

Hamilton North Public Library
Board of Trustees Capital Planning Meeting Minutes
Cicero Branch – February 24, 6:00 p.m.

- I. Regular Session
 - a. Call to order by President Steve Griffith at 6:05 p.m.
 - b. Members present: Steve Griffith, Mike Jenkins, Emily Beechler, Kim Radant, Emily Beechler, Gregory Goff, Laura Holliday, Lee Templeton
 - c. Members absent: None
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director),
- II. Review Goal [Exhibit #1, Pages 1]
 - a. Review of goal by President Steve Griffith
- III. Public Participation
 - a. None
- IV. The “Would be ideal” IDEAS
 - a. **“Incubator Space” for new start-up enterprises**
 - i. **Discussion:** Small private offices with separate building access. Include Wi-Fi access, copying access, limited filing space, access to small conference room. Short term for start-up enterprises (6mo- 1 year). /Co-working space.
 - b. **Comfortable and attractive reading room/reading spaces**
 - i. **Discussion:** comfortable seating, quiet area, access to newspapers & periodicals, good lighting, place to set your coffee or tea cup. Electric fireplace(s). More electrical plugs for those using laptops or e-readers/tablets for recreational reading.
 - c. **Coffee bar**
 - i. **Discussion:** Relaxed area to get coffee, tea, juice. Suggestion that we possibly contract it out. Possibly some food options as a mini-café.
 - d. **Outdoor reading area**
 - i. **Discussion:** Nice shaded (or covered) reading/sitting area. Is definitely on the trend of bringing the library to the street (or vice-versa)
 - e. **Separate teen/youth area**
 - i. **Discussion:** provide a semi-private area for teen/youth to make more inviting. More table space for doing homework, etc.
 - f. **Completely remodeled Children’s area**
 - i. **Discussion:** Currently too small, the story time room is a bit dated, wood trim in this area is partially rotted out, needs better sound-proofing—

most libraries seem to have a full glass wall w/doors separating kids area from adult areas for noise control but still providing visual access.

- g. **More Small Study Rooms**
 - i. **Discussion:** Completed in glass for safety/appropriateness. Soundproofed. Some meeting tech/supplies?
- h. **Roughly/At least 2 Medium Sized Study Rooms (fits 10-12 people)**
 - i. **Discussion:** We don't currently have any rooms appropriate for serving groups of this size, would be good to have. Loaded with presentation/meeting tech
- i. **More Large Meeting Rooms**
 - i. **Discussion:** Potentially one that could be subdivided with soundproof folding/sliding walls. Loaded with presentation/meeting tech. Riverview Hospital's meeting rooms were mentioned as an example.
- j. **Studio Space**
 - i. **Discussion:** As we have continued interest in Art Programs, Dance/Exercise and possibly music creation/practice, a studio space with floors that won't be hurt by paint/crafting supplies, etc, also soundproofed.
- k. **Conference Area**
 - i. **Discussion:** Meeting space big enough to support at least a 100-person conference? Fully loaded with business/presentation tech.
- l. **Auditorium**
 - i. **Discussion:** No particular details discussed at this time.
- m. **Community Garden**
 - i. **Discussion:** Considered for both Cicero & Atlanta. Suggested we till the ground each season and then ????. No firm plans discussed.
- n. **Commercial quality shredder service on-site**
 - i. **Discussion:** Suggested as way to provide service to community (businesses may have particular interest?).
- o. **Upgrade space for display of patron and permanent art**
 - i. **Discussion:** Current display options are limited, would love better display options.
- p. **Upgrade outdoor amenities to encourage use of gazebo area**
 - i. **Discussion:** Having chairs available near the gazebo (see: Barn for Bookmobile) would make hosting events much easier. Restrooms available near the gazebo would also be useful. Proper water fountain (perhaps with water bottle refill attachment) also would be good.
- q. **Bookmobile & Heated Storage Barn**
 - i. **Discussion:** Way to serve Arcadia (and Atlanta). Bookmobile could have Wi-Fi, which would allow staff driving it to sign people up for library cards on-the-go as well as provide some Wi-Fi for public to use/download

ebooks, etc. Barn could hold chairs for outdoors events, making things like weddings or movie nights super-easy to hold.

