1. Roll call
   Present:
   Jay Fisher - President | Chair
   Thomas Hummel - Vice President
   Longry Wang – Treasurer
   Marjorie Bartelli – Secretary
   Liz Sullivan - Trustee
   Richard Flint - Trustee
   Emily Swistak – Trustee - absent
   Elizabeth Hopkins - Director of Adult Services
   Will Savage - Director of Youth Services
   Tatiana Weinstein - Director/Ex-officio
   Beth McQuillan - Assistant Director/Ex-officio

2. Opportunity for visitors to speak - None

3. Approve Minutes of the May 2, 2018 LLD Strategic Planning Committee Meeting

   Discussion: Trustee Flint suggested a format change to include Director Weinstein and Assistant Director McQuillan in the roll call, but to continue the Ex-officio notation.
   **MOTION:** Trustee Flint moved to approve minutes of the May 2, 2018 LLD Strategic Planning Committee as amended. Vice President Hummel seconded.
   Roll Call Vote - All Aye. The motion passed.

4. Review Focus Areas

   Director Weinstein provided an overview of the focus areas and listed areas in/around the facility that may need attention/improvements. Director Weinstein presented a PowerPoint presentation that featured identified problem areas and possible solutions. The presentation also included examples of *Universal Design* concepts. The Director discussed reviewing data, reports, and Community Engagement Project feedback.

   Director Weinstein led the Committee in a discussion of:
   - Youth Services bathroom/family bathroom,
   - Group and individual study space
   - Accessibility/Universal Design
   - Lobby/Entrance
   - Media Lab
   - HVAC system
   - IT infrastructure
   - Water detention
   - Staff space/offices
Committee member Sullivan requested documenting problem statements to better define the issues. The Director agreed to provide problem statements before the next meeting. The Committee agreed to the next meeting date of July 25th.

5. Adjourn

**MOTION:** Trustee Sullivan moved to adjourn the meeting. Vice President Hummel seconded. Voice Vote - All Aye

The meeting adjourned at 9:03 p.m.

Recorded by

____________________________________
Beth McQuillan - Assistant Director/Ex-officio

Approved by the LLD Strategic Planning Committee on July 25, 2018.

Approved by

____________________________________
Jay Fisher, President/Committee Chair
To: LLD Strategic Planning Committee
From: Tatiana Weinstein | LLD Director
Date: July 18, 2018

At the June 20th Strategic Planning Committee meeting, members identified areas in and around the building that warrant attention. A PPT presentation featured a number of solutions regarding those identified areas.

This list of areas was formulated from the LLD Facility Steering Committee (2012-2016), Space Study (Engberg/Anderson 2016), LLD Community Engagement Project (2017), and via staff and Trustee recommendation.

After the PPT presentation, a member suggested creating problem statements under each identified area to better characterize issues.

Below, are the areas along with the problem statements:

**YS Bathroom/Family**
- The LLD needs a restroom in the Youth Services area with at least one “family bathroom.”*  
- Currently, the LLD has no public restroom on the second floor and no dedicated “family bathroom” on any floor.

*Family Bathroom = individual restroom large enough for parent+child, patron+nurse/assistant, wheelchair handling, nursing/changing station, etc.

**Group Study Space**
- The LLD needs more effective group study spaces throughout the building.
- Currently, the LLD has three group study rooms that are frequently occupied, denying other users delineated space to do group work/openly communicate while not disrupting other users in the building. There are no group study spaces for “quiet study” in Youth Services.

**Accessibility/Universal Design**
- The LLD should meet the needs of all users; considering the diverse needs and abilities of our patrons by incorporating universal design principles.
- Presently, the LLD affords some adaptive technology and accessibility advances, but could improve upon equitable use, flexibility in use, intuitive messaging, safety enhancements, and appropriate sizing design principles.

**Lobby/Entrance**
- The LLD facility is difficult to locate. The Library entrance door is not located on a street-front; it is at the end of the parking lot, out of view. The LLD lobby is isolated from service areas and has no staff to assist users upon entering.
- Patrons regularly park in the employee parking lot looking for the entrance. Not having staff near the entrance (sightlines) is a safety concern as well as a service issue.
Media Lab

- The LLD does not have a media lab or any space dedicated to STEAM/craft/maker spaces.
- Currently, staff provide programming within the large meeting rooms to accommodate some STEAM and craft programming but do not have the storage, equipment, and room for ongoing media lab activities such as 3-D printing and/or audio/video projects, etc.

