

Building and Grounds Committee Meeting 6/11/15

Start Time: 9:00

Present: Jerry Carbone, Jane, Therese, Jeanne, Leslie, Jay, Paige, Marybeth, Pam, Christine, Howard, Lindsay, and Chip Greenberg

Pam opened meeting

Minutes approved from last meeting with Amy Howlett

Introduce Chip Greenberg

I. **Goal for the meeting**

Chip: Identify the new spaces we are looking for or the repurposed spaces. Put ahead of refurbishing spaces etc. Put those spaces aside for the moment because those are okay, but the shifting spaces are paramount. Start off by identifying all the spaces and make the plans reflect the thinking of what is where, the next thing would be to go around and focus the microscope a little more to go around to each of those spaces and think about the detail needed in each of those spaces.

II. **Functions vs. Spaces**

Chip: This is a major criteria. This is a very well designed building. What functions have inadequate space, perhaps a space is too small. What spaces are inadequately used, perhaps there are spaces that are too large. Could areas be rededicated to something else? REsult of those two things, what are drawbacks to proposed improvements to a space? More bookshelves, storage, light? that kind of thing.

III. **Evaluating Spaces**

Chip: Is it easily accessible by those who are using it? Adequate for the people the furniture that is in the space, the books etc. Some spaces want to be open, some want acoustic or a sense of privacy, another thing to consider. Also natural or borrowed light? This building is nestled into a hillside, so there is less natural light than buildings built in more open spaces. Buildings historic stance? Take that into consideration when undergoing big architectural changes. Two categories of acoustics. One is internal absorption in the room. The other aspect of acoustics is sound coming in from neighboring spaces. Artificial light is relatively easy to fix and technology infrastructure.

Chip: Right now things that we don't want to worry about...cleaning spaces, furniture falling apart, moving chairs and tables. We will deal with that later. Primary importance is identifying spaces at this point. Comments?

Jeanne: You're right we have done a lot of brainstorming, and it is nice to begin the next stage of the process.

Chip: I was going to take all the things from the brainstorming session, but I thought I would rather start fresh with a focus on talking specifically about spaces. The rest of this is just a list of all the spaces, and if I have missed some, please catch me up on them. They could be mislabeled etc., we shall see.

Chip: Let's start here with things, where function and space are not fitting well.

Therese: This room. It's called a Meeting Room, but it really is a multi-purpose room, and in more ways lately.

Chip: Starting with the Meeting Room. Let's talk about spaces functions and adjacencies. What doesn't work about this space? What would you like to see done here?

Lindsay: Not used as storage. It infringes on the use of the room. We have to move things out of the room to use the space.

Chip: You are not willing to to cut off part of the room to make a closet...

Lindsay: No we need more space in this room.

Leslie: Tell him about the things we have in here.

Lindsay: We have design-a-plate in here and it is packed. We can't lose anymore space in here.

Chip: we have functions that fill up the whole room.

Therese: Part of the five year plan is to make the library a welcoming space, and this is not welcoming.

Leslie: We also have Storytime in here and movies in here etc.

Jeanne: On the other side we have people who need a smaller space, and it ends up being two people in this overly large space.

Chip: I don't want to lose that thought, but it is another need in the library.

Leslie: Most of the things that need to happen in the meeting room it should be free and open to the public. So those meetings aren't the priority for this space.

Therese: Is there anyway to make the meeting room a space for both things to happen. Subdividing? etc.

Chip: There are inherent problems with subdividing spaces. There are few instances in which it can be done well. Every once in a while a visual separation is fine. Acoustic separation needs to be added sealed to the floor and ceiling. You also need to deal with circulation in and out of that space, doors etc. It has to be a real door. So...Look for another solution before we subdivide this fairly large space.

Lindsay: Staff time issue. We already spend a lot of time rearranging this room. It would be bad to have more things to more.

Chip: So you need a layout that doesn't need to be moved a lot.

