

## South Wasco Library Steering Committee Meeting

June 21, 2018

### Log Home

**Committee Members Present:** Ingrid Dankmeyer, Sue Knapp, Frank Kay, Rani McPhearson

**Absent:** Mary Beechler, Denny Ross, Donna Henderson

**Guests:** Lynn Ewing, Mark Seder, Jon Helquist

#### Business:

- Approval of Minutes from May 18<sup>th</sup> meeting.
- Confirmation of Committee Members and contact information (Sue):
  - Council-approved members of the steering committee are: Ingrid Dankmeyer, Councilor Knapp, Mary Beechler, Donna Henderson, and librarian Valerie Stephenson. Rani McPhearson became the new librarian in early 2018, replacing Valerie Stephenson. Additional members recommended by Mayor Ewing (4/25) were Frank Kay and Denny Ross. As Frank Kay does not have email, all materials will be emailed to City Hall for him to pick up.
- Capital Campaign (Ingrid):
  - Budget Update: Campaign total has been revised to include cost of furnishings and equipment to \$1.58M from \$1.46, which means we are 66% funded currently. We would like to seek public art funding in the future, but that is not part of the current campaign.
  - Collins Foundation Grant: Budget info was reconciled with Recorder Patton; and grant inquiry document was submitted on 6/19 for \$150,000. Collins Foundation places great importance on diversity, as do many other foundations, expecting that all voices be heard. Rani suggested that some minority families, particularly Hispanic families, do not yet feel connected to the community or to the library. Opening doors to diversity and minority populations and meeting their needs is very important as we move forward with seeking funding for the new library. The bilingual survey is a start but needs revamping. Some additional ideas for reaching out to minority families were discussed and more will be explored. Rani will be distributing flyers translated into Spanish to help with outreach.

The Collins Foundation will review our grant inquiry and get back to us in the next 2-4 weeks at which time we will pursue the final grant application and submit by mid-October. A final decision will be made in December.

- Oregon Community Foundation Grant: It would be best to wait until next January for this grant and make it a 'targeted ask' possibly for furniture and equipment.
- Ford Family Foundation: The focus for this grant will be the community meeting space.
- Google Grant: Possibly pursue for state-of-the-art technology in the future. Would be best to push on this soon to avoid change orders. Lynn knows someone he can talk to.
- General Comments: The contractor will want to know how the space will be used so that the design can fit the purpose. Mark suggested that isolating the cost of the community meeting room might be good information to have for a public conversation. It was recognized that an

increase in operational costs with a new library will likely increase the SoWA library's portion of the library district's budget which will affect Dufur and The Dalles. The library taxing district is a permanent taxing district. What approach should be used for future operation needs?

- Action: *Rani will review the tax district language.*

- Groundbreaking (Sue)

- The event is Saturday, September 8<sup>th</sup>, at 1:00 PM.
- The lot should be cleared by early September for the 9/8 ceremony. Important to take photos of before, during, after phases. Possible for contractor to do final dig out of lot by then?
- Anderson Perry will be doing the alley project, hooking up water, sewer, power, which will be needed prior to construction. Public works might be able to do some of this.
- Mark questioned whether the 9/8 date could be met for official groundbreaking. State reviews and permit approvals take 3 to 4 weeks after receipt of completed drawings. It was agreed that the groundbreaking is a *ceremony* and not necessarily the point at which we will officially break ground. The corners of the building could be staked for a visual. Actual groundbreaking will likely be early October.
- Sue provided a rundown of points to consider for ceremony planning.
  - Invitees - A list of names for potential invitees has been started; *Lynn will add to this list.* Once invitees have been identified, a letter with the pamphlet will be mailed out by August 1<sup>st</sup>.
  - Displays can include: signage for CM/GC and engineers/architect; full list of donors and number of bricks purchased; funding diagrams and cost; newest civic center schematic; photo display; informational pamphlet; flags posted along the block.
  - Events, Food, Misc –
    - Coffee and cookies for refreshments. Use the chamber's large tent to cover the food table; Shovels (4) for ceremony; tour of old library? Have a book sale? Chairs – legion hall, chamber
  - To Do:
    - Advertise on chamber and city websites
    - Attend chamber meeting to keep them apprised.
    - Develop posting notices

- Communications:

- The current pamphlet was reviewed and suggestions made, including polishing it up, using Bohn's to create a more professional look; insert newest building schematics; eliminate percentages and change wording; use different font, etc., etc. City will cover the cost of printing 2500 for initial distribution in early July and August invitations.
  - Action: *Sue will work with Mary and Bohn's to revamp the pamphlet.*

Next Meeting: July 19<sup>th</sup>. August meeting on the 16<sup>th</sup>