



241 SE 7th  
Street  
Madras, OR  
97741

**JEFFERSON COUNTY LIBRARY DISTRICT  
SPECIAL BOARD MEETING MINUTE SUMMARY  
November 17, 2015**

Board Members Present: Bill Vollmer, Guy Chittenden, Janet Henderson, Stephen Hillis, and Susan Stovall  
Library Director: DeRese Hall

**1. Call to Order**

The meeting was called to order at 4:06 p.m. by Board Chair Guy Chittenden.

**2. Unfinished Business**

Letter to Foundation Board:

A response letter was composed and presented to the Board. This letter was to thank the Foundation Board for their recommendations on the 100<sup>th</sup> birthday celebration and to offer help with the event. It was signed by all Board Members and will be sent to Sandra Jackson, Foundation Chair, right away.

**2. New Business**

Facilities Planning:

The following document is a list of items discussed by the Board in regards to future library facilities. In their opinions, these items were all “pros” and should definitely be considered for inclusion in the new facility. In addition to this list, Board member Stephen Hillis was to seek input from the Juniper Branch of Family Finders for any items that they might like to include in the genealogy room. Staff will also be asked for their input on the break room.

**3. Adjournment**

**It was moved and seconded (Janet Henderson/Susan Stovall) to adjourn the meeting at 6:22 p.m. The motion passed unanimously.**

Respectfully submitted,  
DeRese Hall

## Items to be Considered for New Facility

- 1) Library Building in General
  - Video surveillance inside and outside
  - Possibly solar
  - Skylights/natural lighting
  - Energy saving LEDs
  - Spotlights for display items
  - Carpet tiles in library proper
  - Moveable shelving 4-5 feet tall when feasible
- 2) Classroom/Conference Space
  - 2 large meeting rooms each with capability to be made into smaller rooms
  - Outside access (or access through foyer)
  - Tile floor
  - Storage for tables and chairs
  - 1 with sink, counter, refrigerator
  - 1 adjacent to youth services area
  - 1 with film center capabilities
- 3) Entryway
  - Located on the actual corner of 7<sup>th</sup> and “E” Streets (if not possible, stay on 7<sup>th</sup>)
  - This area would be the connection between the library and community rooms
  - Large and welcoming
  - Outdoor section covered
  - Indoor section visitor friendly with tables, chairs, and other seating
  - Weather friendly flooring
  - Display and message board areas
  - RF security for library items
- 4) Staff Workroom
  - Exit to outside
  - Library visibility
  - Enclosed storage area
  - Adaptable/movable work areas
  - Adequate computer work stations to accommodate all staff and bookkeeper
- 5) Staff Breakroom
  - Eating and sitting areas
  - Full size appliances
  - Restrooms
  - Secure lockers and/or closets
- 6) Bathrooms
  - ADA compliant
  - Large and easy to clean
  - Entries visible from library area
  - Foyer accessible
  - Family bathroom
  - Paperless hand dryers
- 7) Checkout Desk
  - Center of library
  - Possibly raised
  - Self-checkout stations and hold shelves nearby
  - Counter at 2 levels for both staff AND patrons
  - Storage space under counter
  - Large area to accommodate multiple book trucks

- 8) Book Return
  - Fireproof drop box accessible to patrons from outside
- 9) Adult Space
  - Flexible seating
  - Excessive lights
  - Gas fireplace
  - Tables, chairs, electrical outlets, charging stations
  - Wall display space
  - Computer lab (with 10+ stations) in close proximity to checkout desk
- 10) Children's Space
  - Access to meeting room for program activities
  - Storage area
  - Closed off from library for noise reduction
  - Multiple seating levels
  - Semi-circle story time area
  - Puppet theatre
  - Window seat
  - Computer lab capabilities (age appropriate)
- 11) Teen Space
  - Visible from front desk
  - Walls with glass in upper half for noise reduction
  - Tables, chairs, electrical outlets, charging stations
  - Window seat
- 12) Director's Office
  - Work space area plus room for a 6 person conference table
  - Secure closet
  - Sink and small refrigerator
  - Storage - file space, shelving, cupboards
- 13) Multiple Work/Study Rooms in Various Sizes
  - Walls with glass in upper half
  - Good lighting
  - Tables, chairs, electrical outlets
  - Blank wall for flexibility (white board, screen, etc.)
- 14) Storage Room
  - Shelves and cupboards for Friends books, cleaning supplies, equipment, seasonal items, donations
- 15) Genealogy Room
  - Wall space for storage
  - Locked room
- 16) Network Room
  - Cooling system for equipment
  - Sufficient power
  - Lockable
  - Room for expansion
- 17) Mechanical Room (HVAC)
  - Outside access
  - Elbow room for repairs/access
  - Central to usage
  - Ability to expand
- 18) Friends of the Library
  - Wall space for ongoing book sale within the library