HVAC System

- The LLD HVAC system has ongoing mechanical problems that affect the comfort and wellbeing of LLD users and staff. These problems also result in additional HVAC expenses (parts/repair).
- Currently, the HVAC system is multi-zoned, with a several components of various lifespans; some at 30 years of age (air handlers). There are some younger components such as the four condensers and boilers (5-10 years old). Ductwork is not mapped efficiently throughout the building. There is no AC/dehumidifier in storage area.

IT Infrastructure

- The LLD IT infrastructure has “wiring closets” in remote areas of the building (not in centralized server room) and non-uniform technology components throughout the system that can lead to inconsistent or abnormal performance.
- Currently, the LLD IT infrastructure is composed of a “patchwork” of switches, routers, servers, and other technology components that have been added on throughout the years to expand service/access to other areas in the building.

Water Detention

- Detention areas around the building show slow drainage after medium-heavy rainfall.
- Storm-water management/detention ponds are necessary per Village code/topographical study. Should property/land improvements be determined, proper storm-water resolutions must be set. Presently, staff are servicing the storm-water issues via employing power-rodding companies.

Staff Space/Offices

- LLD staff and office space is not optimized for efficient, productive, or HR related work.
- Currently, staff must occupy patron study spaces to conduct HR related business. Desk/workspace configuration within offices is cramped and/or inefficiently organized (part due to technology access points).

Centralized Circulation

- LLD has inefficient circulation operations, duplicating efforts on two floors.
- Currently, the LLD has two circulation desks – one on the Adult Services floor and one on the Youth Services floor. This duplication separates the patron check-out experience when there are varying ages within a patron group/family. This duplication also causes staffing inefficiencies.
Increase Audio Visual Space

- The LLD has inadequate space to house AV materials: music, art, movies, documentaries, audio books, video-games, etc.
- Currently, both the Adult and Youth Services departments must modify collection size and/or add independent shelving units to house innovative formats - with limited floor space.

Drop Off Area/Cars/Kids

- The LLD does not have a dedicated, vehicular, drop-off lane for patrons entering the building via the parking lot.
- Presently, the LLD has a fire lane that patrons in cars use to drop off children/other patrons. This configuration is hazardous when other vehicles attempt to pass/exit the parking lot.

Increase YS Program Space

- The Youth Services has inadequate program space (staff facilitated and discovery*) near its collection of materials and needs more space to accommodate rising attendance numbers. Sightlines in YS are minimal - a safety concern.
- Currently, the YS programming occurs in the meeting rooms on the lobby level of the LLD. Being able to pair materials with the programming is especially important in YS operations. Discovery programming occurs on the YS floor when physically possible. Experiential learning space is at a minimum.

*Discovery programming = program hubs where the user engages with the program display via art, text, or object, without staff assistance.

Electrical/Access/Capacity

- The LLD has inefficient electrical and technology access points throughout the building.
- Presently, patrons ‘plug-in’ via floor outlets and/or wall outlets in awkward arrangement. The LLD has not had a professional evaluate our “capacity” regarding electrical load/s. There is one charging station in the building on the Adult floor for digital devices. Extra outlet strips were added to select areas to increase electrical access (2014).

Exterior Space

- The LLD has minimal outdoor activity space for leisure reading, sitting, and/or programming.
- Currently, the LLD has a hardscape sitting area in the southeast parking lot, two benches near the entrance doors, and two picnic tables in the mulch/tree area off the corner of Front/Kingston. The LLD conducts outdoor programming in our parking lots, where we cone-off areas for space/safety.

Two Lots/Adjacent to Facility

- The LLD owns two lots of land adjacent to the LLD campus.
- There is no plan for land use as of this report.
RFID/Self-check/Security

- The LLD has basic RFID technology components within the building. Self-check machines are in awkward areas (due to technology access points).
- Currently, the LLD has 4 self-check kiosks – two on the Adult floor and two on the Youth floor. The LLD does not have RFID capability within the bookdrops, automated sorting, or RFID inventory capability.

Teen Space

- The LLD needs an adequate space for high-school aged patrons and collection space for that population of users.
- Currently, the LLD has one wall of materials, behind Adult Fiction that houses TN and GN materials for high-school aged patrons (Teen and Graphic Novels). The LLD does not have a dedicated Teen space for leisure reading, study, meeting, spot programming, etc.

New Materials Space/Expand

- The LLD has minimal space to feature new materials in both Adult and Youth Services.
- Currently, the Library highlights new materials on stand-alone, shelving units. These units cannot hold the quantities of new materials that the LLD receives each week, thus forcing staff to shelve new items within the existing collection.

