

**APPROVED 03/02/2020**  
**SPECIAL MEETING**  
**MINUTES**

**FEBRUARY 24, 2020**

**THE SPECIAL JOINT MEETING OF THE RICHMOND CITY COUNCIL AND THE LIBRARY BOARD WAS CALLED TO ORDER AT 7:01 P.M., ON MONDAY, FEBRUARY 24, 2020, BY MAYOR RIX.**

**ROLL CALL**

Present: Allen, Greene, LaFore, Misteravich, Reindel, Rix, Warn

Absent: None

Others: City Clerk Stagl, Library Director Kammer

Visitors: Kyle Haning

**THE LIBRARY BOARD WAS CALLED TO ORDER BY CHAIRMAN O'NEILL at 7:02 PM.**

Present: Kiel, O'Neill, Robson, Steward, Stump

Absent: None

Others: None

**AUDIENCE PARTICIPATION**

None

**ADOPTION OF AGENDA**

Motion by **Warn**, seconded by **Greene**, to adopt the Agenda as presented.

All yeas

**Motion passes**

Motion by **Stump**, seconded by **Steward**, to adopt the Agenda as presented.

All yeas

**Motion passes**

**ITEMS FOR CONSIDERATION**

**1. Discussion on Library Design Space Study**

Library Director Kammer briefed Council and the Library Board on the Project.

Shortly after Richmond Township approved their library millage, the City Council, Library Director and members of the Library Board met to discuss how to utilize the roughly \$50,000 in revenues the City would be received.

Upon the recommendation of the Library Director and City Manager, The City Council hired Library Design Associates to provide the City with a review of the space needs of the current Library.

Kyle Haning from Library Design Associates has provided a floor plan layout, shelving inventory and summary of changes with cost estimates on proposed renovations that would more effectively utilize the current library space.

Council agreed to have a special joint meeting with the Public Library Board in order to be able to hear from Kyle Haning the reasoning's for the proposed changes as well as an explanation of costs.

Council and the Library Board proceeded with a walk-through of the Library with Kyle Haning explaining the changes that are being proposed.

Some key elements:

- Children's area will be moved to the other side of the building. Shelving in the children's area will need to be lowered.
- The circulation desk will be relocated and reduced in size.
- The Director's office will be re-located.
- A local history Group Study room is being proposed that will have glass walls.
- A young adult area is being proposed. Councilors requested that additional charging stations be added to this area – also lap top tables.

Kyle informed Council and the Library Board that the budget presented for the project are just place holders to give us an idea. If we move forward with the project we would have to pick the furniture and finishes that we wanted.

Time tables were discussed.

Kyle explained that it could take up to six (6) weeks to decide on the carpeting, furnishings and finishes. Once those items are picked, it could take 14-16 weeks before the project starts. The Library would need to be closed for 2 full weeks.

**APPROVED 03/02/2020**

Julianne informed Council and the Library Board that the least busy times were probably right before Good Old Days or before Christmas.

Because of the time needed to pick and order all supplies, the project probably wouldn't start until December.

Kyle informed Council and the Library Board that he would handle all the logistics and scheduling of the workers. Their contactors move most of the items. The Library Director and staff would be responsible to pack up the Director's office and circulation desk items.

Council requested that Kyle prepare a quote for painting the entire library. This would include carpeting and painting the back portion of the Library. Council also requested costs to renovate the bathrooms in the front and rear of the Library.

Rix asked Kyle if he could present them with figures showing the population to square footage ratio. What size library should City have based on its' population. Maybe the City should look at expanding the library. Kyle informed the Board that this would require hiring an architectural firm.

Rix stated that he would like the Library to look at all the details and possibly reduce some of the costs.

Some discussion on the cost of the furnishings listed. Kyle explained that the furnishing proposed were all commercial grade and would last for a long time. Some pieces could be changed if Council wanted to reduce some costs.

O'Neill thanked the Council and Kyle Haning for attending tonight's meeting. The Library Board wants to enhance the community and provide the best service they can for their patrons.

**COUNCIL COMMENTS**

None.

**APPROVED 03/02/2020**

**ADJOURNMENT**

Motion by **Misteravich**, seconded by **Greene**, to adjourn the Special Joint Meeting at 8:46 pm.

All yeas

**Motion passes**

Motion by **Robson**, seconded by **Stump**, to adjourn the Special Joint Meeting at 8:46 pm.

All yeas

**Motion passes**

Respectfully submitted:

Karen Stagl  
City Clerk