

**Brooks Memorial Library  
Building and Grounds Committee  
Special Facilitated Meeting--Minutes  
May 28, 2015**

Meeting on 5/28/2015 with Board of Trustees facilitated by Amy Howlett

Present: Lindsay, Jay, Jerry, Jeanne, Paige, Howard, Adam, Maria, Jenn, Jane, Marybeth, Therese, Jerry Goldberg, Pam, Debby, Christine, Leslie, Amy, Jennifer Lann, Sue Troy

Pam called the meeting to order at 8:00 AM

Minutes of April 20 were approved.

No changes or additions to the agenda were made.

I. Introduction by Amy

- a. Guidelines
- b. Architect Chip Greenberg chosen, next mtg June 11th.
- c. Purpose of meeting goals, integrate capital goals with staff goals.

Strategic Plan overview--providing access to welcoming physical and virtual spaces for library users, what do virtual spaces look like? What is appropriate access?

II. Staff Priority List Discussion

Part I: This was not the staff priority list, but rather things that we thought we could get done at the library to start the changeover.

Questions about what things actually mean:

Phones: The phones don't work, and we need new ones. Need to update the phone and phones system. Can't update one piece without the other. Would need both at the same time.

Sofa: Arrange for upholstery

Feedback Discussion:

1st Group:

1. Cleaning Ducts priority
2. Meeting Room Redo--horrible floor, the public would really notice the changes in the MR

HVAC discussion: in the capital plan, but needs to be approved by the town, scheduled for 2017?

Do we need to wait for the cleaning before the duct or any mass changes and improvements to the building? That is in two years...

2nd Group:

Jane: Welcoming environment involves happy staff, go for it. All of the items. Part time pay increases for staff. There are two people that this would affect, cost would not be that much.

Therese: Staff office re-floored. Outdoor benches or tables would be a priority. Add on to the replacing the window quilts, also add window quilts to the art storage. Agreeing with Jane, everything should be done.

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3rd Group:

Adam: I agree with the previous groups. Two restrictions to doing anything on the list. One of them is leg work and one of them is money. Don't want to update rooms, if they are going to be changed by the architect. The bottom six, minus the window quilts, we thought that these things would cost less than \$1,000 dollars to do, and we think the bottom six, people should just do.

Leslie: The original list from Therese, the original storage units that Lindsay looked at would 3,500 dollars. Things will cost more, like an architect, than you think.

Adam: We have other chunks of money, haven't finished the funds, prior to this money those funds were all we had, and we didn't want to touch them, but now we have all this other money...

4th Group:

Jay: We discussed the needs to improve storage in both the CR and the adult room. something we need for convenience etc. Replace things that aren't working like the lighting and window quilts etc. Need for cleaning schedules. The original staff list to clean the space and make it comfortable, hygienic. Libraries are constantly losing patronage to places that are providing more welcoming spaces. So we should do all the things we need to do to that.

5th Group: Jenn: Strategic plan level staff. A few good phones, outdoor furniture, and welcoming outdoor spaces. Redo the MR and the CR further. The ones that are most in align with the strategic plan are going to be the ones that are the most expensive unfortunately. If we are doing this we are not going to be doing some of these other things. We need to know how much it costs. Not necessarily that means we aren't doing it, but rather how much it costs.

Lindsay: On Wednesdays we do rhyme time in the MR. It is really bad that we have toddlers and babies crawling around on this floor and eating their snacks. It's gross

Jeanne: Because the CR already knows where their configuration is going to be, they can do things like replace the lighting without much cost. Plus, they need them really badly. Possible replacement chairs to use...possibly check out the chairs at Landmark.

**SPACE ISSUES:**

1st group:

Adam: Technology and flexibility seem to be the two important points, because we don't know what makerspaces are going to be looking like in a few years. Adding bathrooms...or redo bathroom space. What about mobile library space or storage that is not here?

2nd Group:

Jeanne: we need two different types of small meeting spaces. Places where people can talk and also individual study spaces. We want people to be able to wander and find interesting spaces.

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Can we use shelving or plants to wall off places for people? Smaller tables? Privacy is important. Teens need space to be with their friends and talk and hang out and play games?

3rd Group:

Pam: Need microfilm and copy space. Need successful teen space. Opportunities for them to have drinks. More staffing to clean anywhere there is food or drinks.

