

**Brooks memorial Library
Building and Grounds and Planning Committee Meeting
February 23, 2015**

Present:

**--Pam Becker, Jerry Goldberg, Jennifer Lann, Christine DeVallet, Therese Marcy, Leslie Markey, Jane Southworth, Jerry Carbone, Tom Murray, Lindsay Bellville.
Absent – Elizabeth Tannebaum.**

1. Call to order: ***called the meeting to order at 8:35 **.

2. Changes to the agenda: None

3. Public comment: No public comment

4. Minutes of the Building and Grounds Committee meeting of January 28, 2015 were approved as submitted . The Planning Committee minutes of January 12, 2015 were also approved.

5. Old Business: None

6. New Business;

This was a joint meeting of the Building and Grounds and Strategic planning committees to reflect on the goals of the Strategic plan. All present were given 2 pages to refer to the service priorities for 2012-2016. Jane read her favorite quote from a patron who submitted a suggestion for a welcoming space, community hub, mobile library, coffee cart and making the Library a hot place to be for art, music and programs. The main goal is to provide a welcoming physical and virtual space for all Library users.

Jane requested that there be clarification as to who the committees report to and when it is appropriate to meet with other committees.

Jerry Goldberg gave his interpretation of the intention of Jim Williams to provide professional services to the committee. Jim suggested that we have 3 meetings, 2 hours each and 2 weeks apart. Pro Bono, Jim was planning to draw up a sketch from the feedback he got from the previous 1.5 hour meeting and his prior experience on the space and planning committees as a Trustee.

Jerry G. explained that he thinks Jim's role will be to educate the committee on the possibilities to meet our desired outcome in light of the structure, budget, materials and design and approach. It was suggested that if we get Jim on board, he can help the committee to develop an approach to the project. He can analyze the information that he gets from the committees, see where we want to go and try to get us there. All were in agreement. He will be paid for the 3 meetings.

There was concern about what, if any, Jim's role would be going forward after the initial meetings. We came to the understanding that the initial meetings were separate from the final project that will be put out to bid. This will not favor or dismiss Jim from bidding on the final project

Our Floor plan is the Driver of some of the decisions that need to be made. Jane reminded us that we have "low lying fruit" (things that can be taken care of in the near future, at low cost and

without effecting future plans)

The committees agreed that de-cluttering and moving existing furniture would be decisions left to the staff. Leslie agreed to call Experienced Goods to arrange for pick up some furniture. She also proposed hiring someone for a period of time to expedite the removal of things that we know need to be removed.

The current location of the computers is a Driver and will depend on input from the Technology Committee to decide if they can be relocated. The Magazine Room is also a Driver since it depends on whether we keep magazines or reduce the backfile to see if that frees up space for another purpose.

Lindsay proposed that we try to identify the scope of the project in terms of the available budget.

We agreed that we should look at the project with open eyes and proceed with consultation with Jim. The best time for scheduling meeting seems to be Thursday mornings when the Library is closed.

We know that we need to find storage space somewhere.

As space is cleared in the Glass Room on the main floor and the Genealogy Room we are ready to consult with Jim to broaden our collective knowledge as to what is possible and how to move forward.

Therese will put together a packet of information that has come out of the committee work to date along with floor plans and the Children's Room proposal. Jerry Goldberg will deliver it to Jim so that he can consider as much as possible before the next meeting.

The Technology Committee will also need to be involved in these meeting. When we get the proposed outline from Jim, we will be able to determine what committee should attend designated meetings

The NH Library Association will host a workshop in Sept on the changing roll of libraries and how we can "lead the change". Leslie suggested that 2 people attend and that one person be a staff person. This issue will be addressed at a later date but kept on the radar.

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7. Other: The Planning Committee need to talk about the funds raised during the successful Friends campaign.

8. Adjournment: **adjourned the meeting at 9:45am.

NEXT MEETING: When we hear back from Jim Williams.

Submitted by:
Therese Marcy
2/24/2015