

WOODLAND PUBLIC LIBRARY
Leake Conference Room
, 250 First St.
Woodland, California
Monday November 28, 2016
LIBRARY BOARD OF TRUSTEES
3:00PM

SPECIAL MEETING AGENDA

- 1) Welcome Visitors
- 2) Public Comment
- 3) Review of Agenda
- 4) Friends of the Library Report

- 5) Minutes
 - a) October 19, 2016
 - b) October 26, 2016
 - c) November 2, 2016

- 6) New Business
 - a) January Board Retreat
 - b) Facility Master Plan Timeline

- 7) Old Business
 - a) Square One Construction Funding
 - b) Library Board Calendar

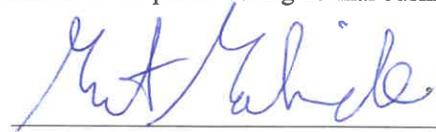
- 8) Report
 - a) Director
 - b) Board
 1. Individual Board Reports

- 9) Future Agenda Development

- 10) Adjournment

Next Meeting:

I declare under penalty of perjury that the foregoing Agenda for the special meeting of the Library Board of Trustees of the City of Woodland scheduled for November 28, 2016 was posted on November 25, 2016 on the Library's front entry and bulletin board, 250 First Street, Woodland, CA, and was available to the public during normal business hours.



Greta Galindo, Library Services Director

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st. Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.

Minutes for Meeting of October 19, 2016

Board Members Present: Diane Adams, Ellen Burris, Kathy Harryman, Karen Shepard and Gloria Rodriguez

Library Service Director: Greta Galindo

Guest: Jim Hilliard, City Of Woodland Mayor

Regular Meeting:

1. Call to Order – 4:05 p.m.
2. Public Comment – Jim is excited that library is doing so well.
3. Review of Agenda – Gloria/M; Kathy/S; Accepted.
4. Friends of the Library Report – Saturday Night Mystery Night– with new format of dinner. Sales are doing pretty well. Newsletter deadline is next Wednesday, Oct. 26. Kathy Harryman will write about the Library Board Policy Manual which will be online. Excited about Makerspace. Author visit - Rominger's book,
Feb 1 – Brooks Palmer will tie in with Library Wellness Series.
Dec. 10 at 1 p.m. after parade Joan Sisson, local author of books for all ages, will read and have books available for sale.
5. Minutes for October 5, 2016 – Diane/M; Kathy/S; Accepted.
6. New Business –
 - a. Spinetingers – Rescheduled
 - b. 4th Qtr FY 16 Report
 - c. Square One Construction Funding - Bids
7. Old Business –
 - a. FY 16/17 Budget Review
4th Quarter FY16 Report – Received grant to get every secondary student to have a library card which will be attached with their identification cards. Rhea Fabricante, the Teen Librarian, is working on this grant. Rhea has new Teen Advisory Board.
Square One Construction Funding – With 917 moved \$10,000 to Measure E to get sealed concrete flooring; Keep within \$600,000... If bid comes in higher the shortage will be larger; Asking us an addition of Square One; ceiling negotiable.
\$150,000 in Library Trust Fund – We will go up to \$50,000 for completion of project.
We'll wait until all the bids to come in to make decision. Will go back to council on Dec 6th.
Before any expenditures are made out of 917 funds – it will be good for the board to hear ahead of time. Greta can send email to say that she wants to spend monies and ask us if we want to have a meeting.
 - b. Review of Policy Manual – Ellen/M; Diane/S; Motioned passed
 - c. Library Facility Master Plan – 5th or 15th before City Council
 - d. Library Board Calendar – Upcoming meeting for retreat (Jan/Feb)
8. Report
 - a. Director –
Halloween Party – Oct. 29 Kids party at 1 p.m.; Teen Party at 6 p.m. Security is being brought in from Parks & Recreation. Carol Davis is gardener for the children's garden. Arturo is helper for the garden.
 - b. Board – No reports

Adjourned at 5:35 p.m.

Next Meeting: October 26, 2016 at 11:00 a.m.

Respectfully submitted, Gloria U. Rodriguez

APPROVAL OF MINUTES
Agenda Item No. 5b
Library Board of Trustees Meeting: 11/28/2016

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
MEETING OF OCTOBER 26, 2016

Board Members: Diane Adams, Karen Shepard, Gloria Rodriguez and Kathy Harryman.

