Boone County Library District
Minutes, Meeting of July 10, 2008

Board members present were Jessica Robinson, President; Terry Brunner; Linda Dellsperger, Tiff Lauffer; and Pat Powell.

Also present were Melissa Carr, Director; Elinor Barrett, Karen Neely, Russ Niermeyer, Jim Smith, and Lauren Williams, DBRL Staff; Corey Meyer and Jane Rutter, Meyer Construction; Zach Rippeto, Coyote Investments; David Westoff, Westoff Rentals, LLC; Bob Bynum; Jim Nichols; Maria and Hannah Lacy; and Charles Selbach.

Call to Order

Robinson called the meeting to order at 5:30 P.M. in the Council Chamber of the Ashland City Hall. Carr introduced staff members present, and guests in attendance introduced themselves.

Public Comment

There was no public comment.

Approval of Minutes

Robinson asked if there were any corrections or additions to the June 12, 2008 minutes. Hearing none, she declared that the minutes stand approved as read.

Lease Proposals for Southern Boone County Facility

Smith reviewed the four proposals received in response to the library’s RFP for possible space to lease for the SoBoCo Public Library. The costs of the proposals are all based on 10-year leases, so for comparison Smith explained that the owner of the library’s current leased facility was offering a price of $12 per square foot for the current 3,335 square-foot facility if the library would commit to a 10-year lease.

Smith reviewed the first proposal from James Nichols, saying that while the per square foot cost is lower than the library’s current lease, because of the extensive renovations required to make the space usable as a library (HVAC system, updated utilities, insulation, carpeting, electrical and other work), staff estimates that that this facility would result in more overall costs than the current lease cost. Carr confirmed that under the terms of the proposal the library would absorb the renovation costs.

Smith said that the remaining three proposals are for new construction and all require a triple net lease, meaning that the library would pay for taxes, insurance, and all maintenance. He said that the Coyote Investments proposal had an annual base cost of $54,000 to $64,000, which is estimated to increase to $72,000 to $80,000 when factoring in the cost of the triple net lease. Meyer Construction’s proposal had an annual base cost
of $75,000 and an estimated cost of $100,000 when adjusted for the triple net lease cost. Smith added that the Meyer proposal includes a partially restricted cash donation. The contractor proposes that part of that donation would pay for a designated grant writer to work on behalf of the library to apply for funds to offset some of the costs of equipping and furnishing a new library. The other part of the donation would be unrestricted. Smith said that the Westoff Rentals proposal had an annual base cost of $90,000 and an estimated cost of $115,000 when adjusted for the triple net lease cost. Smith confirmed that the sizes of the Meyer and Westoff properties were negotiable and that all proposals were based on a commitment to a 10-year lease.

Dellsperger asked why this information was being gathered now, since the strategic planning process for the district was just beginning. Robinson explained that at a previous meeting of the BCLD, the board members discussed the potential availability of facilities in Ashland for less cost or for a comparable cost with more square footage than the current leased facility. The board felt it was its fiscal responsibility to find out what was in fact available and to go through this information gathering process publicly and formally. Robinson pointed out that those who submitted proposals, as well as the library’s current landlord, were all in attendance. She said that this shows the support this community has for a library, no matter its location, and she thanked all of the guests for coming.

**ACTION:** Lauffer moved, Brunner seconded, that any member of the public in attendance be given the opportunity to speak with a time limit of five minutes per person.

Robinson said she had concerns with opening the floor because those who had submitted proposals were not told in advance that there would be an opportunity to speak, so some in attendance may not have anything prepared while others may have prepared to present. Robinson asked the other board members to keep this in mind as they listened to the public comment. The motion passed.

David Westoff presented an artist’s rendering of what a library facility at 601 S. Henry Clay Boulevard might look like. He said that while his proposal was for a 5,000 square foot building, the size of the lot could hold a 10,000 to 12,000 square-foot facility. He explained that in his proposal he offered a locked-in rate for the entirety of the 10-year lease with the option for the library to buy the facility at the end of those 10 years at the appraised cost at the time of construction. He said this lot was a “class A” property positioned between both school facilities and that the lot size was approximately an acre. He confirmed that he was prepared to construct the facility as a library with the appropriate load bearing floors, utilities, and so on.

Corey Meyers described his proposed 5,000 square-foot brick building on two acres of property in the Palomino Ridge subdivision. He explained that the size of the lot would allow for future expansion. Meyers’s mother, Jane Rutter, said that as part of this proposal, she was offering to donate her time and grant-writing expertise to help raise funds for the library.
Zach Rippeto of Coyote Investments informed the board that while he proposed a 4,000 square-foot building at 106 Maple, his company can build a facility up to 8,000 square-feet depending on the library’s needs. He said that he is open to being flexible in the building design and construction and would be happy to accommodate the library’s needs.

Bob Bynum, owner of the library’s current leased facility, said he always expected that the library would eventually need a bigger facility. He expressed his support for the board and the library.

James Nichols said he was offering an existing building at 204 E. Broadway. He said the building is air conditioned and has ample parking and 3 phase wiring. He said that the library could renovate the space to meet its requirements.

Robinson closed the floor to public comment and thanked the members of the public for attending and for their support of the library.

The board discussed the various locations of the proposed facilities. In response to a question Carr said that staff had not evaluated each location’s appropriateness for a library facility. She said that direction from the board was to compare the facilities based on size and cost as a matter of being fiscally responsible and that she was waiting for further direction from the board before investing more staff time. The board discussed the intent of the original motion and the context in which it was made.

In response to a question, Smith confirmed that triple net leases are becoming more and more standard. He added that these types of leases are problematic for governmental entities like libraries because of tax issues; the library would pay taxes on the lease and then part of those taxes would then be redistributed to the library as property tax revenue.

**Election of 2008-2009 BCLD Officers**

Brunner moved to elect the following slate of officers for 2008-2009:

Jessica Robinson – President
Tiff Lauffer – Vice President
Linda Dellsperger – Secretary
Pat Powell – Warrant Officer

Dellsperger seconded the motion. The motion passed.

**Board Comments/Announcements**

Powell reminded the board that the BCLD Bylaws need revision. She explained that the Contract and Bylaws Committee would be presenting a template for the district boards to adapt. Carr explained how the template was created and said that staff would send the template to board members after the board retreat. Powell asked staff to include this topic on the next BCLD meeting agenda. Robinson suggested that the bylaws should
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make note of the board’s deviation from Robert’s Rules of Order regarding minutes; the board’s current practice is to record more detailed minutes than is required.

The board then discussed what should be done with the lease proposals and related information presented this evening. Robinson noted consensus among members that this information, like the information previously presented by members of the Hallsville community, should be shared with the Long Range Planning Committee. Robinson added that she would report on this evening’s discussion at the upcoming DBRL Board meeting. Carr explained that the board is at the very beginning of the strategic planning process. She said that the first part of the discussion will focus on services and then the second part will focus on how to provide these services, which most likely will include a discussion about facilities.

Public Comment

There was no public comment.

Adjournment

Powell moved, Dellsperger seconded, to adjourn. Robinson adjourned the meeting at 6:26 p.m.

Minutes recorded by Lauren Williams, Executive Assistant.

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Board Secretary