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 Nitchske 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 SUGGESTED 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
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.)
# LIST OF OBJECTIVE CRITERIA FOR FUTURE LIBRARY BUILDING INITIATIVE

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

<table>
<thead>
<tr>
<th>LIST OF OBJECTIVE CRITERIA</th>
<th>Potential Building Structures</th>
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<tbody>
<tr>
<td><strong>Example: Space: meeting rooms, # of square feet minimum?</strong></td>
<td>A</td>
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<tr>
<td><strong>Example: Space: children’s collection</strong></td>
<td>A</td>
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<tr>
<td>Parking</td>
<td>A</td>
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<tr>
<td><strong>Example: Accessibility</strong></td>
<td>A</td>
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<tr>
<td>Seating area in children’s space</td>
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<tr>
<td>Bookmobile and its accoutrements</td>
<td>A</td>
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<tr>
<td>Ample room for programs</td>
<td>A</td>
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<tr>
<td>Display space for children’s art, etc</td>
<td>A</td>
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<tr>
<td>Reading or study spaces for all ages</td>
<td>A</td>
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<tr>
<td>Employee lounge</td>
<td>A</td>
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<tr>
<td>Maker space (practice team activities) crafting; 3-D printer; recording</td>
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<td>Technology throughout the building ex: Self-checkout kiosks</td>
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<tr>
<td>Good location</td>
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<tr>
<td>Room for growth/expansion</td>
<td>A</td>
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<tr>
<td>Teen space</td>
<td>A</td>
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<tr>
<td>A lot of space for books and media</td>
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<td>LIST OF OBJECTIVE CRITERIA, continued</td>
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<tr>
<td>Natural lighting (Aberdeen)</td>
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<tr>
<td>Drive through window? Drop off; pick up</td>
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<tr>
<td>Wish list: kitchen</td>
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<tr>
<td>One level facility (accessibility)</td>
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<tr>
<td>Open floor plan</td>
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<tr>
<td>Aesthetic considerations (beauty, eye-catching, pleasing) attracting patrons</td>
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<tr>
<td>One facility</td>
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<td>Smart layout (flow for families on one end; economic on other)</td>
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<tr>
<td>Study rooms/quiet space</td>
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<tr>
<td>Community space</td>
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<tr>
<td>Good bathrooms; family bathrooms</td>
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<tr>
<td>Cost</td>
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<td>Community buy-in</td>
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<td>Library effectively tell the story: why is a library necessary? “why?”</td>
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<tr>
<td>Educate public about status</td>
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<tr>
<td>INTERESTS / NEEDS</td>
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<td>---------------------------------------------------------------------------------</td>
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<tr>
<td>Financially accountable / fiscal responsibility</td>
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<td>Reputation and goodwill of the library</td>
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<td>Helpful publicity</td>
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<td>United vision of city, county, library</td>
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<td>“Return on investment” ROI</td>
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<td>Vital, welcoming library system</td>
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**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.