- 1) Call to order in open session – 11:00 a.m.
- 2) Public Comment – none
- 3) Closed Session
The closed session ended at 12:30 Nothing to report.

APPROVAL OF MINUTES
Agenda Item No. 5C
Library Board of Trustees Meeting: 11/28/2016

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
MEETING OF NOVEMBER 2, 2016

Board Members: Diane Adams, Karen Shepard, Gloria Rodriguez and Kathy Harryman.

- 1) Call to order in open session – 3:00PM
- 2) Public Comment – none
- 3) Closed Session
The closed session ended at 4:30PM Nothing to report.

Library Board Effectiveness Training - FREE TO CPLA MEMBERS!

This training is available now, presented at your library, on a date of your choosing on a Saturday from 9 a.m. to noon. Experienced trustees/commissioners have been trained in a curriculum developed by Carla Lehn, consultant in board training, California State Library. In order to be more effective, each session is tailored to the specific needs and issues of the board or commission being trained.

By the end of this session participants will be able to:

- Articulate the significant role and contribution of volunteer trustees to Library success, including CPLA's role.
- Understand the various Library Board structures in California, and recognize the type on which they serve.
- Identify legal obligations of library board members, and know steps to take to reduce personal and Board liability.
- List the role and functions of a Library Board, and articulate some success strategies for accomplishing them.
- Develop and/or enhance a productive working relationship with their Library Director.
- Identify next steps for addressing their own current issues in this area.

Agenda

- Introduction
- Why Do We Have Library Boards?
- Types of Library Boards in California
- What Library Boards Do
- Legal Duties and Liabilities of Library Board Members
- Success Strategies for Boards
- Working Toward Good Board/Library Director Relations
- Next Steps -- What Can We Do To Help Our Board Be Effective?
- Additional Resources Available to Help

Email Deborah Doyle to arrange for this FREE training

We are pleased to be able to provide this service as part of our goal to educate California library trustees and commissioners to better carry out their duties and responsibilities.

Exhibit A

Project Work Plan / Approach

Woodland Public Library Facility Master Plan

As the oldest operating Carnegie library in California, your library has an incredible and historic foundation. However, the last update to the library was almost 30 years ago, and the needs of the staff and community have far outpaced the capacity of the current facility to meet those needs. Your library suffers from outdated building systems and infrastructure, a convoluted floor plan that limits staff efficiency, and inherently inflexible spaces. Our goal for the Facility Master Plan (FMP) will be to identify a range of short to long term renovation projects for the library which will provide you with a road map to implement immediate improvements, while planning for longer-term projects as funding permits.

The Facility Master Plan will be a flexible, living document with a long list of recommendations ranging from the replacement of the carpet and painting, to electrical and technology upgrades, to an historic renovation of the Carnegie building, to a full renovation/replacement of the 1988 addition. Focused on flexibility, we will create a document that will be a useful management plan well into the future, guiding the library's development as its needs change over time.

Noll & Tam's library experience reflects our awareness of the important role of libraries in our communities, the latest thinking in library service and design, and creative ways to serve the community. We will bring these capabilities to a collaborative design process that will include library staff, library users, and other stakeholders. We recommend that a Library Building Committee (LBC) be formed that we will meet with on a regular basis to review our work and make decisions about how to proceed. At a minimum, it would consist of Library and City staff, but might also include representatives of other key stakeholder groups. In our experience, a group that includes a wider range of perspectives often leads to the best conclusions, but this may not be the ideal for Woodland, and we will defer to your best judgment on this point. We will work closely with the LBC throughout the process to develop the best solutions for the project. Through this inclusive, highly interactive process, we will hear everyone's needs, create a sense of ownership among everyone involved, and produce imaginative and practical solutions that fulfill the current and future needs of the community.

Our Work Plan is as follows:

Task 1. Project Initiation

We will begin with a kick-off meeting, attended by Noll & Tam and other key members of the design team, Library and City staff, and the LBC if it is in place. At this meeting we will clarify the project goals and vision, decision-making process, program requirements, scope of work, community input process, project schedule, and project budget, if applicable. We will identify key stakeholders in the community and determine if there are any missing participants.

We will establish a work plan that communicates when particular tasks are expected to be completed. We will distribute the schedule to all team members and update it regularly to reflect the actual progress of the work and maintain accountability. We are experienced working with demanding project schedules and take our deadlines very seriously. In addition, we will determine how decisions will be made and what process will be employed for obtaining user input.

