

Staff Report

To: MacPAC – March 4, 2021 meeting
From: Library Director: Jenny Berg
Date: February 25, 2021
Subject: Library Assessment

Background:

Library information attached for your review

Attachment:

1. McMinnville Library Physical & Functional Assessment
2. McMinnville Public Library Location
3. Oregon Branch Library Data

McMinnville Library Physical & Functional Assessment

1.5.2021

As one of the first steps in the McMinnville Library Master Plan & Feasibility Study, Opsis Architecture with Johnston Architects conducted a facility walk-thru in August 2020 to assess the current program use and identify functional deficiencies. There were several follow-up space program meetings with City and Library staff as well as an update to the McMinnville Program Advisory Committee (MacPAC). In addition, the MacPAC (July 2020) Library Survey Results provided valued input and information for this study. The findings are as follows:

Functional Deficiencies

Site and Parking

The historic 1912 Carnegie Library is surrounded on three sides by native plant gardens that are maintained by the Native Plant Society volunteers. It has claimed the library exterior perimeter with overplanting that has obscured the views and presence of the library. The fourth side is dominated by the primary parking lot. The 1983 Library Addition has an introverted character defined by solid walls and small windows. It does not present an “inviting” library identity and limits daylighting opportunities within the library.

Parking quantity and access are occasionally a problem due to the park, library, aquatic center, and open public parking use. Access and egress during rush hour is an issue given the traffic along SW 2nd St. The parking lot holds approximately 90 cars and is frequently full. It currently serves the previously mentioned four functions along with a small lot to the north of the park which holds 20 spaces.

Library Building

The McMinnville Library is comprised of the original 4,842gsf Carnegie Library on two floors plus a basement built in 1912 with a 17,158gsf addition built in 1983 to provide additional library space on two floors. The total library area is 22,000gsf with approximately 16,500gsf of functional library area and the remainder attributed to basement, storage, elevator and stairs.

First Floor

The library first floor plan is bifurcated by the arrival plaza that provides the main entrance to the Library Addition and pedestrian access from the parking lot to the Upper City Park and Aquatic Center. The plaza is oversized and problematic as a gathering space for undesired loitering. There is ambiguity if this space is part of the Library or Park. It is prime real estate and perhaps a portion could be reclaimed and enclosed as part of the Library. The donor pavers would need to be retained or perhaps could be relocated to another prominent location in proximity to the library.

Second Floor

The second floor bridges the entry plaza to connect the east and west portions of the library to create a circular flow. A large portion of the collection occupies space on the second floor which covers a portion of the arrival plaza. The second floor contains general collections, study space, lounge space,

computers, and reference librarian's desk. While the library is in fair shape physically, its spaces are spatially isolated and lacking flexibility. Supervision is not possible from service points due to this configuration. Spaces are narrow, sightlines are limited, and in most spaces the ceilings are low contributing to the experience of compression and density within the building.

Library Staff

The library staff is comprised of four divisions under the administration of the Library Director: Reference, Children's, Tech Services, and Circulation. Offices are currently scattered throughout the building and public service areas. Best design would be to have Circulation and Tech Services located in the same area, with much of the work done behind the scenes. Reference, Children's and Library Director offices should be in the public service areas to allow for staff in offices the ability to quickly and easily provide backup assistance when needed.

Summary of Deficiencies

1. Staff spaces are spread out between floor levels and lack continuity.
2. Staff workroom and service access is inadequate and undersized.
3. Sightlines are limited and challenge supervision within the library and create operational inefficiencies.
4. Moving through the space is complex and not intuitive. Layout maps need to be consulted for first time visitors to navigate through the Library.
5. Collections are well organized, but do not flow from one to the next. Located in discrete spaces for each collection, this limits flexibility and ease of flow from one collection to another.
6. Stacks are tightly packed in plan, but also vertically utilizing nearly all available shelving and contributing to obstructing sightlines. This condition limits accessibility to some materials.
7. Administrative area and space for volunteers is limited.
8. The overall library is undersized to meet McMinnville's current and future population with many of the collection areas undersized, individual and group study areas are limited, and access to technology is lacking.

Space Program Assessment

Entrance & Primary Service Point

The library has entries at three locations: primary entry at the arrival plaza, original Carnegie entry at the north courtyard (Third Street terminus), and entry to the Carnegie meeting room at the covered portion of the arrival plaza. The ground level access to the original Carnegie and the Library Addition is confusing and problematic. It is unclear where the entrance is to the Library. The primary entry opens to a lobby which contains the circulation desk, elevator and stairs, and access to staff and children's area. While the service point is convenient it provides very limited supervision of other program areas. In addition, the lobby area and public restrooms are undersized.

