

**ACORN PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
COMMITTEE MEETING REPORT
FOR APRIL 28, 2010**

The meeting was called to order at 7:00p.m. Those present were James J. Richmond, President, Kimberly Duffy, Treasurer, