

**THE BOARD OF COUNTY COMMISSIONERS  
AND  
LIBRARY BOARD OF TRUSTEES  
JOINT MEETING  
DURHAM, NORTH CAROLINA**

Monday, February 11, 2002

5:00 P.M. – 6:00 P.M.

**MINUTES**

Place: Commissioners' Room, second floor, Durham County Government Administrative Complex, 200 E. Main Street, Durham, NC

Present: Chairman MaryAnn E. Black, Vice-Chairman Ellen W. Reckhow, and Commissioners Joe W. Bowser, and Becky M. Heron

Dale Gaddis, Library Director; Bessie M. Carrington, Library Board Chairman; Ann W. Craver, Library Board Vice-Chairman; and Library Senior Staff Members.

Absent: Commissioner Philip R. Cousin Jr.

Presider: Chairman Black

**Presentation of Site Consideration for new Library Branches**

The Library and County administration are seeking direction from the Board regarding negotiations for sites for new branch libraries. They will present information on site research that has been conducted over the last year and request to go into closed session to receive authorization from the Board to proceed with negotiations for land purchase. The Library Board has reviewed and approved the recommendations for sites and requests that negotiations be expedited.

Resource Person(s): Wendell Davis, Deputy County Manager; Dale Gaddis, Library Director; Glen Whisler, County Engineer; Bill Martin, County Real Estate Manager; Bessie Carrington, Library Board Chair; and Ann Craver, Library Board Vice-Chair

County Manager's Recommendation: The Manager's recommendation is that the Board receive the information presented and have staff address any relevant questions. Staff has further requested a closed session to seek Board direction on site acquisition.

Chairman Black asked Wendell Davis, Deputy County Manager, to begin his presentation to the Board of County Commissioners.

Deputy County Manager Davis advised that the purpose of this presentation was to provide the Board an overview of sites evaluated by staff for the libraries and to respond to concerns the Board communicated in informal meetings held in November. Staff

wished to take the opportunity tonight to respond to some of the Board's questions and concerns. Staff requested to go into Closed Session to seek direction from the Board regarding negotiations of the recommended sites.

Mr. Davis called on Library Director Dale Gaddis to review for the County Commissioners what was included in the November bond referendum. She was also asked to speak specifically about the siting criteria used.

Ms. Gaddis' presentation to the Commissioners included the following comments about criteria and the process.

The capital projects funded by the November bond issue include the following:

- Purchase of 5 acres of land for each of three new branch library facilities (in the north, the east, and the south); the estimated cost of the land included in the project budgets is \$200,000 per acre
- Purchase of 2 acres of land to expand the Southwest Branch by 10,000 square feet at an estimated cost of \$200,000 per acre
- Construction of a 25,000-square-foot facility to serve the eastern area of the county; the project budget is \$5,658,909 and includes architectural and engineering fees, construction costs, furniture and equipment, and a beginning book collection
- Renovation and a 1,500-square-foot expansion of the Stanford L. Warren Branch Library; the project budget is \$1,110,000

In our meetings with you, you asked us to provide you with the following:

- More justification regarding the proposed size of the facilities and acreage required; why an expansion of the Southwest Branch is needed
- Projected operating expenses of the new and expanded facilities
- Analysis of proposed sites from the Planning and Transportation departments
- Map with overlays of public facilities
- More information and more options for the site for the south regional library replacing the Parkwood facility

#### Facility Size

The following criteria were used to determine the appropriate facility size and required land area:

- Projected population for the service area in the year 2025
- State guidelines for public library size based on population size: .65 square feet per capita
- State guidelines for parking for library facilities: 1 space per 200 square feet of building

- Acreage needed for a 25,000-square-foot facility, 125 parking spaces, and area for future expansion including needed parking
- State guidelines that call for facilities 25,000 square feet or less to be one story to reduce staffing and operational costs

In addition, we have tested the state guidelines by determining specific space needs for projected collections, reader and study space, electronic workstation space, meeting and conference rooms, children's programming area, staff work areas, service desks, circulating and browsing areas, foyers, closets, etc. The projected population of the service area was used to determine the growth needs of collections, readers and staff. Using this method, 25,000 square feet is the minimum size we should be building to serve the projected population of the northern, eastern, and southern regions of the county. The projected population of the service area of the Southwest Branch is estimated to be smaller than the other regions; therefore, the proposed size for that branch is 20,000 square feet.

The Southwest Branch is not scheduled for expansion until after a bond referendum to be held in 2003. It is projected that the expansion would not be completed until 2006. The need for the expansion is evident even now. This branch has the highest percentage of Spanish-speaking residents within its service area of any of the existing branch libraries, yet there is no space to expand the availability of materials and services to address the needs of this new population. The meeting room is often filled to overflowing; one room is not sufficient to address the needs for both children's and adult programming, as well as community use. We have no space to add needed computer workstations or increase our audiovisual offerings. We have filled the collection space, and have to withdraw items each time we add new ones.

It is this kind of situation we are trying to avoid when we build the new branches. It has been less than 10 years since the Southwest Branch was opened, and now we need to expand it. We will be building the new facilities to accommodate 20 years of growth. Also, because the public library is considered a true community building, there is much demand for the use of facilities for other public purposes. A recent example is a request from the Board of Elections for space in library facilities for One Stop Voting. We just do not have the space right now to accommodate this type of request, but if we design new facilities appropriately, they should be flexible and have sufficient area to accommodate such uses.