- r. **Library Vending Machines**
 - i. **Discussion:** Way to serve Arcadia (and Atlanta) An example: <http://www.envisionware.com/24h-library-features> . Repair and maintenance costs on machines are a consideration. Could be more cost-effective (and useful) to reconsider Wi-Fi hotspots and/or bookmobile w/ Wi-Fi. Especially since all children grades 6+ have iPads that could access eBooks.
- s. **Theater**
 - i. **Discussion:** none at this time.
- t. **Kitchen**
 - i. **Discussion:** Many ideas from our public focus groups, attendance at current events, as well as national trend show preference for food-related events and nutrition education. Has come up before as a particularly nice “would be great to have” item.
- u. **Daycare:**
 - i. **Discussion:** none at this time.
- v. **Improved Staff Lounge**
 - i. **Discussion:** more space was mentioned, but nothing else at this time.

V. NECESSARY INFRASTRUCTURE REPLACEMENTS

- a. **New Roofs at Cicero & Atlanta**
 - i. **Discussion:** Atlanta has dire need of new roof, but expense is great. Cicero’s roof, while in much better shape, will certainly need replaced within the next few years.
- b. **Replacement HVAC: Cicero**
 - i. **Discussion:** In past, have made mentions of looking for energy star-rated equipment, system that able to be controlled via phones/tablets. Atlanta’s system made also need replaced?
- c. **Entryway renovation**
 - i. **Discussion:** Major Items Listed for Replacement/Reno under “Entryway” are: BATHROOMS, FRONT DOORS. Mentions of more light wanted/glass front, seating areas, weather-protected book drop area.
- d. **New “signage”**
 - i. **Discussion:** Digital sign was suggested as necessary upgrade.

- e. **Upgrade to LED lighting**
 - i. **Discussion:** Will pay for itself over time in lower energy usage and less need for replacement.
- f. **Upgraded Security**
 - i. **Discussion:** More comprehensive security camera set-up wanted.
- g. **Upgrade Sprinkler System**
 - i. **Discussion:** Sprinkler system is slowly degrading (much like HVAC), will simply need replacing.
- h. **New floor coverings (whole building)**
 - i. **Discussion:** Good high-traffic long-wearing carpet replacements will be needed for whole building once, if not twice in next 20 years.
- i. **Standby power system**
 - i. **Discussion:** We have lots of power surges in this building. Standby power supply that would prevent computers from going down during a surge would be good for staff and customers. Having a way of keeping (some) lights on during emergencies is also a good reason.
- j. **Landscaping**
 - i. **Discussion:** Landscaping needs major upgrade. Make it attractive, but low maintenance. Consider xeriscaping.
<https://en.wikipedia.org/wiki/Xeriscaping>
- k. **Improved Wi-Fi**
 - i. **Discussion:** Upgrading Wi-Fi to support at least small conference-levels of attendees. Would be looking at a system that comfortably supports 100+ people. Managed Wi-Fi or managed switches recommended for tracking usage stats among other things.
- l. **Redo parking lots (size & safety issues)**
 - i. **Discussion:** Move donation box (currently a safety issue with people parking too close to staff door), create separate exit area due to current concerns that an accident in the wrong spot could entirely block patrons from leaving the parking lot. If we're encouraging more usage through more rooms, conference space, we'll likely also need more parking than we currently do as well.
- m. **Full electrical overhaul**
 - i. **Discussion:** Wiring is old, we do not have enough outlets in most areas, etc. Addition of full-building surge protection may also be useful due to high number of power surges we seem to have.
- n. **Replace front desk**
 - i. **Discussion:** front desk is worn and could use replacing.
- o. **More staff workspace & storage space**
 - i. **Discussion:** Staff workspace is very limited at this time. And more storage is always appreciated.

- p. **Hardwiring gazebo screen so it's useable again**
 - i. **Discussion:** Remote has been lost for quite some time, we are unable to get screen down to show films on it. Better if we wire it to a wall switch.
- q. **General soundproofing of current areas**
 - i. **Discussion:** Current meeting rooms are lacking sufficient sound-proofing. General upgrade/renovation to sound-proof things suggested.
- r. **People-counter system**
 - i. **Discussion:** If our focus is people using the building, it would probably be good to have a way of tracking those numbers for our monthly reports and other evaluation needs.

VI. Some considerations mentioned to keep in mind

- a. What will the operational costs of support staff be to cover all these new areas/buildings/bookmobiles?
- b. Maintenance & utility costs/requirements on any new areas
- c. What expanded IT costs will we incur on expansion ideas?
- d. The amount of staff training time it will take to get everyone up to speed on any new purchases or infrastructure
- e. "Soft costs" that will include purchasing technology, seating, tables, screens, paint, etc for any new areas built.

VII. Follow Up

- a. Identifying necessary features/renovations/upgrades
- b. **Action Item:** Voting on official prioritized list of current capital project interests at the March 17th board meeting.