



WESTERN DISTRICT LIBRARY

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Long Range Planning Committee, May 1, 2020, 10:00am
Minutes

Present: Jan Gustafson, Jeanine McGaughy (chair), Sue Routt, and library director Jennifer Ryder, all via Zoom

I. Call to order – Jeanine M called the meeting to order at 10:01am

II. Public Comments – None.

III. Approve minutes from August 12, 2019

Jan G called a motion to approve the minutes, Jeanine 2nd, minutes were approved.

IV. Review progress of Long Range Plan

The committee members and the director went over progress from the 2017 Long Range Plan. Some highlights from the conversation:

- Jen will check to see if she can access wi-fi from her car in the parking spots in the front and back of the building. Then, the library will advertise that we have wi-fi available, and to please continue to maintain social distancing guidelines.
- The committee is still interested in pursuing creating an outdoor seating area in the front yard.
- Jen recommended that while the Hotspots are somewhat popular, and needed in the community, US Cellular is very expensive, and might not be the right solution for the library after the contract is over.
- The committee agreed that they wanted to take the time during the closure, and before possibly working with Legat on the approved ADA and roof updates, to talk to a Library Space Consultant. This would help to evaluate the current office space/bathroom/possible meeting room space options in the library. Jen will provide the name of the consultants she knows about.
- The committee asked if there was a way to promote Axis 360 more widely, Jen said she would have a couple staff members regularly push it on the library Facebook.
- The committee discussed options regarding a wider campaign. Jen recommended talking to the post office(s) about doing a mail campaign, and continuing to have a presence at community events such as the Fall Festival.
- The committee asked about installing a handicap door button on the back entrance. It is possible, but Jen pointed out that there are some security issues with also having that door unlocked all the time; it's difficult for the staff to

monitor at our current staffing levels, and it's not in easy view, even with the mirror.

- The committee asked about a generator. Jen has not at this point had a need for a generator, but that is not to say that the library couldn't use one. This will stay on the table to consider later.
- The library has been tested for mold and radon; both are at reasonably safe levels.
- There is still progress that could be made to assist the library community with technology.
- The committee discussed volunteers and friends groups. While it could be valuable to have concrete policies and procedures for having volunteers, the board would have to reach out to members of the community to see if anyone would be interested in doing the work to create and maintain a Friends group, as this requires establishing a 501c3, and a board. This will stay on the table for later.
- While the library has been able to expand library programs, the library has not been able to pursue homebound delivery services. The Linked Patrons procedure assists with this, but more consideration should be taken before offering homebound services to ensure staff resources can handle it, as well as safety concerns.

V. Draft any new plans for Long Range Plan moving forward

The committee wanted to bring a possibility to work with city hall before the board. Orion city hall, allegedly, is looking at the old bowling alley site in the southeast corner of Orion, for a new city hall building. The committee would like to ask the board if there is interest in pursuing possibilities of partnering with city hall and building a new library building.

VI. Closed Session – If needed - None

VII. Other topics and future agenda items

VIII. Adjourn

Sue R made a motion to adjourn, Jan G seconded. The meeting was adjourned around 11:16am.