

November 17, 2008

Meeting: Library Task Force for Revitalization  
Tuesday, November 13, 2008  
Grand Forks Library Board Room

Members in Attendance: Jim Hovey, Doug Carpenter, Kenneth Dawes, Dorette Kerian, Carol Lamberson, Kathy McFarlane, Brian Osowski, Brian Poykko, Lana Rakow, Jeff Regimbal, Brian Schill, Rhonda Schwartz, and Susan Mickelson

Members Absent: Caprice Benoit, Ginny Dullum, Paul Holje, and Ann Pederson

Also present: Marilyn Hagerty and David Haney

1. The meeting was called to order at 7:05 p.m. by Chair Jim Hovey. Following his welcome, the Task Force members introduced themselves. Hovey asked the members to draw from their individual areas of expertise to provide insight and recommendations on how to advance with the progression of the Task Force and the scope of work for revitalization of the library.
2. Future meeting dates, by consensus of the group, were set for Thursdays at 7 p.m. in the Library board room.
3. Hovey led discussion on the Task Force overview of responsibilities and proposed plan of action. The group agreed that the first order of business would be fact finding and information gathering. Possible resources for garnering this data: Library Tri-Directors and staff, a representative from the Fargo Library, City Council, Grand Forks Park District, Metropolitan Planning Organization, Grand Forks Public Schools, and the general public. It was agreed that the first few meetings should be used to gather information in this research phase as follows:
  - Thursday, November 20 – Library Tri-Directors and department heads
  - Thursday, December 4 – Input session with general public
  - Thursday, December 11 – Member of the Fargo Library task force or staff
4. Budget -- A budget of \$35,000 provided from 2009 library funds has been designated to assist the Task Force in hiring a consultant, determining the appropriate course of action for library revitalization, and formulating the content of a Request for Proposal to distribute to architects and/or developers.
5. Timeline – A broad suggestion was thrown out for the timeline of completion of the Task Force duties:
  - November through January – fact finding and information gathering
  - February – construct Request for Proposal to contract a library consultant
  - March through May – hire consultant and facilitate discovery process
  - June – review consultant’s findings and craft recommendation of revitalization strategy

6. Public Input -- The group agreed that the research phase of this process will help to synthesize a better idea of "What do we want from a consultant?" Critical to the fact finding is establishing a community "wish list" for the Grand Forks library to help formulate this vision. "How can we best serve you?" will be the core question used to generate conversation in both oral and written formats. Following the public input session scheduled on December 4, a process will be installed for capturing comments at the library circulation desk, on a web-based repository site, and included in library mailings.

Lana suggested that the group frame the research discussion in a variety of voices to enhance public involvement: What are the community's needs for information? Meeting space? Civic conversations? What is the direction of libraries? How will the library of the future look and function?

7. Information Storage – The group requested a method of warehousing the wealth of information that will be compiled in the coming months. Susan will check with David Haney regarding the possibility of storing the information on the library website. She will also contact Kevin Dean to request a link from the Grand Forks City web site to the library information pages.
8. Subcommittees -- Chair Hovey suggested that specific subcommittees be appointed to cover division of immediate responsibilities in these areas:
  - a) Funding -- Jim Hovey, Doug Carpenter, and Ken Dawes. This group will utilize resources from City Council and staff to gather information regarding operating funds and capital outlay.
  - b) Public Relations – Susan Mickelson offered the services of marketing and communications firm SimmonsFlint and intern Frank Wennevik to write and implement a public relations plan for the Library Task Force for Revitalization and its efforts.
  - c) Selection Committee -- A representative from the Task Force is needed to serve as a member of the Selection Committee to hire a new Library Director. If anyone is interested, contact Jim Hovey or Susan Mickelson.
9. Next Meeting – The November 20 session will include an overview of current services and a list of wants and needs as represented by the Tri-Directors and department heads, including: finance, internet technology, circulation, reference, children's section, and physical plant. Meeting time is 7 p.m. in the Library board room. Each of the library staff representatives will also prepare a leave-behind paper that summarizes his or her presentation. Susan will speak with the staff to inform them of their roles at the next meeting and to request that the background information on the library be mailed to Task Force members in time for perusal before the Thursday session.
10. Additional Meetings -- Suggested presentations for future meetings or for hand-outs include: MPO representative to discuss demographics information on future growth patterns for the city and county; American Library Association; North Dakota State Library; Grand Forks County Commission.

Susan will serve as recording secretary for the Task Force. Minutes and meeting notices will be distributed electronically.

11. The meeting was adjourned at 8:45 p.m. by Chair Hovey.

Duly submitted,

Susan Mickelson  
Recording Secretary