Columbia Library District
Minutes, Meeting of December 13, 2007

Board members present were Tom Richards, President; Susan Breyfogle; Rosie Gerding; Jim Loveless; David McDonald; and David Webber. Marie Glaze, Lynn Hostetler, and MaryEllen Sievert were absent.

Also present were Melissa Carr, Director; and Elinor Barrett, Melanie Henry, Jim Smith, and Lauren Williams, DBRL staff. Linda Dellsperger, DBRL Board member, and Pat Powell, DBRL Board President, were present for the portion of the meeting prior to the recess, and Nestor Bottino participated in the first part of the meeting by conference call. When the board resumed its meeting, also present were Jessica Robinson, DBRL Board member, and Kris Farris, DBRL staff.

Call to Order

Richards called the meeting to order at 6:45 p.m. in the Virginia Young Room of the Columbia Public Library.

Approval of Minutes

Gerding moved, McDonald seconded, approval of both sets of minutes from November 15, 2007. The motion passed.

Public Comment

There was no public comment.

Announcements

There were no announcements.

Director’s Report

Carr said that she would provide a full Director’s Report at the DBRL Board meeting immediately following this meeting of the CLD Board.


There were no questions on the financial report.

Cost Proposal

Revisions to South Lot Parking Spaces and Driveway – Barrett said she forwarded Allstate’s drawings of the proposed parking lot changes to KCI, and she reminded the board that these changes include revision of the first row of parking spaces on the east
side of the parking lot and widening the southeast exit drive. She said that the cost proposal from KCI totals $28,948. She explained that this amount does not include wire brushing to remove the existing parking stripes, and that this would be an additional $650, bringing the total cost to $29,598. Bottino joined the meeting by conference call. He explained that this cost proposal reflects the board’s discussion at their last work session. He added that the board should be aware that there will be an additional cost for landscaping the triangular space created between the parking area and granite wall. Barrett clarified that KCI’s proposal includes an allowance for topsoil and seed.

Barrett explained that the library would prefer not to have this construction work in process at the same time as the work on the ramp. She said the work would take approximately 10 days, and she would like to wait until after Christmas so the construction doesn’t affect patrons the week of Christmas, which is always a busy time for the facility. She suggested starting work the first week in January so that it would be complete before college is back in session.

McDonald moved to approve the cost proposal for revisions to the south parking lot spaces and driveway for a cost not to exceed $30,000. Gerding seconded the motion. Gerding asked for clarification regarding exactly what work would be done. Barrett confirmed that the south lot entrance and the exit drive would be modified, but that drawings still need to be developed for modifications to the ramp, the banners, the possible canopy or shelter, and the crosswalk. Barrett said she hopes to have pricing for all of these elements by the end of January so that the board can consider the improvements as a single package. Barrett explained that the striping of the crosswalk will be done by library staff.

Loveless asked if there would be any economy of scale to be gained by bidding the two phases of the project together rather than getting costs in a piecemeal fashion. Bottino said that normally this might be the case, but given that the project needs to be done in two stages, he suspects that getting bids for everything together or separate bids for each part of the work would probably result in similar pricing.

The board discussed public communication needed regarding the parking lot improvements and whether or not this construction project should be put out to bid.

Loveless moved that the CLD board recess and McDonald seconded the motion. The motion passed and Richards recessed the meeting at 7:00 p.m.

The meeting reconvened at 9:05 p.m.

Richards said that based on the board’s discussion this evening, there seems to be a change in thinking since the board’s last work session. He said he heard a preference for waiting to take action until the board has drawings and cost estimates for the entire project, at which point the library would put the project out to bid. In response to a question, Barrett said that the costs associated with the bid process would be staff time and advertising expenses. The board members discussed how presenting the package as a
whole and going through the bid process would be easier to communicate and be in line with the board’s overall goal of being open with the public. Barrett reminded the board about why they embarked on this project in the first place and pointed out that a number of survey respondents asked for more or improved parking at the Columbia facility. She said she agreed that presenting to the public all of the improvements as a package would be easier. She said that staff would work with Farris to communicate this whole issue, and that waiting until after the holidays to create this short-term communication plan would be a good idea.

McDonald withdrew his original motion and Gerding withdrew her second.

Loveless requested that a drawing of the entire proposal be available at the next meeting, and he suggested being proactive with the press and inviting them to view the drawings and share with them what the board is considering to make the lot safer for patrons. Barrett said she could also display the model and have an Allstate representative available to answer questions, and she explained the similar approach taken with the press during the Columbia Building project. Richards suggested emphasizing how these changes improve children’s safety and explaining that with the increase in usage and no additional branches to siphon off some of that usage, these changes are needed. He said the board should communicate that they are always looking at ways to improve services. Breyfogle suggested sharing the average number of visitors five years ago compared to the average number this year. Barrett informed the board that she has not received a single complaint about the parking lot since inviting Grant parents to use the north lot. Richards suggested incorporating that message as part of the board’s communications.

Webber left the meeting.

Staff and the board discussed when the board should next meet and the amount of time they will need to review the pieces of the project in detail. Barrett said that she likely wouldn’t have all of the pricing information by the January 10 meeting but she expects she would have those details by the February 14 meeting. She suggested the board could either hold its meeting at 5:00 or 5:30 that evening or have a work session on a separate day. Richards expressed the opinion that the board needed to meet, review the plans, and get comfortable with the design before putting the project out to bid.

Breyfogle asked if this project is considered part of the construction of the Columbia building, and if so, would the library be obligated to use KCI. Barrett said while this project would use Capital Project Fund money and we could work with KCI under the library’s existing contract, we would not be obligated to use KCI.

Barrett showed the board a conceptual model of the canopy for the bottom of the ramp. She explained that the round shape of the canopy was meant to match the elliptical shapes above both entrances to the building. Several board members expressed concern about the unconventional design of the shelter and its potential cost.
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The board discussed the shelter and the possibility of using something more like a bus shelter. The majority agreed that the shelter does not necessarily need to draw attention to the end of the ramp; the banners and other ramp improvements could perform that function. Richards asked staff to bring more concrete and less conceptual information on the banners to the next meeting. Based on the board’s discussion he asked that Bottino come up with a shelter concept that is more traditional, utilitarian, and less costly. He also asked that prefabricated structures be considered.

New Business

Carr said that staff would not have more information for the board by January 10, so she suggested canceling that meeting. She said that Richards can call for a work session once staff has gathered the necessary information.

Gerding moved to cancel the January 10 CLD Board meeting. Loveless seconded the motion. The motion passed.

The board discussed the specific purpose of the work session, and Barrett said that staff and Bottino would bring various design options to the board, and then the board would give Bottino direction on which designs to develop. Richards requested that before the next meeting staff request from the city specific information about signage and any restrictions, allowable sizes, locations, etc. He said he preferred to discuss all pieces of the plan at once.

Miscellaneous

There were no miscellaneous items to discuss.

Adjournment

McDonald moved, Gerding seconded, to adjourn. Richards adjourned the meeting at 9:40 p.m.

Minutes recorded by Lauren Williams, Executive Assistant.

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Board Secretary