Children's Area

The children's area is accessed from the lobby and totals about 1550gsf. It's a pleasant and airy space but does not provide a connection to other collections which limits the potential for multi-generational use. Space for motion-based learning, computers, and digital media, as well as other creative activity

areas is limited, and the overall area is significantly undersized for the service population. Children's programs and story-time are held in the multi-purpose meeting room located in the Carnegie, which requires children and parents to leave the children's area and walk through the plaza to get to this meeting room.

Teen Area

The teen area occupies the west end of the second floor adjacent to the computers and staff offices. It's the primary place for teen collections but is undersized, lacks identity, and creative "hang out" lounge space. This area is highly observable which may discourage use by teen groups.

Adult Collection

The adult collection is scattered. Fiction and popular materials take up the second floor of the Carnegie. The non-fiction and ESL collections occupy the second floor in the long bar of the Addition. This requires staff to circulate through the library to view spaces and collections in sequence with few locations where more than one collection is visible. In general, this collection is about 40% below the number of items per patron found in districts like the King County Library System and Seattle Public Library System, both provide approximately 2.5 items per populace compared to the 1.4 items per populace provided by the McMinnville Library.

Technology & Computer Area

Currently there are 22 library provided public internet computers for teens and adults, which is adequate for the future. There are another 20 computers that show the library catalog and serve the children's area, which are also needed.

Digital Media

The digital media area occupies the second-floor area above the children's area. These collections are tightly packed, limiting accessibility and visibility for supervision. The CD and DVD collection is large and popular as it serves many in the community that don't have access to internet. This area is important to retain, but plan for flexibility and change to another future use.

Special Programs

The McMinnville Library provides support for several special programs. The Library of Things storage needs are limited and will need to grow. Some sort of maker-function would be interesting to consider, but there is concern with staff training, maintenance, and operational cost. Consider items which relate directly to park use – oversize chess pieces or lawn games, for example. Storage space for the Friends books sales is needed – high book volume / donated materials.

The Spanish collection serves 20% of the patron population whose primary language is Spanish. There is a need to increase space and services within the library to serve the Latino and Spanish speaking community. There is significant community interest in music, the arts and gardening which could inform the library program. In addition, the social service element that supports people experiencing homelessness should be considered.

Meeting and Study Spaces

The existing library provides a meeting space for large gatherings and children's story-time in the Carnegie portion of the building. However, it is isolated from the rest of the library and should be more integrated while still providing after-hours access.

Break-out and collaboration spaces, meeting room sizes from 3-4 person to 8 person rooms, and small 2 person tutoring rooms are limited and need to be increased. Acoustic separation from the library space is important. Technology and monitors need to be integrated into all of these rooms to optimize their functionality and usage.

Library Staff Space

There are 22 staff members representing 17 FTE. During busiest times 6 staff are needed on public service desks, with others offering support behind the scenes. Often up to 16 staff will be working in the library at one time. At least 4 staff are required to keep the library open to the public due to the two floors of service and many nooks that require monitoring.

The workroom includes 11 workstations supplemented by 5 individual offices scattered through the building that don't have acoustic privacy, which is problematic. Staff offices are in the children's area and several locations on the second floor. All staff spaces are crowded with insufficient space for materials processing, private meetings, and other activities. Communication between staff members is somewhat limited by the scattered nature of staff spaces. Lounge space exists in the lower floor of the Carnegie and has been recently upgraded, but like most staff spaces lack easy access, daylight and fresh air. The lounge space would be more conveniently located adjacent to the workroom.

The workroom processes (14) 18"x24" bins/day servicing ILL and home delivery via courier. In addition, there are 200 volunteers including the Friends group and an average of 30 active volunteers assisting with shelving and other tasks. The workroom is overcrowded, lacks private office space, narrow paths, and very constrained service access. Currently the library utilizes RFID and would optimally like to be able to have a book-sorter to speed circulation usage. Subsequent planning efforts should consider this capability in the workroom layout.

Existing Library Space Program

See the appendix for the outline space program listing the current collections, % of collection on shelves, program areas, and potential future collections.