Drink/Coffee/Snack Space

- The LLD does not offer coffee/snack options for patrons. The LLD is not within comfortable walking distance to food/coffee source for most patrons (nearest is Evviva bar).
- Daily, staff are approached about food/drink options and staff provide directions to food/drink sources that generally require transportation. Food has also been delivered to the facility for patrons. The LLD provides two tables within the foyer for food consumption. The LLD is exploring vending options and space for machines within the building.
GOAL 5: To incorporate user-centered design in our planning and practice to achieve convenient, intuitive, intentional, and engaging experiences for our community.

As people experience faster, more convenient services in other areas of life, they bring new expectations to both the physical and virtual spaces of the library. Creating excellent services, spaces, and products requires thinking about and designing for the user’s behavior and experience.

Strategies:
- Continually apply design thinking to create simple, intuitive, and flexible services, resources, and spaces in the physical library and bookmobile.
- Create a seamless, intuitive, mobile-friendly user experience for the increasing number of people interested in connecting to relevant services and resources through the library’s online presence.
- Provide an excellent customer experience at all access points.
- Institutionalize a process of user testing and include input from patrons, ensuring that it becomes a first-order method of data gathering and decision-making.
- Design facilities, websites, and services for people with a broad range of characteristics, including abilities, disabilities, and cultural backgrounds.
Strategic Areas of Focus

Strategic Area of Focus 1: Community
Provide excellent service to our members and the community to inspire lifelong learning

Objectives:
1.1 Make more resources available to members
   1.1a Increase the materials budget
   1.1b Work with CCRLS to leverage more online, system-wide resources

1.2 Revise the non-resident fee information (to Dundee and rural residents) to present it in a more positive light and include multiple services available
   1.2a Develop a new brochure by 2016
   1.2b Start a fundraising campaign for scholarship funds for non-resident households, starting in 2016 with at least $1,000 annually

1.3 Expand Hours, looking at creative ways to do so
   1.3a Get community input on Sundays or Mondays, evenings, etc.
   1.3b Work with the city to prioritize additional hours

1.4 Actively participate in the Newberg Cultural District, considering the library's goals and needs
   1.4a Advocate for replacing the Annex with a performance stage including storage, green room, public restrooms, etc.

1.5 Partner with the Historical Society, Historical Commission. Newberg Graphic and GFU archivist to increase local history resources.
   1.5a Raise funds for and make the Newberg Graphic 1899-1922 available online by 2017

1.6 Increase library staff involvement with community groups/activities outside the library
   1.6a Report to the board on library staff community connections in 2016
   1.6b Support staff involvement with appropriate support for dues and work time

1.7 Work with local and regional agencies to develop a megaquake disaster plan for the NPL and determine how we can serve the community in a disaster
   1.7a Participate in the Oregon Shake Out program each October
   1.7b Develop a plan by 2018
To: LLD Strategic Planning Committee  
From: Tatiana Weinstein | LLD Director  
Date: July 20, 2018

FACILITY

Objective:

Provide a welcoming facility and campus that meets community needs, encourages utilization, and fosters an enriching environment.

Approach:

1. The LLD Strategic Planning Committee (SPC) appreciates and recognizes the concept of Universal Design (UD) as understood and employed by various business/educational institutions worldwide. The LLD shall utilize UD concepts in its projected facility projects.

2. Address interior and exterior areas as identified by SPC:
   a. Interior
      i. Provide adequate restroom facilities on all floors, including a family bathroom option
      ii. Equip facility with suitable group and individual study space
      iii. Create a hospitable foyer experience for first-time and regular users
      iv. Dedicate space for media, maker, and STEAM activities
      v. Reconfigure and update HVAC components in building
      vi. Reconfigure and update IT infrastructure
      vii. Develop circulation processes that eliminate redundancies and enhance user experience
      viii. Provide adequate shelving/space to feature new and innovative formats while maintaining appropriate space for traditional formats
      ix. Provide safe, vehicular drop-off lane for patrons near entrance
      x. Equip Youth Services Department with adequate programming space and clear sightlines
      xi. Furnish electrical access to users in effective and appropriate locations
      xii. Increase RFID components within facility
      xiii. Provide adequate reading, study, meeting, collection, programming space for high-school aged patrons
      xiv. Offer patrons a food/drink option
   b. Exterior
      i. Effectively accentuate entrance to facility; highlight facility presence in community
      ii. Monitor and maintain storm-water drainage system on property
      iii. Offer patrons a selection of safe, welcoming, and inspirational outside areas to read, meet, and/or unwind

3. When appropriate, commission professional assistance to achieve SPC Facility objective.

4. LLD Physical Plant Committee to review expert advice and recommend steps to achieve SPC Facility objective.