prepared by the Teen Advisory Board (and our amazing Teen Services Librarian, Sonja Somerville) welcomed hundreds of children through their monstrous fun space on the Saturday before Halloween. After the haunted house,

Salem Public Library Advisory Board  
Wednesday, November 14, 2018

community families headed over to the Civic Center to attend the Halloween Police Safety Event. Library Staff painted hundreds of costumed children's smiling faces. November is National Novel Writing Month (NaNoWriMo) and opportunities abound for adults and teens to participate in writing based events at the Library. General Library News

The request for proposal process has closed for the seismic project and the group to select the bid will be convening soon. Once we have the contractors selected we'll be able to talk to them about a construction plan and that will help us plan for the next 3 years of library service. The other thing that will help us with that is the Strategic Plan. Strategic Planning to solidified mission, values, and vision continues. Thank you to everyone who answered the "Who, What, How" questions sent out in the survey. Those words are going to help us craft an amazing mission statement.

Here are some word clouds based of the first 37 responses:



The Word Cloud for "What does SPL do?"