Space Program Enhancements

Priority Spaces

1. Expand the collections, variety of group and individual seating areas, quantity and sizes of meeting rooms, and technology areas to meet the needs of the current and future population.
2. Expand support areas to accommodate staffing needs.
3. Provide technology throughout

4. Provide enhanced service and delivery access to optimize operational efficiencies
5. Diversify offerings to reflect the evolving nature of patron demographics.
6. Provide or expand programs to respond to community needs.
7. Expand spaces to accommodate today's modes of learning, entertainment, and interaction

Future Space Program Needs

Library Service Area & Appropriate Size

The McMinnville Public Library is a member of the Chemeketa Cooperative Regional Library Service (CCRLS) which is a tri-county taxing district with 18 member libraries. Funding for the Library comes primarily from City taxes through the general fund. Only 10% of library funding is from the CCRLS taxing district.

The current population of McMinnville is 35,000 with the Library serving not only the City but the surrounding areas resulting in a service population of ~60,000 with continued growth. The Oregon Library minimum standard of .5 sf per patron would suggest that a total 30,000gsf library could be justified.

The existing functional area is significantly below this figure and should be expanded. A second metric is number of items per populace. The current collection provides 1.4 items per populace which is low compared to a range from 2.0 to 6.0 items per populace in other library systems.

Library Collection

The McMinnville Library staff estimate the need to expand the children's collection by 40-50% and the remaining collection by 30-40% to meet the standards used by other districts with robust materials handling capabilities. It is recommended that the collection be expanded from 1.4 items per patron to 2.5 items per patron and that this expansion be refined to reflect the large numbers of families in the service area and a growing Latino population.

Program Offerings

Libraries continue to evolve in response to our changing culture. The addition of a "Library of Things" at the McMinnville Library reflects this evolution. Other districts have implemented programs related to makerspaces, gardening, motion-based learning, and intergenerational learning. Consideration should be given to how the library could embrace the celebration of diversity and support cultural awareness. These and other programs should be considered in the development of a detailed program for an expanded library.

Meeting Spaces

Of particular concern is the limited nature of meeting rooms in the existing facility. In today's libraries, gatherings ranging from small tutorials to collaborations between 3-4 people to 8 people and lectures/meetings accommodating up to 80 patrons are common. Additional space is needed for those

who want to use the library as a place to gather and talk without disturbing those who require quiet space. A future program should include at a minimum six meeting spaces of varied size and character.

Library Staff Needs

The complexity and compartmentalized nature of the current building layout compromises the effective use of staff. In an expanded facility, space to process materials, train staff / volunteers, and to manage library operations effectively will be highly desired. 11 staff workstations are accommodated with 5 individual offices scattered and don't have acoustic privacy, which is problematic. While these are adequate for current and future needs, they lack adequate space, natural light and good ventilation as would be required for reasonable workspaces. Attention to the development of adequate workspaces with appropriate circulation, good sightlines, and supervisable spaces will increase the potential effectiveness of staff and decrease the need to expand staff in proportion to additional space. This balance is critical to the successful expansion of the McMinnville Library.

Infrastructure and Services

In an expanded library, attention to efficient use of space, easy flow of materials, the removal of barriers to accessibility and to effective supervision should all be taken into consideration. Appropriately sized service access for deliveries and pick-up of materials needs to be accommodated. In addition, basic systems to replace the aging existing systems can be accommodated effectively in new or remodeled space.

Future Library Planning

There are several approaches to explore when considering how to address the current and future functional needs of the McMinnville Library including:

Library Remodel

This option is difficult to implement in a way that will improve library services due to the complex and somewhat convoluted nature of the existing facility.

Library Remodel and Expansion

A significant addition could provide new and expanded service area and to free-up space in the existing facility for improved staffing configurations. The addition could be planned to create space program area that overcomes the compartmentalized characteristics of the existing facility. An addition could provide enhanced daylighting, open airy spaces with good sightlines, flexibility for evolving programs, and adequate room for appropriate lounge, study, and collection spaces.

New Freestanding Library

This option requires a new site for the Library combined with a strategic plan for the adaptive reuse of the existing Library facility to serve other public needs and program uses. The relocation of the existing Aquatic Center as part of the Recreation Aquatic Center (RAC) project would make this site available for redevelopment. This would allow the McMinnville Library to retain the benefits of its current site with a

central location within the City, prominent address on Hwy 99, and natural contemplative setting within the Upper City Park.

