

Sherwood Library Advisory Board Meeting

**Monday, November 7, 2005 - 6:00 p.m.
Sherwood Police Facility**

6:00	Roll Call	Woodbury
6:05	Changes to agenda	Woodbury
6:10	Approval of minutes	Woodbury
6:15	Director's Report Retail space proposal Representation at Council meetings WCCLS Update	Roseberry
6:25	Building Report	Chambers
6:35	Other business	
6:45	Adjournment	

Library Advisory Board

November 7th, 2005

MEETING NOTES

MEETING TITLE	<u>Sherwood Library Advisory Board Meeting</u>
DATE & TIME	<u>11.07.2005 - 6:00 PM</u>
LOCATION	<u>City of Sherwood Police Station</u>
FACILITATOR	<u>Colin Woodbury</u>
NOTES TAKEN BY	<u>Andrea Hobi</u>

AGENDA

Agenda Item	Person Presenting
1. Roll Call	Roseberry
2. Changes to Agenda	Roseberry
3. Approval of Minutes	Roseberry
4. Director's Report	Roseberry
Retail Space Proposal	Roseberry
Representation at Council Meetings	Roseberry
WCCLS Update	Roseberry
5. Presentation from Councilor Heironimus	Councilor Dave Heironimus
6. Building Report	Chambers
7. Other	
8. Adjourn	7:11 PM

ATTENDEES

Name of Board or Group		Council Liaison
X	Colin Woodbury	X Linda Henderson
X	Pam North	
X	Andrea Hackett	
X	Chuck Britton	
X	Jan Chambers	
X	Ann Roseberry	
X	John Urban	
X	Liz Myers	
	Debbie Canepa	
	Holly Robinson	
	Phyllis Chaney	

City Staff	
X	Pam North
X	Ann Roseberry

Guests	
X	<i>was present</i>

MEETING NOTES

1. Roll Call

2. Changes to Agenda
 - a. There were no changes to the Agenda
3. Approval of Minutes
 - a. Approval of October 2005 meeting minutes.
 - i. Chuck Britton motioned to approve the October 2005 minutes. Liz Myers seconded. All in favor, motion passed.
4. Directors Report
 - a. Retail Space- The proposal before the City is live from Sesame donuts. The final decision has not been made, and they are in the middle of negotiations. The City put out a request for proposals and did not receive any applicants. Sesame Donuts were looking for a Sherwood location so they did not submit under the original request. They have gone through the due diligence with sesame.
 - b. Representation at Council meetings- No report.
 - c. WCCLS Update- Pam will be attending the policy meetings and Ann will be on call for the Executive Board. The WCCLS is officially over.
5. Presentation from Dave Heironimus
 - a. Retail space- Proposal to take the retail space and lease it to the Sherwood Chamber of Commerce, and the Sherwood Visitor Center. He mentioned that there were several reasons this would be a good decision:
 - i. Take the Chamber to the next level, City run City funded building, better for the Business climate in Old Town, create the flexible space into a meeting room,
 - ii. He recommended if the Board decides against his proposal to wait until the building is finished and put a sign in the window for perspective renters in order to maximize rent.
6. Building Report
 - a. Pam North- Tour of the building on last Friday, carpet is down, finish work is starting, and the staff is really excited.
 - b. On time and on budget.
 - c. The space is bright, natural light.
 - d. The ceiling has a terrace so both the summer and winter will be nice.
 - e. Blinds will be installed soon.
 - f. There will be hanging and table lights installed.
7. Other
 - a. Expiring Board Members- Colin and Phyllis.
 - b. Pam North has put together the SWOT for November 15th. Contact her for additions/deletions.
 - c. Proposal for Centralized Filtering: Linda Henderson offered to write a letter to help move the process along so this would be settled by the move in date.

- Motion to ask City Council to lengthen the deadline to vote until they give time to discuss at December meeting.
 - Debbi Canepa motioned to approve the October 2005 minutes. Jan Chambers seconded. All in favor, motion passed.

8. Adjourn

Goals

Great places do a few things well. Projects fail when they have hazy or undefined goals or when goals conflict. Whether it is large or small, public or private, a redevelopment project should be treated as a venture with clear goals on which the overall strategy is founded.