Jerry: So thinking about all of the spaces that we don't have access too. What are the possibilities, and perhaps it would be a large extension of the room. Storage?

Leslie: I would hate to see the windows in this room go away. It is such a nice feature.

Chip: What I said before about cutting windows. It will affect the appearance of the outside etc.

Jerry: Thinking ahead to the HVAC duct perhaps it goes on the roof or something.

Chip: What about staying in this room for a few more minutes and focus on the closet. It used to be part of the bathroom.

Jerry: Yes to add the handicap bathroom.

Chip: Let me talk about two other things that have to do with this room. There are two other spaces that join with the Meeting Room. The kitchen that joins this room with the staff room. How well does that kitchen work and how important is it to what goes on in this room. and is that size of a kitchen critical to how food service is in conjunction with this room work? How well and how needed is that kitchen?

Leslie: I love that kitchen!

Lindsay: Monthly groups that use it and the Summer Lunch Program where we need to store lunch.

Pam: This is the second year of this room being a launch site for kids in town.

Chip: I am going to push this a little further.

Lindsay: We need to store the lunches. Clean the tables.

Chip: Is that the biggest use?

Therese: No the night meetings all year round use the kitchen to make coffee snacks etc.

Lindsay: I would say once a week at least a group uses the kitchen that meets here nightly

Marybeth: we do use it for cleaning. Paintbrushes and cleaning etc.

Leslie: we do use the freezer for moldy books.

Chip: Suppose you turn this into a kitchenette counter? And this was a counter and an undercounter with a fridge and so one?

Leslie: We also use the kitchen for the our staff lunches.

Chip: Unless we had another kitchen area for staff in the staff lounge.

Leslie: Another thing we to think about is storage for our electronics in this room.

Jerry: Those could be stored elsewhere...

Lindsay: I use the Smart Tv every week.

Chip: Okay, Something to keep in mind is a secure space for electronics...

Lindsay: You can just get me a SMART board and then you can keep that..

Chip: Yes we just did a school where each classroom would have a SMART BOARD. The board is just a board and everything is the projector.

JEanee: CAn I just say one more thing about a kitchen. I think it is great that it has access from two rooms. It just makes so much sense, but you can't get a lot of people in there.

Chip: The reason I am saying this is just my experience with other meeting rooms and kitchenette use spaces. The function of different events could make this a good idea or not a good idea. And of course, because storage is a big problem. If you really want to clear this all out we do need to figure that out.

Pam: One thing that gets stored in this room that would be easier to store in this closet would be tables...

Leslie: I will always say this about all things is what about cleaning? Cleaning the kitchenette is not something that we can add to the staff list.

Jerry: Maybe we can add fee penalties...or deposits etc.

Therese:I just to say that those chairs over in the corner are rarely used up here for events and mostly used for downstairs events. So if we can find some storage for them downstairs that would be ideal.

Chip: Let's talk about the Staff Room, starting on the third floor, staff room, bathrooms, and Children's Room.

Therese: And the art room is on the third floor.

Chip: Okay. So staff room. Let me start out by asking the question. Does it need to be as big as it is.

Leslie: What we would like would be a nice place for a break lunch break or a place to sit and take a break.

Marybeth: Sometimes people use the phone.

Chip: How many people use the space at once?

Marybeth: Maybe four.

Chip[: So we could have smaller room..

Jerry: Yes, as long it doesn't get used for storage.

Jane: What I hear is that people want a staff room that is a staff room that is a staff room.

Chip: So staff room is not the place where the whole staff congregates.

Jeanne: Yes, more of a break room maybe.

Chip: So Let's think of needs... if you were designing a new kitchen. what would you need.

- Sink
- Microwave
- Burners
- Toaster
- Fridge
- Counter Space
- Dishwasher

Leslie: To me if we were going to reduce the size of the staff lounge. I would rather see storage built into that space instead of a kitchenette, because we need the storage much more.