Prior to the kick-off meeting, we will gather and review existing plans, studies, and reports that the Library may have for the existing facility. We will also review the program for the new "Square One" Makerspace, to understand breadth of services that can be offered there, and incorporate those possibilities into our understanding.

Meetings:

- *Kick Off Meeting 1 – Noll & Tam, Jennifer Sweeney, Library Staff, Library Board of Trustees, City Staff, LBC*

Deliverables:

- *Project Schedule,*
- *Project Work Plan,*
- *Community Process Plan*

Task 2: Community and Stakeholder Outreach

We recognize that the Library staff are well aware of the needs of the community, and the deficiencies of the existing facility. We aim to build on this knowledge through a community outreach process that gathers information about the community's needs and goals through an objective process that can be used as a reference document for the Facility Master Plan.

We propose to plan and facilitate one community input meeting to learn at first-hand how people in the community perceive their library, and to learn about their

goals and aspirations. The Woodland Library serves many communities, each with unique needs, uses and ideas. By witnessing this directly, we will be better able to offer recommendations that are effective responses to their needs. If desired, we can offer bilingual meetings and presentations to the community, so that we are able to include the segments of the population that are often not reached by a traditional information gathering process. We could create an online survey to quickly and easily capture information from involved users, allowing us to quantify and consolidate data from them. If our proposal to cover the range of communities with just one meeting is deemed inadequate, we are open to modifying our approach to best meet the Library's needs in this regard.

Meetings:

- *1 Community Outreach Meeting – Noll & Tam, Jennifer Sweeney, Library Staff, City Staff, Library Board of Trustees, community members*
- *1 LBC meeting*

Deliverables:

- *Meeting Notes*

Task 3: Demographic Analysis and Projections

Our library consultant, Jennifer Sweeney, MSLS, PhD, a highly experienced library program evaluator and management planner, will conduct a detailed demographic analysis of the City of Woodland and trends in population. Starting with an evaluation of the City of Woodland General Plan Update 2035, our consultant will review data on trends in population growth rates, economic factors, housing, education, health and safety, and community/neighborhood dynamics.

Sources to be consulted will include City of Woodland General Plan Update 2035, California State Library Statistics, Ed-Data, SACOG Information Resource Center data, US Census Bureau City and County Projections, California County-Level Economic Forecast, HealthyCity.org, as well as other information available from the City of Woodland and the Woodland Public Library.

We will also conduct an online survey of community members, reaching library users as well as non-users, delivered via email, to collect information on current and projected library resource use, programming, and information needs. Interviews with key community stakeholders will also be conducted to gather in-depth perspective and knowledge on projected library information and program needs from engaged community members.

2 Noll & Tam Architects

This information will inform our understanding of the needs of the community and demographic usage of library facilities and programs, allowing us to identify projected usage needs by group, and project future facility and technological needs, specifically regarding building size, seating, collections, technology, and types of functional spaces. From the results of the analysis, we will prepare an outline program showing the physical space implications of the community needs.

Meetings:

- *Individual Outreach Meetings – Jennifer Sweeney and Interviewees*
- *1 LBC Meeting*

Deliverable:

- *Demographic Analysis and Projections Summary Report*
- *Outline Library Program*

Task 4: Current Facility Review

Following the kick-off meeting, we will review all available documentation on the existing facility and prepare CAD base plans (we typically use Revit, so we have a 3D model to work with), so we have an accurate basis for our evaluations.

Our entire engineering team will come to the site to perform an assessment of the existing building and its systems, including:

- Roofing and waterproofing systems
- Architectural building elements
- Stairs and elevators
- Windows and doors
- Accessibility and ADA compliance
- Structural systems (for all four building elements)
- Mechanical and plumbing systems
- Electrical, lighting, and telecommunications systems
- Site elements including access, parking, landscaping, lighting
- Library operations
- Sustainability

In addition, we will review the functional capabilities of the library, the layout, inefficiencies, wasted resources, security, and other aspects of how the library could improve operations, which will require talking with library staff to best understand current and projected needs. We will prepare a summary report that identifies existing building conditions, architectural and engineering deficiencies, and functional limitations.

This information will be collected into a Building Evaluation Report that will be useful in the subsequent design process, providing a basis for key decisions about renovation and construction.