#### Acreage

For budgeting purposes for the capital improvement plan, we used 5 acres as the amount needed to accommodate a 25,000-square-foot building plus

growth for future expansion. We estimated that we would need an additional 2 acres (above the 1.87 acres we own) to accommodate the expansion of the Southwest Branch and needed parking.

As part of our investigations of the sites to be purchased for the new facilities, feasibility studies have been conducted of our preferred sites. One of the purposes of the feasibility studies is to confirm that 5 acres is needed for each of the planned facilities. What the studies have indicated is that in most of the situations, because of the environmental and zoning requirements, five acres are almost exactly what is needed and in at least one case did not fully accommodate the planned facility plus future expansion.

On the other hand, we will be recommending the purchase of a four-acre site for the east regional branch. We are able to do that because the site is part of a larger development that will be able to use open land in the development to satisfy the zoning and environmental requirements. It also is grandfathered under previous rules.

#### Operating Expenses

We project that the first full year of operation of the new east and north regional branches will occur in FY05. It is projected that the operational costs for the north regional branch will increase by approximately \$330,000 (using 2002 cost figures) to about \$900,000 in the new facility. The annual operating costs of the east regional branch will be the same. This figure includes funds normally budgeted in the General Services and Information Technology budgets, a depreciation fund for equipment, the addition of security coverage, and central administrative costs, including costs of ordering, cataloging, and processing materials. The number of personnel needed for each branch is 13.5 full-time equivalents (at a minimum) to keep the facilities open a minimum of 62 hours a week and ensure that a professional librarian is on duty all hours the library is open to provide reference and children's services. The North Durham Branch currently has 7.5 full-time equivalent staff; the Southwest Branch currently has 8.65 full-time equivalent staff.

It is projected that the first full year of operation of the expanded Southwest Branch will occur in FY07 at the earliest. The increase in annual operational costs is expected also to be about \$300,000, with some of this increase to occur as needed growth in staff and collections between now and then.

Analysis of Sites by City-County Planning and City Transportation Departments

Both departments have reviewed the sites we will be proposing to you for the eastern and northern facilities. The Planning Department has endorsed both sites.

Map Overlays

At the session on February 11, we will be using a GIS demonstration that will project overlays of public facilities, both existing and planned (where known).

Site for the South Regional Library

We are continuing to investigate sites in the southern area of the county and are not yet prepared to present you with a recommendation. We are moving ahead with the other sites so we can proceed with land purchase and building design and construction within certain time constraints we are facing.

We look forward to presenting the recommended sites to you on February 11. You will find from our presentation that we have responded to your request that we work with the City and the Public Schools to identify opportunities for co-location. The sites we will be proposing for new libraries will both provide for co-location of public facilities.

Mr. Davis used the Geographic Information System (GIS) program to discuss the Goodwin Road and the Milton Road sites as possibilities for a new library in the northern section of the County.

Ms. Gaddis made the GIS presentation to explain the details of the two sites.

The Commissioners asked questions and made comments about the two proposed library sites to which Ms. Gaddis and Mr. Davis responded.

Mr. Davis told the Commissioners that staff would have a conversation with the school administration about using the bus parking lot for a library site.

Ms. Gaddis continued her presentation with details of the proposed eastern library sites. She stated that the eastern sites extend out Highway 98. She explained that this presentation would walk the Board from the innermost (Pickett-Sprouse) site to the outermost (Torrey Home) site. The first site has major environmental problems. The second site is directly across the street from Oak Grove Elementary School and is very visible from Highway 98. There are topography problems with this site. It would involve the moving or demolition of a dwelling. The third site is being developed by Torrey Homes. It is between Mineral-Springs and Sherron Roads and across the street

from Grove Park Development. It fronts Highway 98 and has access from Nichols Farm Road. This would be a co-location with a City fire station.

The Commissioners asked questions and made comments to which Ms. Gaddis and Mr. Davis responded.

The Board of Commissioners would not be asked to take any action on this agenda item for at least one or two months. There would be no discussion tonight on the southern site. The preliminary work has not been completed.

Ms. Gaddis made the presentation for the expansion of the southwest branch library. She advised that the library should be doubled in size to 20,000 square feet. Two acres of needed land is available for sale. The construction of that branch library is on the next bond issue. The construction would begin in 2005.

Chairman Black permitted one citizen to speak about the library capital construction plan.

Bruce Knott, 7802 Grandale Drive, spoke to the County Commissioners about the possibility of selecting the Lowes Grove Elementary School as the next library site. He urged the Commissioners to consider the Lowes Grove site for the next library in southern Durham.

### **Closed Session**

Commissioner Heron moved, seconded by Vice-Chairman Reckhow, to adjourn to closed session to instruct staff concerning the position to be taken regarding the price or material terms for the purchase of real property pursuant to N.C.G.S. § 143-318.11(a)(5).

The motion carried unanimously.

### **Adjournment**

Chairman Black adjourned the meeting at approximately 6:00 p.m.

Respectfully submitted,

Garry E. Umstead, CMC  
Clerk to the Board