

DATE: January 17, 2020

AGENDA ITEM: Closure motion and Request for Approval for Closure of Roxborough branch for renovations during the closure dates February 14, 2020 – February 21, 2020.

PERSON(S) RESPONSIBLE: Jeff Konishi, Director, Information Technology and Facilities

EXECUTIVE SUMMARY: The Roxborough branch will be closed for one week for installation of new carpet, playscape, and shelving reconfiguration. The branch will offer storytimes at various locations during closure. The closure duration and limited services offering is consistent with other capital projects requiring access disruption and vendor scheduling.

STAFF RECOMMENDATION: We recommend that the Board approve the closure motion as presented.

FISCAL IMPACT: \$0

SUPPORTING DOCUMENTATION:

The 2020 budget included resources to replace Roxborough flooring and purchase a playscape. The capital total is below the board's requirement for a second approval. A library closure, other than for weather or safety, does require board approval. Staff have determined that the most efficient way to accommodate the carpet installation will be for movers to place the stacks on lifts moving them out of the way and replacing them when the installation is complete. Vendors will install the new playscape following the flooring work and shelving realignment. There will be no loss in staff wages during the closure as staff are either working on site or at other locations.

The library will be closed for a total of seven working days, as this closure includes the President's Day holiday on Monday, February 17.

MOTION: I move to approve the closure of the Douglas County Libraries Roxborough branch for the purpose of renovation beginning on Friday, February 14, 2020 and reopening on Saturday, February 22, 2020.

BOARD OF TRUSTEES E-MAIL POLL



Conducted by: Patti Owen-DeLay

Date(s) poll conducted: January 17, 2020 – January 20, 2020

Question: Do you approve the closure of the Douglas County Libraries Roxborough branch for the purpose of renovation beginning on Friday, February 14, 2020 and reopening on Saturday, February 22, 2020.

Suzanne Burkholder:	Yes	No	Abstain	Could not be reached
Comments:				

Ron Cole:	Yes	No	Abstain	Could not be reached
Comments:				

Daniel Danser:	Yes	No	Abstain	Could not be reached
Comments:				

Sean Duffy:	Yes	No	Abstain	Could not be reached
Comments:				

Meghann Silverthorn:	Yes	No	Abstain	Could not be reached
Comments:				

Dawn Vaughn:	Yes	No	Abstain	Could not be reached
Comments:				

Louise Wood:	Yes	No	Abstain	Could not be reached
Comments:				

RATIFICATION DATE: _____

MOTION #: _____