Meetings:

- *On-Site Building Evaluation*
- *Library staff meeting about building operations*

Deliverables:

- *Building Evaluation Report*

Task 5: Facility Growth Analysis

At this point, we will compile all the data we have amassed through analysis of the existing plans, an investigation of the facility, demographic analysis and projections, discussions with Library and City staff, and community input, to identify the ways that the existing facility can be improved to serve the Woodland Community. Our proposed conclusions will include a range of size for the expansion, and a range of possible programmatic elements that appear to be valued in the community. We will review these conclusions with Library and City staff, and/or with the Library Building Committee, receive input, and develop a final draft of a Library Building Program, which will serve as the basis for the conceptual planning alternatives.

Our design team will then develop a number of alternatives for renovation and expansion on the existing site, which would be our preferred site considering the historical significance of the existing facilities, and a desire to maintain continuity and support within the community. We will look at various conceptual ways to improve the library, looking at renovation, selective demolition, expansion, and historical restoration, always trying to find the best value in any given decision.

We will focus on improvements that provide:

- *Flexibility*
- *Efficient Library operations*
- *Clarity of organization*
- *Adequate spaces for functional elements*
- *Comfortable spaces*
- *Appropriate adjacencies between program units*
- *Elegant organization of building elements*
- *Economical re-use of existing building elements, as possible*
- *Improved structural systems*
- *Improved MEP systems*
- *Current and Future technological needs*
- *Required Code upgrades*
- *Natural lighting and ventilation*
- *Better acoustics*
- *Energy efficiency*
- *Improved security and life safety*
- *Good site configurations including parking and attractive landscaping*

We propose to prepare an initial set of alternative design options that cover all aspects of the building, and have a range of possible approaches to the renovation. We will review these with the Library Building Committee, select the best ideas to develop, and produce another round of design options for review. The final draft of design alternatives will be developed further and the project scope defined in more detail for costing. The various elements will be organized by type, location, and relationship to each other, to better facilitate the prioritization process.

We will initiate an interactive process with our cost estimator at the beginning of the project and work closely with them to ensure that the estimates accurately reflect the scope of work in the design. Our cost estimator, David Cobb of TBD, is highly experienced, with a special focus on library projects. We have worked with David on a number of projects and have always found him knowledgeable and accurate.

David will prepare a construction cost estimate for each building element, so each element can be considered on an individual basis for inclusion in any phase.

We will then establish a clear methodology for prioritizing the proposed projects and costs. Each project will be categorized as:

“Must Do”

- Code requirements
- Life safety
- Critical need

“Should Do”

- Cost / Benefit
- Significant program improvement
- Compelling rationale
- Special opportunity
- Community support
- Political issues

“Could Do”

- As funding allows
- Fundraising potential
- Program improvement

The project will be ranked, and linked together into rational groupings for discussion purposes and for deciding how they could be phased for implementation. Availability of funding over a long time frame will be considered, to create a realistic project timeline.

We will develop a proposed Implementation Timeline with the LBC, and ensure that it is reasonable, practical, and has achievable goals. The cost projections for each project will be input in developing a cash flow model that will be tested against funding strategies to ensure that it is realistic. The ranking of the projects and the timeline will be adjusted as each of these factors is accounted for and the implications known. It may go through several drafts, with revisions, before a final draft is ready to be published. Our initial thoughts about the Timeline are attached, as a starting point for discussion.

Meetings:

- *2 LBC meetings*

Deliverables:

- *Conceptual Building Plans, including individual projects, costs, and prioritization*

Task 6: Recommendations

This section will be the proposed implementation plan, and will incorporate all the various capital improvement projects that are planned to take place over the 20-year horizon of the Master Plan. Available funding in the short and long term will determine which projects go first, and the costs will account for all project costs including construction, soft costs, and escalation. It will be worked out in consultation with the LBC, and other stakeholders as appropriate. The final public meeting is for the purpose of updating the community with the results of the process.

Meetings:

- *1 LBC meeting*
- *Community Outreach Meeting*

Deliverables:

- *Recommended Implementation Plan*
- *Proposed Schedule for Implementation*

Task 7: Facility Master Plan

The final document will be organized into several major sections, as follows:

- Executive Summary
- Introduction
- Needs Assessment
- Summary of the community participation process
- Recommendations: plans, project descriptions, cost estimates,
- Implementation plan, phasing, schedule, and financial
- Funding strategies
- Appendices (demographics, data, surveys, acknowledgments, etc.)

The Facilities Master Plan will be published in a variety of forms, with full and summary versions, and stand-alone sections for certain key elements. We will provide of printed copies, as well as electronic copies in editable and Adobe PDF format for reproduction, transmittal, and future editing.