Branch Library

The library's patron population is centered within the City limits. The library's current location is in the geographic heart of McMinnville and offers a prominent address on Hwy 99, location within the Upper City Park natural setting, and adjacency to the Third Street commercial district and other civic facilities. These conditions make the current location ideal for a new or remodeled library. A branch library would require additional staff within a budget that is already stretched and service only one area of a patron catchment that is expanding in a concentric manner. As the patron area evolves and areas of population growth clarify, a branch or smaller satellite outlet could be considered to address future district expanded service needs.

Physical Deficiencies

The City of McMinnville commissioned a Facility Conditions Assessment in November 2018 by EMG. The results of this review identified the following areas of the buildings that require replacement or repair:

- The two buildings (Carnegie Library and Library Addition) have been well maintained since construction, with periodic lifecycle replacements.
- Lifecycle interior and exterior finishes and roof replacements are budgeted and anticipated.
- There are signs of window leak damage that will need to be addressed.
- The mechanical, electrical, and plumbing equipment date to 1983 construction. The MEP infrastructure has not been updated other than the cooling tower and a few minor components.
- The HVAC equipment is original and will need replacement. This will require additional study to determine the scope and cost for repairs.
- Lighting is not adequate and should be replaced.
- It was noted the need for additional parking beyond the existing 79 total spaces to serve the Library, Upper City Park, Aquatic Center, and public parking needs.

1912 Carnegie Library

The existing structure and façade are in good condition. The roof, interiors, MEP, HVAC, and fire suppression are in fair condition.

1983 Library Addition

The structure is in good condition. The interior, exterior envelope, MEP systems, fire suppression and HVAC systems are in fair condition. The elevator has been well maintained and in excellent condition. Overall, the building is in fair condition yet showing signs of wear and need to address deferred maintenance. It would be appropriate to consider repair or replacement of the MEP systems based on the overall systems condition and estimated remaining useful life.

Summary

The physical condition of both buildings requires addressing deferred maintenance and system upgrades. Most of the program spaces are undersized and compromised with a multi-story dispersed layout that results in inherent operational inefficiencies. The physical separation between program elements is challenging in terms of today's expectations for an open and adaptable library layout.

Preliminary Cost Projections.

Given the program deficiencies combined with the physical improvements required, the approximate total project cost range for a 30,000gsf renovated and expanded library would be between \$19.5-\$23M (construction cost + indirect cost, 2020 pricing).

Renovation: 22,000-10,000gsf x \$400sf = \$8.8-4M

Addition: 8,000-20,000gsf x \$600sf = \$4.8-12M

Renovation / Addition: \$13.6-16M total construction cost range or \$19.5-\$23M total project cost range

A new 30,000gsf free-standing library located on the site of the existing Aquatic Center would have an approximate total project cost between \$23.5 -\$26M (construction cost + indirect cost, 2020 pricing).

New Construction: 30,000 x \$550-600gsf = \$16.5-18M total construction range or \$23.5-26M total project cost range

Recommendation

The physical condition of the two buildings (Carnegie Library and Library Addition) require updates to address deferred maintenance needs including replacement of the MEP systems, interior finishes updates, along with modification and expansion of the existing library to meet the existing and projected space program needs. We recommend exploring and evaluating several alternatives during the conceptual design phase to confirm the preliminary total project cost estimates; assess the functional attributes and operational efficiencies of the various conceptual layouts; and determine the best utilization of the existing library facility for either library use and/or other public needs.

Option 1: Renovate and expand the existing library into the adjacent open space in the southwest corner of Upper City Park. This option may include some selective demolition to create a more open and operationally efficient plan layout. The Carnegie Library and upper level of the existing library will need to be carefully evaluated to determine how much of this space meets library program needs vs the potential to be renovated to meet other public needs and program uses.

Option 2: Build a new free-standing library on the site of the existing Aquatics Center once the new Recreation and Aquatic Center project is completed. This would assume one-level library layout with an optimal configuration and adaptable layout. This could be the most cost effective and responsible investment of public resources. In this scenario, the two existing Library buildings would be renovated to serve other public needs and program uses.