Chip: I understand the need for storage and the two ideas aren't mutually exclusive, but I am trying to figure out usage.

Chip: If there was a convenient way to move tables and chairs on carts and they were to be moved on carts into the staff lounge, could they be moved? Would that be okay? Here's another idea...they would have to go out through the hallway into the back of the staff lounge into a storage area.

Jeanne: Thinking about the needs of this room. I don't think it would work well for the tables needing to be moved into the staff lounge, back and forth for the needs of this room.

Jay: Would it makes sense to store things in the staff lounge and moving them in here when the problem previously has been the stuff MR closet has been locked away during meetings and moving it back and forth to the Children's Room.

Chip: You can't have the tables in here and out of here both.

Lindsay: The tables and the electronic equipment could all fit in the closet and the CR stuff in the closet could move to the staff lounge.

Chip: Could we move to the next space?

Pam: I do wonder if we could make the storage space out of the staff room away from the windows, because the windows are what makes it nice. So if things were stored in the back closet people would be walking through the break room to get things for their meeting room.

Therese: The tech room is actually bigger than the staff lounge for storage even though it could be a risky subject.

Chip: All right. Let's talk about bathrooms, and let's talk about the whole building. I will ask a series of questions and then we can comment on it. Number one: are there enough bathrooms to serve the needs of the building?

Paige: Children's sized bathrooms?

Therese: In my view i very rarely see a line waiting for the bathroom. After events there are people waiting for the bathroom?

Chip: So am i hearing that the number of bathrooms might be okay? except for the need of the children's bathroom...now, location?

Therese: It works because it has to, but it is inconvenient. For people to come upstairs to go to the bathroom etc.

Marybeth: They can use the bathroom but then they still have to go down the hall...

Chip: The logical thing would be to have a unisex handicapped bathroom, one on each floor.

Leslie: The one thing is for staff, sometimes in low staffing situations, everybody needs to come upstairs for the bathroom.

Therese: It would be handy, but I don't think it is a priority.

Pam: Where does the plumbing for here go?

Chip: I don't know...

Jerry: There are multiple places. there is a sink for the janitor's closet. and a sink downstairs. Why when they built it did they not put the bathroom down there? Cost?

Chip: I don't think it would be cost necessarily that kept them all up here? the mechanical systems on the first floor, and the waste lines going out to main street.

Chip: Signage in general. you haven't done your homework as an architect if you need signs for places. so if it's a well designed space then you won't need signs.

Leslie: More bathrooms. More cleaning time.

Lindsay: also there is a plumbing problem now, so there might be a reason to put the bathroom on the first floor, because of the leaks.

Therese: The reason it isn't a priority for me is because we are already at a space crunch so to use that space for a bathroom feels not okay to me>

Chip: I hear to different options, because of the redirecting people to the bathroom multiple times a day takes time and is a priority because of how much staff time is used each day explaining about the bathrooms.

Jeanne: People don't believe there is a top floor.

Chip: Those seem like a service stairwell. So it needs work etc. Side issues: improving visibility of the stairs. The handicap accessible bathroom might not meet standards, so if we are doing this renovation we might need to add to a new more complaint issue anyway.

Paige: Bathroom ventilation is bad?

Lindsay: We do get a lot of complaints about the bathroom. Smells bad, dark, yucky, not publically appealing etc.

Chip: In my initial conversation with Jerry is figuring out the master plan and then establish the sequence. This whole process is somewhat artificially extended so that a new incoming director can participate in the summary of it. So then, on the other hand, there's a desire to move forward NOW, as soon as possible with some things that affect everyday life and there is no reason to wait and that there is consensus on doing that, so those two things are at odds with each other and i think that is why it is important to identify spaces first. So I think we do a little

of each, we try to make some big decisions about space use, and then focus on some of those high priority issues that would make your life more pleasant.

Therese: In terms of cleaning the ceiling does that affect the lighting?

