



MEETING MINUTES

JLG 12082- GFK Public Library

Meeting Date: November 25, 2014
 Issued: November 25, 2014
 Issued By: Scott Jordan-Denny

This report states our understanding of the matter discussed and the decisions and/ or status reached. Each person receiving a copy of this report is asked to review it promptly and notify the office of JLG Architects of any errors or omissions.

Meeting Information:

Date: Tuesday – November 25, 2014
 Time: 2:00 pm
 Location: JLG Conference Room

Attendees/Present: (if checked)

- Brian Schill
UND/ Grand Forks Public Library
- Wendy Wendt
Grand Forks Public Library
- Todd Feland
City of Grand Forks
- Fawn Behrens-Smith
UND/ Grand Forks Public Library
- Gary Malm
Grand Forks County
- Doug Carpenter
Alerus Financial
- Lonnie Laffen
JLG Architects
- Tracy J. Jordre
JLG Architects
- Scott Jordan-Denny
JLG Architects
- Traci Lesneski
MSR Design
- Isaac Karley
JLG Architects

Topic/Items of Discussion/Action Items	Action By	Deadline
<p>TOPIC</p> <p>1. Scott shared photos, a building plan and program comparison of the Plymouth Library in Plymouth MN. It is a single level, 30,000 SF suburban library within the Hennepin County Library system with a circulation of about 1 million items annually.</p> <ul style="list-style-type: none"> • Brian and Wendy were not impressed. • They liked: <ul style="list-style-type: none"> ○ Natural daylight, lot of windows ○ Public art ○ One meeting room with casual comfortable seating for more casual working sessions ○ Glass study rooms and meeting spaces ○ Clear view to Teen’s area ○ Café seating in Teen’s area. Would like similar with booths or even more of a coffee shop feel in Grand Forks Library • They didn’t like: <ul style="list-style-type: none"> ○ Sterile, cold, color selections of the interior. Not a space to inspire imagination, not fun or funky, or a place to be. ○ Cluttered look of the open office area ○ Open shelving storage in staff areas, lack of storage ○ Large librarian/info desk ○ Teen’s immediately adjacent to Children’s • The program identifies 35% of Plymouth dedicated to Staff and Support areas compared to 31% proposed for Grand Forks Library. (This info was communicated to Doug Christensen in a separate email) • Definitely worth visiting on a benchmarking tour of Minneapolis-area libraries 		
<p>2. The team reviewed the Project Timeline that was updated at our last meeting</p> <ul style="list-style-type: none"> • The Library presentation was originally scheduled for the November City Council Working Session. This will be delayed. 		

<ul style="list-style-type: none"> Wendy indicated that Todd is considering bringing the Library and other City projects into the January City Council Working Session. Todd will confirm final date and deliverables. 	Todd	12/11/14
<p>3. We discussed expectations for the January City Council Working Session. This later date will allow time for additional progress on:</p> <ul style="list-style-type: none"> Existing Library and property value assessment Governance Building and Property Ownership Library Foundation 	Wendy/Brian	1/8/15
<p>4. We discussed the Billings MT Public Library benchmarking day-trip to occur on December 18th. Todd, Bret, Doug Christensen, Wendy, Corey and Scott have confirmed. Jon Holth has yet to confirm.</p> <ul style="list-style-type: none"> Scott will issue a detailed agenda to the attendees 	Scott	12/11/14
<p>5. We reviewed the Rapid Response Benchmarking themes and general design direction. The team agreed with themes. (see attached meeting presentation)</p>		
<p>6. We reviewed updated Grand Forks Library floor plans:</p> <ul style="list-style-type: none"> Large meeting room was shifted to be adjacent to Children's to accommodate overflow events occurring in the Children's Program area. The Program area was moved to be adjacent to the meeting room The Small meeting room and Hands-On Lab were shifted to the parking side of the building. The Board Room was moved out of the staff area to the second floor to be more readily accessible by both staff and library patrons. The stair + elevator out of the lower level parking were relocated to the corner most adjacent to Central High School Wendy and Brian liked the general direction of the plans. 		
<p>7. Next Steps:</p> <ul style="list-style-type: none"> Benchmarking trip to Billings MT Public Library Prep for January City Council Working Session Make progress on Library issues – governance, ownership, etc 	Team Brian/Scott Wendy/Brian	12/18/14 1/8/15 1/8/15
<p>The team decided to take a break from meeting during the holiday season. Scott will cancel Outlook invitations for Dec 11 and Dec 24.</p> <p><u>Next Meeting to be held: Thursday, January 8th at JLG Office at 2:00 – 4:00</u></p>	Scott	11/25/14