In the course of the research, LCG met with city leaders, staff, and the Cannery Project Advisory Committee (CPAC) to discuss ideas, impressions, and visions and goals for Sherwood and Old Town and the Cannery project. A clear consensus emerged from the interviews about the City's goals for this property:

- 1 Stimulate new investment and development in Old Town. The primary goal of the Cannery project is to foster new development that will bring life to and stimulate redevelopment and investment in Old Town north of the railroad tracks. The Cannery redevelopment should complement rather than compete with Old Town. As with the medical maxim, the Cannery project should "do no harm" to Old Town.
- 2 Achieve prompt results. City government wants to achieve prompt results with the taxpayer dollars committed to buy this site. The program and design should be marketable today, not five or ten years from now. The project should be planned such that today's developers and builders have the skills to execute the plan and will be eager to do so.
- 3 Create a unique, high quality place. The City is making a major investment in new streets and sidewalks north of the railroad tracks. The Cannery redevelopment should be of a quality worthy of these new streets. The redevelopment should also respect Sherwood's distinct sense of history and place, with new buildings and streets adding to rather than detracting from this appeal. The project should define an architectural character that will create a high standard of material, color and scale for future development.
- 4 Earn a modest profit in taxpayer dollars. Sherwood wants to make a modest profit on its investment. This project should not be a loss leader for future projects. Positioning and design of this project should strive for the City earning back the money spent acquiring this property.
- 5 Make life better for Sherwood residents. The project should make life easier, more convenient, and better for all Sherwood residents. When completed, everyone in the community should be pleased that the property has been redeveloped. The district should become a place that is valued by the community as a whole as well as by Cannery residents, employees and guests.



Sherwood Library & City Hall Building "Retail Space" Proposal

- Lease space to Sherwood Chamber of Commerce and Visitor's Center
- Allows Chamber to grow and gives Visitor Center more visibility and professional look (and consolidate 2 small locations into a more useable size location).
- In becoming more visible, the Chamber/Visitors center will take some of the 'load' off of city hall reception upstairs for basic questions about city services and businesses in town.
- Will help businesses grow and thrive instead of competing with them. (The better the business climate is within the city, the more businesses are able to give back to the community and non-profits in town.
- Offer flexible space for additional community meeting room, community policing space, student resource center- Can 'rent out' meeting room to small businesses for seminar's, etc

City has extra funds from sale of old library and city hall building to 'invest' in the evolution of the chamber and visitors center – several hundred thousand dollars.

The city made an investment in the Chamber over 5 years ago and its value to the community has paid back the original investment multiple times over

This will only enhance the services provided to the community by the library/city hall building instead of killing off two old town businesses that employ a dozen employees

One of the major criteria of the Cannery project master plan was 'Do No Harm to the existing businesses in old town'

Start at \$600/mo for rent and gradually increase year to year as chamber grows and other programs are added

RFP on old blue schoolhouse – they choose 'none of the above' and then proceeded to work up a deal to sell it to the Cultural Arts Committee

Original RFP for retail space different than current one, also city has now 'upped the ante' by offering to pay for buildout in their counter offer to Sesame Donut

Library Advisory Board Report

Sherwood City Council Special Meeting
November 15, 2005

Library Liaison: Linda Henderson
Library Board Chairman: Colin Woodbury

Accomplishments of 2005

- Provided the best possible Library service to the citizens of Sherwood
- Increased circulation by nearly 5% over prior year
- Managed planning for new Library building and services

Challenges for 2006

- Move in to new Library
- Continue to provide the best possible Library service to the citizens of Sherwood

Strengths

- Consistent circulation increases
- Increases in program attendance
- Dedication and enthusiasm for the profession demonstrated by an unusually high percentage of staff with (or seeking) advanced degrees in Library Science

Weaknesses

- No new staff
- Able to offer fewer programs than community deserves
- Reduction in resources and services provided by Washington County

Opportunities

- New Library building will provide space to increase collection size and scope
- New Library building will allow us to expand programming for children and initiate programs for adults and young adults
- New library building will offer more computers and better technology for patrons
- Potential to explore partnerships with YMCA and Sherwood School District

Threats

- Lack of guaranteed funding due to limits of the general fund and its capacity to fund all desired city services
- Unknown future of governance and funding formula from Washington County for library services
- Opportunities not possible to attain without increase in staff
- Four times more space and an anticipated increase in circulation of 50%

Questions