Chip: I would say that if we are going to make a big mess then maybe we need to talk about cleaning later. My preference would be seeing if we can nail down what is going to happen in these large spaces, which I don't think would take very long, we could make these big moves on paper, and then with that knowledge we could go in a say okay there's no reason to not do a full cleaning of the children's room because that is all set. It might make sense to wait for the other spaces, if they are getting fixed, but then let's get that construction project rolling, we don't have to wait to do this. Let's get it going in August. There is a logic in it. Cleaning sounds very simple, but it could be bigger than that.

Therese: I am just thinking about when we go into the main room and you look at the ceiling what could we change about the lighting and the brightness of the room if we could clean the ceiling.

Chip: Table that for the next meeting? Does the Custodial closet work?

Leslie: We should ask Jiyl. She has another closet downstairs. But it is gross and dark and disgusting.

Therese: Book sale closet, and there is a screen wall between the book sale closet and the screen wall etc.

Chip: Okay we will com back to that. Tech services what does that mean?

Leslie: CAataloging, cleaning mending books, CDs DVDs, storage of book carts that are needed at different times.

Chip: Looking in there right now it looks pretty empty.

Leslie: Empty? It's not empty.

Marybeth: Yeah, if you look in there right now it is pretty full.

Jeanne: I don't work in that room, but it seems to be a room about processes. There are different functions throughout the week to do different functions for the mending the space.

Therese: I am curious to ask why you think it looks empty.

Chip: That was just my impression.

Leslie: I would like to protect the space because it is one of the only spaces in the library where you can get away from the public.

Chip: Storage in the Tech room?

Leslie: We have some filing cabinets in there. What's in there Jerry?

Jeanne: There's also the server in there, that doesn't need to be in there, and some local history space etc.

Chip: So are there storage capabilities in there?

Leslie: You need to have space to work and if this is where the physical stuff happens to books, I don't want to see that change and then the workspace suffer.

FIVE MINUTE INTERMISSION

Pam: I wonder if we could make the tech room and fine arts room the meeting room space. Take the wall back out, and becomes the meeting. and Tech Services go where staff services is. The staff room would be on the other side. And the doorway here would be making this half of the space into a small meeting room. The meeting room could become a staff lounge and a small meeting space.

Chip: Take this proposal and look at it in the criteria. One is the size of the space and the perspective space.

Jane: How many square feet in the current meeting room and the revised meeting room?

Pam: It is a rectangle vs. a square.

Chip: 900 and 900

Jay: and just to be fair. What is the space differently for the tech room and the staff lounge?

Chip: Staff lounge 400. Tech room: 610

Marybeth: How would you split up this room? And the new Meeting room would have no kitchen.

Therese: We could open up the space to the public without necessarily having staff here, but we would not have a bathroom or a kitchen.

Jerry: I think it was originally designed for it to be a space to meet when the meeting room is closed.

Paige: Change the tech room to the Meeting room.

Jerry: take the art room and move it downstairs and make the art room a small meeting room.

Jeanne: Where are our priorities for service delivery? What if the current local history room became a meeting space? I love the local history collection, but does it need that prime real estate.

Chip: Not everyone knows this so...can we go off this floor. So this was a concept that just emerged when I was meeting with Jerry and Pam. Based on the type of use the local history room was using, although it doesn't have windows it does have nice borrowed light. What if the Local history moved to the genealogy room. You could make the stack space and storage space back here and you could make this space a work space etc. and open up this interior wall that would and move this stack and have an entrance from the mezzanine here.

Jeanne: Just for clarity, it's always been local history/genealogy, and it is the genealogy section that is going away and the local history that is staying. five sections of materials left. we could find a place to put them,

Chip: Okay we would have to get into more detail about that is whether it would fit. What was driving this concept could be this could be two small or one rather large meeting room area. We could give it better use? If more people would use it, than the local history does, than maybe that is a better use of space.

Pam: Make the back part dark for art storage. The front part becomes the local history could art history fit back there?