Appendix

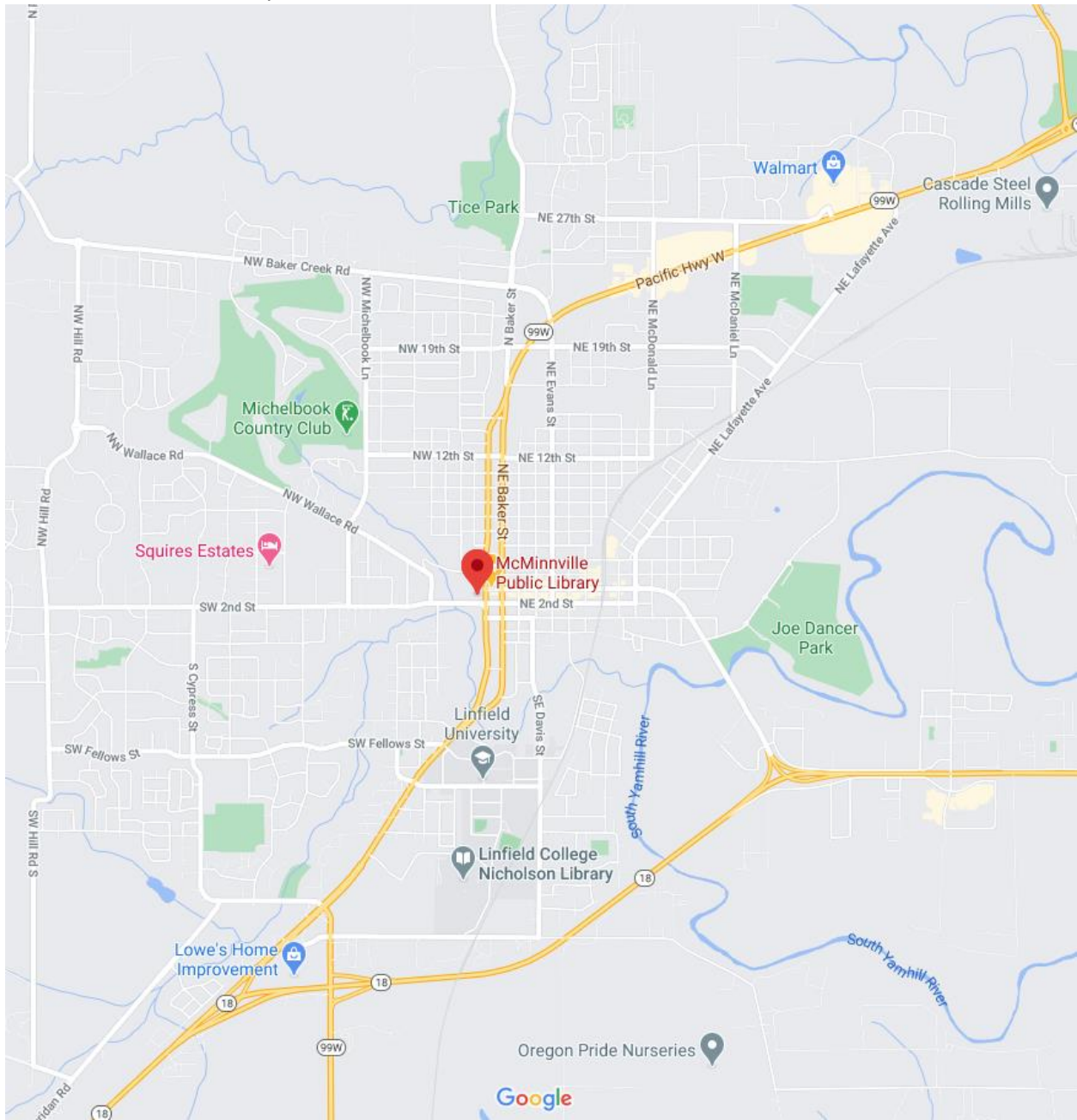
Appendix A: MacPAC (July 2020) Library Survey Results

Appendix B: Space Program Summary & Analysis Chart

Appendix C: Existing Library Diagrams

Appendix D: Meeting Minutes

McMinnville Public Library location



Oregon branch library data

Rank	Name	2021 Pop	Branch Library?
1	Portland	662,549	Y- many
2	Salem	177,803	Y- 1
3	Eugene	176,464	Y- 2
4	Hillsboro	110,982	Y- 1
5	Gresham	108,527	N
6	Bend	106,023	Y- 1
7	Beaverton	99,561	Y- 1
8	Medford	84,550	N
9	Springfield	64,078	N
10	Corvallis	58,630	N
11	Tigard	57,238	N
12	Albany	56,978	Y- 1
13	Aloha	54,287	N
14	Lake Oswego	40,418	N
15	Keizer	39,729	N

Rank	Name	2021 Pop	Branch Library?
16	Grants Pass	38,502	N
17	Oregon City	37,769	N
18	Redmond	35,439	N
19	McMinnville	35,427	N
20	Tualatin	28,287	N
21	Forest Grove	26,835	N