4th Group:

Therese: Trying to make it a welcoming library. The main room is beautiful. Take advantage of the architecture that we have. Use the windows. The glass room is prime real estate...we need a new space for the copy machine. Portable furniture that can be moved for programs. Spaces that can be reconfigured easily to be a two or four group tables. Pods of furniture, use it separately or put it together. Different kinds of seating to meet the different needs of people. A more flexible computer island. Stand-up computer catalog stations in the stacks. Also SIGNAGE.

Jerry: Examples. I was at Dartmouth-Hitchcock yesterday. That place is immense and the little signs they have get you where you need to go.

Jeanne: We just noted over here, but get rid of the island altogether. Disperse the computer space.

Therese: If we had time to weed, we would have more space. Weeding would be giving us more space in the stacks, that might be on the main floor right now. We could put the YA collection to the stacks, it could be in an whole aisle. One way to get space, is to weed the collection.

Leslie: Not quite that easy.

Jeanne: You weed to have a collection, not to have more space. Your collection reflects the society needs.

Christine: Reference librarian needs a private space for interviews, perhaps an office.

Amy: Self checkout, new technological ideas for the future.

Adam: UMASS does it in an entirely no-private way. Two or three people now have mentioned coffee or snacks or other things, I wonder if there is a way to work with or find a local vendor that would be able to sell stuff and then it would not be part of staff time etc.

Therese: is this where we would need to talk about all the spaces that we are thinking of reconfiguring?

Pam: Repurposing and flipping YA with reference was an old idea? lower ceiling cozy potential space for YA...

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Technology Issues:

Jeanne: replacing some or all of our dedicated workstations with laptops. Public access computers as laptops.

Jerry: We are going to call them PALs. Public Access Laptops.

Jay: Charging stations.

Jerry: Wireless printing

Therese: Maker space?

Jay: Mobile catalog access...

Amy: Mobile phone issues?

Jeanne: How do we make the spaces integrated? Virtual and physical all part of the same experience?

Jerry: Unifying our physical catalog with virtual options like ebooks and other virtual resources?

Lindsay: New technology for this room. the projector system is becoming obsolete. Something like a Smart board.

Adam: using kiosk type tablets that are access to things in stacks. Could be signage and also be an interface to check the catalog? I am looking for????

Therese: Talked about electronic sign for programming. Like right now we have posters all over the place and nobody reads them...

Jeanne: Dealing with the fact that people are skypeing, speaking, listening, audio, in the big open space? How do we deal with this?

Howard: Big change coming. Libraries aren't access points anymore they are entry points. The community center aspect is a really different things then what we have thought about before...

Amy: A Physical space where people can collaborate?

Green Ideas:

Jerry: These are definitely architect level...

Jane: Leed certification

Jerry: Chip Greenburg has worked on a couple of certified buildings...

Jerry: The one thing we haven't mentioned here and what would affect us is what would happen with the municipal center...

Therese: Talk about the outside of the building and landscaping issues all around.

Jerry: We have issues on the outside of the building for repair and replacement. Soffit and fascia issues...

Adam: HVAC

Therese: Geo-thermal? is that realistic?

Debbie: Aren't the building soffit and fascia issues the town issues?

Jerry: Yes, that is in the capital plan.

Third Floor

Leslie: Build a big MR and storage. so that the cleaning person doesn't have to set up chairs instead of cleaning....separate entrance so it doesn't have to end or begin at a certain time.

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Jay: Third floor for meeting space events... movable partitions having two events at the same time, maybe that could be the private place people could also meet?

fine art: Art exhibit and fine art issues that need to be reappropriated.

Lindsay: Meeting space up there? not going to have any staff up there. We would need something upstairs where there is staff.

Leslie: In addition you would need more staff and cleaning time because it is a bigger space.

Amy: Auditorium space?

Therese: Is this something we would bring up with chip?

Christine: we need to store a lot of it, and if we had more space we could show it?

Jane: if we build a third floor, then everything else is up for grabs. Same functions in the same places. The thought of putting a third floor on, there is so much we could do with that...

Therese: Maker space? and also think tank and collaboration space. If we had the space they would come. and the maker spaces, the ones that I have seen, the materials we would need would need storage.

Howard: Storing seeds locally... as a seed storage facility. Make some kind of biodome...

Therese: Community cooking spaces too. There is no limit to what we could do...

Next meeting will be Thursday, June 11, with Chip Greenberg, at 9 AM.

Meeting adjourned at 10 AM.