Jeanne: Incorporate all of those spaces art history and local history into the same spaces.

Chip: a meeting space and an archival space are not necessarily incompatible. If we had the nice locally crafted bookcases here and moved it here, i think we said it was used a couple of times a day...

Jerry and Jeanne: If that...

Chip: if things could be rearranged we might be able to use the space.

Jerry: We could pull things ahead of time that might work.

Therese: If staff could interrupt those meetings. that would work.

Chip: scheduling could work

Marybeth: If we are making small meeting rooms there. can the art storage be storage for us

Jerry: I really really like Marybeth's option. I really do. It hardly affects any new usage issues.

Lindsay: I think there is one thing we need to consider. I think most of the meetings in the meeting rooms are the presentation that are less interruptible. The local history room would be i need to have a conversation with someone. So it could be interruptible...maybe.

Chip: Are they interruptible.

Jerry: I think we have four meeting space needs. Large, downstairs. Medium here. Small conversations. or just people to people conversational spaces meetings.

Lindsay: I need a space that I need to talk to this person.

Jeanee: we need that space too. I completely agree.

Leslie: Why do they have to be separate spaces? If this room is filled they could use the room downstairs.

Jerry: We have one thing we would like to adhere to would be meetings open to the public? Perhaps we have some policy issues here.

Chip: we could divide the glass room vertically and have a second little space above it, because it is a very high ceiling in a very high space and you could have a little private meeting room out there.

Jerry: What we are expressing here is we have a need for ten things but maybe we can only do eight.

Marybeth: If you need the big storage room, maybe it could live on a trolley.

Therese: The microfilm cabinets aren't trolleyable..

Chip: Maybe we are getting a little too detailed. We talked about local history and fine arts storage with the caveat that some local history might stay in its cabinets locked up etc.

Christine.: I think it would work very well. I want to be away from the window number one, and i think we could store things more efficiently but we would definitely sue that space. I think it would be fine . I would be very happy with that space. and local history and fine arts do go together somewhat.

Chip: local history room become small group space. 8-12 people.

Jeanne: We will have to assume that we can go in there and get stuff out of that cabinet.

Chip: Second floor meeting space in the small glass room. everyone agree.

Collective yes.

Extending the Mezz discussion

Chip: I haven't heard the need for that much space.

Jerry: We could create the quiet space area there.

Chip: segway in the few minutes we have left. That is the moving of the YA section, which actually will also have an impact on the noise. So right now this is a YA collection.

Jerry: It's on the rolling stock.

therese: and on a few permanent shelves instead of the music.

Chip: I want to ask two questions which are largely what I have heard. One is that the YA section might move into this area over here and the arguments for that area and it is underneath an acoustic ceiling and the noise wouldn't permeate the rest of the library that much. It would also a semi-separated area. an area that is a little contained which is also opened to view, which seems to be the right amount of observation that you would want to maintain. and the reference area which is a little more tricky and maybe the reference area shifts and what exactly is the reference area. another idea to toss out would be maybe this area could be the YA area. It would be appealing to them, but maybe it would push other people out of high real estate.

Pam: this is different but if you paved what is reference area to a cafe area and teen area because what do they like food.

Therese: The other thing..

Chip: Wait a moment let me just respond to that. The key issue is the YA area is used for YA.

Therese: We can't limit it to just a Young Adult in the area.

Jerry: We could just make it more conducive to them hanging out.

Marybeth: Something welcoming and chairs and stuff it would be better, because right now it is a pass through space.

Therese: I would like to try it first before we make permanent changes.

Chip: What does reference look like?

Jeanne: Right now it is behind my desk and people feel like they can't come in.

Chip: You feel a need to be in close connection to the circulation desk.

Jeanne: Yes, I want to be close to you and available to people, the reference section is right next to circulation.

Lindsay: Move the YA to the Art history collection.

BIG DISCUSSION about moving the YA section upstairs

Meeting adjourned at 12:00

DRAFT