Staff Report

To: MacPAC Committee

From: Rob Porter, Aquatic Center Manager

Date: February 22, 2021

Subject: Swimming Pool Sub-Committee Recommendations

Background:

The swimming pool sub-committee was formed to review the staff recommendations for a multi-purpose Lap/Competition pool and Recreation pool. Sub-committee members included: Diane Haugeberg-Shea, Ken Rolfe, Andrew Jones, Zack Geary and Ryan McIrvine. Linfield guests included Garry Killgore and Kyle Kimball. Staff was represented by Susan Muir, Katie Noyd and Rob Porter. Ken Ballard helped from the consultant team.

The committee met on three separate occasions that included pool tours of the Chehalem Aquatic Center in Newberg, and the Osborn Aquatic Center in Corvallis.

The first meeting/tour was held at the Chehalem Aquatic Center on January 13th from 6-8 pm and conducted by Tara Franks, Chehalem Aquatic Coordinator. The tour included both the rec/family and lap/competition pools. The general locker rooms and family changing areas were also observed. See photo appendix.

The second meeting/tour was held at the Osborn Aquatic Center on January 28th from 6-8 pm and conducted by Todd Wheeler, Aquatic Center Manager and James Mellein, Assistant Director, Corvallis Parks and Recreation Department. The tour included the indoor 50 meter and therapy/instructional pools. The outdoor lap and rec/family pools were also observed. See photo appendix.

The final meeting was held via zoom on February 22nd from 6:30-8:30 pm. This meeting included a debrief of the two pool tours, a general question and answer discussion and then deliberations concerning the group's recommendations.

Conclusion and Recommendations:

The pool subcommittee group recommends MacPAC move the following amenities forward as part of the overall recreation amenities of the new facility:

- 1. A 50 meter by 25 yards multi-purpose Lap/Competitive Pool with at least one bulkhead, adequate deck space and seating for no less than 500 spectators.**

2. That one of the pools have a deep water tank in order to accommodate diving boards and other possible amenities such as a slide, climbing walls and/or a rope swing.
3. A Warm Water Rec/Family Pool with amenities that could include a lazy river, vortex, zero depth entry, slide, lap lanes, hot tub and interactive water feature.
4. That the two pools be in separate spaces divided by a glass wall such as at the Chehalem Aquatic Center.
5. An outdoor amenity which could include: roll-up doors that open off of the Rec/Family Pool, lap lanes, slide, beach/lawn space and/or a splashpad.

Photo Appendix:

Chehalem AC Rec/Family Pool



Chehalem AC Lap/Competition Pool



Chehalem AC Wall between Pools



Osborn AC 50 Meter Pool



Osborn AC Indoor Therapy/Instructional Pool



Osborn AC Outdoor Lap & Rec/Family Pool (Otter Beach)



Recommendation:

Staff recommends MacPAC discuss and revise as necessary.

Suggested Motion:

I move to approve the Pool Sub-Committee recommendations as drafted.

Alternative Motion:

If there are any changes MacPAC would like to make to the recommendation, rather than 'as drafted' the member making the motion should state the changes and use the following motion:

I move to approve the Pool Sub-Committee recommendations as amended.

Staff Report

To: MacPAC – March 4, 2021 meeting
From: Parks & Recreation Manager: Anne Lane
Date: February 25, 2021
Subject: Senior Center Amenities & Space Needs

Background:

On August 24th city staff (Susan Muir, Anne Lane and Jenny Berg) met with members of the consultant team (Jim Kalvelage, Jennifer Hoffman, Kurt Lango and Ken Ballard) at the McMinnville Senior Center. The facility was toured and discussions were had regarding current uses, concerns, and future concepts.

As we look toward a multiuse recreation center we consider the future use of the Senior Center and how that facility can best meet the needs and interests of older adults in our community. The attached meeting summary briefly highlights a few ideas that are being considered. In addition to general functionality and safety issues (i.e. reception desk orientation, street presence, pedestrian access from parking lot), future programming and service operations (i.e. subleasing space to service providers, greenhouse and learning spaces) was explored that should be addressed in a radical refresh.