Meetings:

- *Close-Out Meeting*

Deliverables:

- *Facility Master Plan*

Exhibit B

Woodland Library Facility Master Plan Woodland, California

Proposed Project Schedule

10 November, 2016

ID	Task Name	Duration	Start	Finish	S	O	N	D	J	F	M	A	M
1	Notice to Proceed	0 wks	Wed 11/23/16	Wed 11/23/16				11/23					
2	Task 1: Project Initiation / Kick-Off Meeting	2 wks	Wed 11/23/16	Tue 12/6/16									
3	Task 2: Community and Stakeholder Outreach	6 wks	Wed 12/7/16	Tue 1/17/17									
4	Community Outreach Meeting 1	0 days	Fri 12/16/16	Fri 12/16/16				12/16					
5	Community Outreach Meeting 2	0 days	Fri 1/6/17	Fri 1/6/17									1/6
6	Task 3: Demographic Analysis and Projections	6 wks	Wed 12/7/16	Tue 1/17/17									
7	Task 4: Current Facility Review	6 wks	Wed 12/7/16	Tue 1/17/17									
8	Task 5: Facility Growth Analysis	12 wks	Wed 1/18/17	Tue 4/11/17									
9	Task 6: Recommendations	2 wks	Wed 4/12/17	Tue 4/25/17									
10	Community Outreach Meeting 3	0 days	Tue 4/25/17	Tue 4/25/17									4/25
11	Task 7: Facility Master Plan	2 wks	Wed 4/26/17	Tue 5/9/17									

Noll & Tam Architects

Exhibit C

Noll & Tam Architects
729 Heinz Avenue
Berkeley, CA 94710

Woodland Library Facility Master Plan

FEE PROPOSAL

September 16, 2016

Basic Service	Consultant	TOTALS
Architectural Services	Noll & Tam Architects	\$99,260
Structural Engineering	Buehler & Buehler	\$4,950
Mechanical Engineering	Capital Engineering	\$2,750
Electrical Engineering, Lighting, Telecom/Fire Alarm	O'Mahony & Myer	\$3,300
Cost Estimating	TBD Consulting	\$5,500
Demographic Analysis	Jennifer Sweeney	\$6,600
Subtotal Basic Services		\$122,360
Reimbursable Expense Allowance		\$2,000
Total Proposed Fees		\$124,360

Basis of Proposal

1. Scope and Fees are based upon the Scope of Work described in the RFP, and as described in more detail in the Project Work Plan.
2. Community involvement process includes a total of two (2) community outreach meetings in Task 2 and Task 6. If additional meetings are needed, they can be added as an additional service.
3. A total of eight (8) meetings with Library/City/Staff/LBC are included. If additional meetings are needed, they can be added as an additional service.
4. We have done our best to provide for a full and complete scope of services to accomplish the goals described in the RFP, while at the same time have tried to be economical about what we have proposed. We would be happy to modify our scope and fees as necessary to best align with the Library's overall goals and budgetary constraints. Please don't hesitate to ask.

Not Included in Proposal

1. Architectural renderings and illustrations. Draft 3D visualizations will be provided as part of the design conceptualization process, but final renderings, if needed, can be provided as an additional service.
2. Additional meetings, presentations, or community outreach can be provided as an additional service.
3. Services, products, or meetings not described in the Proposal.

Square One Construction

Low bidder: Monley Hamlin Inc. \$374,800 including all work
\$367,840 with the deductive alternates.

Below is the project budget numbers depending on what gets awarded including an 8% contingency.
Total project budget of \$600,000.

If we award the full amount, we will need \$10,000 from the Library Trust fund.

Council date scheduled for December 6th for award and to move any additional funds.

Pre-design		\$20,000
Design		\$147,537
Other		\$631
Staff		\$27,000
Construction		\$374,800
Contingency		\$28,000
508 Chargeback		\$11,548
Total Budget		\$609,516

Additional Funding Needed **(\$9,516)** **(~ 8% Contingency)**

Removing Deductive Items:

Pre-design		\$20,000
Design		\$147,537
Other		\$631
Staff		\$27,000
Construction		\$367,840
Contingency		\$28,000
508 Chargeback		\$10,673
Total Budget		\$601,681

Additional Funding Needed: (\$1,681) ~ 8% Contingency

Thank you,

Clara Olmedo | Associate Engineer
City of Woodland
Community Development | Engineering
(530) 661-5824 | 530) 661-5844 fax