

Approved Lacey Library Board Minutes

May 11, 2022, 5:30 p.m.

(Live and Zoom meeting)

Present: (in person) Sharla Desy, Scott Robinson, Sarah Towne, and participating via Zoom, James Murray, Amy Blondin, Pam Nelson and Holly Paxson, Lacey Timberland Library Branch Manager.

Sharla Desy called the meeting to order at 5:30 p.m.

Sharla noted that the agenda was reformatted to conform to the city's standard format. The agenda was approved.

The spelling of Scott Spence's last name was corrected in the March minutes. The corrected minutes were approved.

There were no public comments.

Library Manager's Report

As of May 2nd, there are no staffing vacancies.

The City of Lacey completed a refresh of the interior which included painting, removal of cabinets and installation of slat wall panels.

Timberland paid for a window film scene in the children's area which provides nice décor and also hides the outside view of the dumpsters.

The library is in Covid Phase 4 protocols. There are limited indoor programs, but the library will be offering outdoor programs as well as some outreach visits and virtual story times. The takeout window is still available for use.

Holly did an outreach event at Panorama on the Libby app. This was the first outreach event in two years.

All the library staff is vaccinated against Covid-19

Library Budget

Holly obtained bids with various options from J.A. Morris for the construction of two small meeting areas within the library. The cost may be between \$20K - \$30K, depending if the city wants to do all the work on the building or share costs with Timberland. The city could do the electrical, HVAC and perhaps the floor, while Timberland in-house personnel could construct the rooms.

There isn't a lot of meeting space available in Lacey. The library's large meeting room can be reserved by/for one person so there is a need for smaller, quiet meeting areas. This is considered an amenities improvement request and is not an urgent requirement to operate the library.

Holly has talked with the Friends of the Library, and they are very supportive of this project, but Holly doesn't want to ask them for funds for this project. They were a tremendous help during the remodel project. Covid has limited their book sales, so they need time to replenish their funds.

Scott suggested asking the president of the Friends for a letter of support for this project which could be included with the budget request. During further discussion it was also recommended that data regarding how often the large room has been used by 2-4 (or fewer) people, which would help to demonstrate the need for the smaller study rooms.

Scott recommended that Holly revise the Budget Request cover letter per the board's recommendations.

Holly will make the revisions discussed and work with Sharla to prepare the cover letter which will be sent to the city via Scott Spence, with a copy to all board members.

Next Meeting

The next meeting will be June 8th and may be attended in person or remotely.

Meeting adjourned.

Respectfully submitted,

Pam Nelson

Budget Request Draft

May 9, 2022

Lacey Library Board

Subject: Building Improvement Request, Lacey Timberland Library

Background: The Lacey Timberland Library is considered the busiest library in the District, where community users regularly visit with library staff, meet with each other, use computers, and engage in normal library activities. The high use of the library reflects a bustling community space that could benefit from enclosed rooms where groups of 2-4 people and individuals can study or participate in online classes or meetings without bothering or being bothered by other users of the library.

To illustrate this need, the library meeting room was booked for use 519 times between June 1 2021 and June 1 2022; 271 bookings, or almost 46%, were booked by groups of 4 or fewer.

Study rooms have been a regular request by patrons in the library for the past 10 years. Our community has very few no cost meeting spaces; as of now the Lacey Library large meeting room (capacity 125) may be reserved for only 1 person because of the lack of smaller study room spaces. Approving this project would allow for more opportunity for larger group bookings in the library meeting room.

Proposal: Construct two study rooms each measuring approximately 8 ft X 8 ft in the northeast corner of the quiet study area.

Estimated cost: Up to \$30,000 (see attached quote by J.A. Morris Construction dated 3/14/22)

Funding Sources:

Proposal 1: City of Lacey provides project management, full funding, and puts project out to bid if required.

Cost to City: Lowest bid accepted up to \$30,000

Proposal 2: City of Lacey provides funding for permitting, electrical, and HVAC work. Timberland Regional Library provides project management & handles construction & finishing costs in-house.

Cost to City: Up to \$7,000 (based on attached estimate)

Thank you for considering this request,

Holly Paxson, Library Manager
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