

# LIBRARY

## Infrastructure Committee Mountain Island Library Community Room

Monday, Dec 8th, 2014

10:30 a.m.

*Trustees:*

Bob Sink

Leland Park

*Library Staff:*

Frank Blair – Director of Technology & Operations

Dana Eure – Director of Lifelong Learning

Peter Jareo – Associate Director of Operations

Julie Ward – Location Manager, West Blvd

Julia Smith – Location Manager, University City

Donovan Craig – Library Admin. Coordinator

David Singleton – Director of Libraries

Susan Green – Location Manager, Morrison

Lee Keesler – Chief Executive Officer

Helen McDowell – Location Manager, Mountain Island

Leonora Kaufmann – Assoc. Dir. of Library

Experiences

*County Staff:*

Mark Hahn – Director of Asset and Facility Management

*Absent:*

Angie Myers – Chief Financial Officer

### Meeting Report

Trustee Bob Sink welcomed all to the meeting and on his motion seconded by Leland Park the previous minutes were approved.

○ **Old Business**

○ **Morrison RFQ for program planning services**

Frank Blair reported that all the RFQ's for the Morrison Regional Library Space Programming Planner and Materials Handling have been received and reviewed. Mr. Blair is currently in the negotiation process with the selected Architect.

○ **Morrison RFQ for design and construction documents**

Mark Hahn provided a list of consultants interested in the project at this time. 28 Firms have requested the RFQ at this time and majority of the firms are medium to large. The deadline for the submittals is December 22<sup>nd</sup>, 2014. AFM will then review the submittals and provide a short-list to the Library Architect Selection Committee. The committee will then rank the firms and submit the list to the Library Board of Trustees for approval. Once a firm is selected, AFM will then enter negotiations to finalize the contract. Mr. Hahn noted that the scope of the project will be determined by the design/layout within the library that the program planner recommends.

Trustee Leland Park noted that it is the duty of the Architectural design and construction firm, to confirm, if any, Architectural Standards specifically pertaining to the exterior of the building.

- **Transition Planning for Morrison – Planning**

Peter Jareo presented to the committee a Gantt chart outlining the various phases of planning and construction. Mr. Jareo expressed that there may be an opportunity for the library to position itself at a temporary site which would accommodate both the Morrison relocation as well as the future West Boulevard relocation. The temporary site could then potentially become a permanent site as the alternate location for the Scaleybark location once the lease is up.

Mark Hahn did note that the lease for the temporary site cannot be included in the Capital budget. The library would need to seek further funding to cover the cost of the temporary site lease.

- **Technology Updates**

- **Printer/Copier RFP**

Ricoh has completed their site assessments regarding scanning, coping and printing needs. The RFP timeline has been extended due to the current contracts only terminating in the first quarter of the calendar year 2015 and not the last quarter of 2014 as previously anticipated. Ricoh has been asked to submit 3 proposals by December 18<sup>th</sup>, 2015 covering; A) a complete replacement, B) a complete replacement and incorporating the multi-use machines, and C) the Libraries 'wish-list'. There is the potential to create revenue on scanned documents to provide a budget neutral proposal.

- **PC Replacement**

The FY14 PC replacement has brought all public PC's, system wide to within a 2 year replacement cycle. Mr. Blair wanted to commend County IT for their support in purchasing and deployment.

- **New Business**

- **Architect Selection Committee**

The Architect Selection Policy has been approved by the Library Board of Trustees at the November meeting. This will be the first time the library has completed the Selection process. The policy states that a Library Trustee be appointed Chair, Trustee Leland Park has accepted the offer to head up the committee, the final appointment will come from the chair of the Library Board of Trustees. CEO Lee Keesler suggested for Mark Kutny to join the committee for legal support. Mr. Blair mentioned that the selected Space Program Planner may wish to be part of the committee for consulting reasons only.

- **Technology Plan**

Mr. Blair took the opportunity to elaborate on the Technology Planning question, posed in the previous meeting, for the libraries in FY17. Mr. Blair provided background for his decision making regarding different communities/demographics and their needs. Mr. Blair also offered different areas that the library needs to look forward to regarding the changes in hardware and software. The following seven areas are where the Library will need improvement in order to accommodate the ever changing demands of the public with regard to technology:

1. Bandwidth and WIFI upgrades
2. Switches and routers upgrade
3. Increase number of servers
4. Increase accessibility (portable vs stand alone)
5. Software (leasing vs purchasing)
6. Automation & RFID

## 7. Digital strategy – ILS upgrade

The Library is exploring options for funding in all of these areas and the breadth and scope of the sum of these projects may require the addition of a Technology Manager.

Mr. Blair also noted that the Integrated Library System (ILS) RFI goes live today, December 8<sup>th</sup>. The ILS RFI is intended to challenge vendors to design a compatible ILS for the future.

The Director of Libraries, Mr. Singleton provided an update on the MakerSpace for Main Library. The Knight foundation provided a grant of \$75,000 to assist in the up fit of the Makerspace. The Makerspace is designed to be a collaboration space where individuals or groups can design and even print models by way of a 3D printer. Mr. Singleton anticipates opening the space to the public in January of 2015. It was noted that the Discovery place also has a Makerspace however theirs is more focused on science oriented activities. Mr. Singleton suggested scheduling one of the next Infrastructure meetings at the Dowd Learning Studio at Main Library to introduce the Makerspace to the Committee.

The meeting adjourned at 11:43am

### o **Discussion/Tour Mountain Island Library**

Helen McDowell lead the tour noting first of all that the Mountain Island Library will be celebrating its 9<sup>th</sup> anniversary on December 10<sup>th</sup> 2014!

The residential collection is approximately 47,000 items and the majority of users are families with either elementary or teenaged youth. The facility utilizes its open spaces by providing story time in the center of the facility. Mountain Island is the number one self check-out facility in the system.

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