

**Josephine Community Library District**  
**Board of Directors Regular Meeting**  
**Thursday, January 31, 2019 at 5:30 pm, Grants Pass Branch Library**  
**Agenda**

**Board members:**

Position 1	Position 2	Position 3	Position 4	Position 5
Beecher Ellison	Laurel Samson, President	Jennifer Roberts, Vice President	Judy Williams	John Harelson

Agenda Items	Action	Responsible	Time
<b>Call to Order</b>		J. Roberts	
1. Approval of agenda		J. Roberts	
<b>Board Member Reports</b>			
1. Facilities Oversight Task Force report	Report	Williams/Roberts	10 min
2. Facilities Master Plan Phase 2 presentation	Presentation	Hacker/Hummel	60 min
<b>Questions and Answers</b>			
1. Question from board members		Williams/Roberts	15 min
2. Questions from public		Williams/Roberts	15 min
<b>Adjourn</b>		J. Roberts	

Date and Time	Upcoming Meetings and Events
February 2, 9, 16 and March 2	Revisiting the Founding Era Youth and Adult Programs
February 7, 5:30-7pm	Strategic planning with Foundation, Taprock Evergreen Room
February 12, 8am-3pm	Library Legislative Day, Salem, Oregon
February 21, 5:15-7pm	JCLD regular board meeting, Grants Pass branch
February 23, 12:30-3pm	Oregon Poetry Association poetry workshop, Grants Pass branch

**TO:** Josephine Community Library District Board of Directors and Josephine County Library Foundation  
**FROM:** Facilities Oversight Task Force:  
Jennifer Roberts, Judy Williams, Sue Cohen, Steve Swearingen, and Kate Lasky  
**DATE:** January 31, 2019  
**SUBJECT:** Facilities Master Plan Phase 2 presentation memo

---

## Background

- Immediately following the formation of the Library District in May 2017, community members, volunteers, and donors expressed concern about the state of the existing buildings, especially in Grants Pass, Williams, and Illinois Valley, due to disrepair and lack of bathroom facilities in Williams.
  - Grants Pass and Illinois Valley library buildings were constructed in the late 1950s and were last updated in the mid-1970s.
  - The Williams branch was a temporary mobile unit constructed in 1977.
- The District and Foundation formed a joint task force to complete a Facilities Master Plan in accordance with Oregon Library Association Public Library Standards and to address community interest and concerns about the buildings.
- The Foundation is committed to securing improved library services for children, teens, adults, and seniors for decades to come.

## Facilities Master Plan: Phase 1 (completed June 2018)

- The Foundation paid for contracted services by Penny Hummel Consulting to facilitate community, volunteer, and staff input, ensuring that library services were the top priority in building design and maintenance.
- Based on input from community focus groups, Penny Hummel recommended replacing the existing Grants Pass and Williams libraries with new facilities, renovating the Illinois Valley library, and evaluating the Wolf Creek library's mechanical and security systems to determine maintenance needs.
- A public presentation to the District and the Foundation was held at the Grants Pass branch on June 21, 2018 and is available online at [josephinelibrary.org](http://josephinelibrary.org).

## Facilities Master Plan: Phase 2 (September 2018-January 2019)

- The Foundation paid for contracted services by Hacker, a professional architectural firm with experience in library space development for optimum patron service.
- The pre-design/preliminary concepts recommended by Hacker architectural team included Wolf Creek and Illinois Valley improvements, preliminary concept designs/drawings for a new Williams building, and site criteria and a preliminary conceptual design for a new Grants Pass building, including cost estimates.
- Tonight's public presentation to the District and the Foundation will be available on the library website within the first few days of February.

Phase 2 milestones and deliverables. Items in italics are completed.

<u>Dates</u>	<u>Milestones</u>
Sep 10	<i>Site visit with project kickoff and buildings tour.</i>
Sep 18	<i>Site visit for engineering assessment of IV and WC.</i>
Oct 9	<i>Site visit with task force to tour potential GP building sites and present initial recommendations and design ideas on new IV and WM buildings.</i>
Oct 17	<i>Videoconference with task force for detailed assessments of IV and WC.</i>
Oct 30	<i>Videoconference with task force to present preliminary design concepts on IV and WM as well as the GP building site analysis.</i>
Nov 20	<i>Videoconference on final designs and concept images for IV and WM.</i>
Dec 14	<i>Videoconference with task force to present preliminary cost estimates for IV and WM and initial design ideas for GP.</i>
Jan 10	<i>Videoconference with the task force to present refined design concepts for GP, including preliminary exterior views and plan diagrams; also discussed final cost estimates for Illinois Valley and Williams.</i>
Jan 14-18	<i>Email correspondence on final concept design for GP.</i>
Jan 24	<i>Videoconference with task force to present initial cost estimates for Grants Pass. Prepare for final presentation of Facilities Master Plan.</i>
Jan 28-30	Email correspondence on any updates to the Grants Pass cost estimate.
Jan 31	Hacker to meet with task force, boards, and other stakeholders to present the final Facilities Master Plan.

### Next: Feasibility Study (February–June 2019)

- Through June 2019, the Foundation will conduct a feasibility study to determine the economic feasibility of Phase 2 recommendations. The study will review and project potential fundraising revenue through foundation grants, special government programs for building projects, and direct donations.
- A public presentation of the feasibility study's results will be scheduled at a date to be determined.

### Design and Construction (TBD)

- Phase 3. Schematic Design (from preliminary conceptual designs into final design concepts and drawings, including floor plans and elevations).
- Phase 4. Design Development (detailed drawings specifying the building systems, including structural, civil, mechanical, electrical, and plumbing; the cost estimate is refined).
- Phase 5. Construction Documents (development of construction documents and specifications, including finishes).
- Phase 6. Construction (buildings are constructed or renovated).