Attachment:

4. Senior Center Site Visit Notes – Opsi

MEETING SUMMARY

Meeting Name: McMinnville Senior Center Tour and Needs Assessment
Project Name: McMinnville MP Site Selection
Project Number: 4797-01
Submitted By: Jennifer Hoffman
Meeting Date: **August 24, 2020**
9.9.2020 Summary revised per Anne Lane's input

Attendees:

Susan Muir	McMinnville Parks and Recreation Director
Anne Lane	McMinnville Parks & Recreation Manager
Jenny Berg	McMinnville Public Library, Director
Jim Kalvelage	Opsis Architecture
Jennifer Hoffman	Opsis Architecture
Kurt Lango	Lango Hansen Landscape Architecture

Distribution Attendees; Ken Ballard

This represents our understanding of the discussions and directions during the Meeting. Participants should communicate revisions to Opsis Architecture.

OBJECTIVES

This meeting included a tour of the Senior Center and Wortman Park site for preliminary discussion of the existing building attributes and deficiencies, as well as future space program needs and desires.

1. General Information

- 1.1. 1995 stand-alone Senior Center; funded through Community Block Development Grant and private fundraising – Wortman Park location came into the picture during fundraising.

2. Exterior Spaces

- 2.1. Parking:
 - Building and linear parking lot have little street presence / recognition due to set-back nature of building and parking area / drop off configuration.
 - An additional parking lot was added to NE side of building for expansion, but its disconnection creates a long entry sequence for visitors around the building to the front door.
- 2.2. Drop Off:
 - Porte-cochere drop off at main entry door creates challenges for pedestrians accessing the building – no direct path to front door is obvious so most visitors tend to cross the drop-off drive to access building from parking area which creates a dangerous condition
 - Drop-off area gets heavy use, however there is no direct visual access to it from the reception area. This is a major challenge for visitors awaiting pick-up, and a safety issue for staff, particularly late at night. Visibility into the building is also challenging for drivers (dial/ride pick-up services).
- 2.3. South Patio:
 - Outdoor gathering space serving reception room and large activity room with primary views to Wortman Park space beyond.
 - Space is delineated by concrete paved area only – lacks any defining landscaping and is within proximity to frisbee golf goals.

- Programming in this area is currently under-utilized. Summer heat and *exposure* can make the space uncomfortable for programming during warm summer days. Area has no comfortable seating (would be utilized if there).
 - Used as a seasonal food-distribution area weekly, with a large draw to the community, particularly the industrial employees and migrant farm communities. Lack of street visibility is problematic and could be more successful if tents could be positioned further toward the street entrance.
- 2.4. Rear Patio:
- Back-of-house space with access to rear of building and utility services.
 - Area does not have clear visibility to staff from inside the building; “ins” and “outs” of building form create places for occasional transient loitering.
 - HVAC heat pumps have been fenced (sides and top) due to prior vandalism.
 - Exterior doors to electrical service have been replaced due to prior vandalism.
- 2.5. Exterior Storage:
- Outdoor storage room at drop-off area is a barrier to sightlines and creates awkward flow within the parking lot.

3. Interior Spaces

- 3.1. Building Entry:
- No visibility to vestibule from reception desk, therefore staff is unable to see who is coming into the building until they are already inside.
 - Single door into reception area from vestibule utilizes an accessibility actuator which sometimes closes on disabled patrons passing through doorway.
 - Visual sightline from entry to community room reinforces diagonal movement limiting the potential for lounge seating area in the lobby.
- 3.2. Lobby and Reception Area:
- Good natural light during the day, however the lack of exterior lighting at night makes the space feel like a “fishbowl” – highly exposed without the ability to see outside. Senior Patrons feel the room is very comfortable and enjoy access to views; used heavily as a “visiting” space.
 - Large windows provide views into the community room.
- 3.3. Community Room:
- Largest gathering space (has wood floor) with capacity for 100 people (dining with table – 85). Utilized for many events (social gatherings, game groups, support groups), however not large enough for rentable events such as weddings.
 - [Served by commercial kitchen, storage and 4 activity rooms](#). Only access to these rooms is provided through this room, which can be disruptive to events taking place.
- 3.4. Lending Library and Art Gallery:
- [Comfortable area which is heavily used](#). Books donated and borrowed on honor-system, regular book sales, then donated to Friends of the Library.
 - [Space above bookshelves utilized as a rotating gallery – greater wall space and gallery lighting for this use desirable](#).
 - Fireplace featured with interior glazing adjacent to it – primary purpose seems to be to provide additional daylighting and acoustical separation into library space, however awkward.
 - Television dominates the space when used; staff would prefer it not be a primary function of this space.
 - [Coffee station is located in this area](#).
- 3.5. Personal Services Room:
- Formerly used as gift shop; often used for private medical consultation. Would like for space to have more privacy from common public areas.
 - Sink/counter utilized by health providers - helpful to have.

- Addition of natural light is desired.
- 3.6. Multi-use Meeting Room:
- Formerly two smaller rooms, now utilized for smaller senior classes and lectures (Linfield professors, AARP Safe Driving courses).
 - Interest in this space becoming a potential “partner” room.
 - Glass doors would improve visibility – difficult to know what is taking place during classes without visual connection.
- 3.7. Staff Break Area:
- Serves staff well – no changes suggested.
- 3.8. Restrooms:
- Both men and women’s restrooms need upgrades and more locations; would like to see gender-neutral restrooms instead. Do not desire showers.
- 3.9. General Storage:
- General room storage and built-ins are good – don’t want to lose.
- 3.10. Utility Service Room
- Contains fiber-loop control point for north-end McMinnville water and power, as well as IT control point for McMinnville School District. Requires other city/school district employees to have access to the building (typically coordinated with Senior Center).
- 3.11. HVAC:
- Heating is provided by gas fired furnaces located in the attic in addition to the heat pumps located outside.
 - Air handling units are located within fenced areas on rear patio and at east side of building. Service within the building is inconsistent and problematic.
- 4. Future Planning Considerations:**
- 4.1. General Considerations:
- Don’t want to lose the essence of serving seniors as this is a growing community.
 - Consider ways to sub-lease space within the building to service-providers to help senior navigate needs such as housing, medical advice, legal advice, etc; provision of consultation services.
 - General building refresh/modernization desired, including:
 - Upgrade interior lighting as well as floor and wall and ceiling finishes
 - Better technology / security cameras throughout
 - Upgrade HVAC equipment to better serve building
 - Better restroom distribution for patrons. Universal restrooms at the north end with increased restroom capacity to serve the community room. Consider utilizing the room at the NE corner to accommodate larger restroom and storage needs.
 - Increase street presence, driveway and entry point access.
- 4.2. Exterior Lighting:
- Provide better exterior lighting around building, to deter people from occupying areas around the building and provide visibility for staff during nighttime hours.
- 4.3. South Patio:
- Interest in creating better connection to community room, including possible expansion into the covered outdoor area to accommodate other program needs.
 - Capitalize on idea of garden-to-kitchen programs by integration of possible greenhouse and multi-use classroom.
 - Consider further development of seasonal market / tents by creating larger linear area that extends from the entry towards the street for enhanced presence. Food truck-like use discussed, but not currently allowed under current zoning code.
 - Create more integrated landscaping and seating areas.
 - Consider an extended covered trellis-like structure that provides a covered walkway from the parking lot to the building entry.

4.4. Building Entry Visibility:

- Consider relocating storage area w/ irrigation main within the Port-cochere to allow for better visibility. Storage room is heavily used but could be relocated to the northside of the building.
- Provide more convenient pedestrian called covered entry connection to building.
- Consider removing the Port-cochere and replacing with pedestrian scaled covered porch.

- Entry Vestibule
 - Consider mall-type sliding doors to create easier patron access.
 - Enlarge vestibule area and exterior glazing to create better visibility for patrons, pick-ups and drop offs

4.5. Community Room:

- Consider ways to generate revenue in areas not traditionally utilizing this space – could mean expanding the space or creating a better indoor-outdoor connect with south patio.
- Don't want to compete with "active recreation" provided by other facilities (i.e. future community center). Currently recreation activity uses are accommodated in the rooms east of the community room.
- Consider expanding the community room to the east by integrating the existing multi-purpose rooms. This would allow views to the park and potential outdoor dining terrace.
- Interest in developing programs which support food from garden-to-kitchen, food preservation, and gardening programs. Consider adding a greenhouse addition.
- Consider adding a multi-use classroom addition on the south elevation.
- Explore additional ways to make connections to new exterior spaces

4.6. Lending Library:

- Remove interior glazing near fireplace and open-up the wall for better access to daylight and connection to the lobby and reception area
- Remove/relocate television from this area.
- Expand opportunities with increased wall area, if possible, for rotating gallery exhibits.

4.7 Service Courtyard:

- Relocate the irrigation main and storage room situated in the existing Porte-cochere structure to the north service-court.
- Enclose the service-court with a fence enclosure to mitigate potential vandalism.

End of Meeting Summary.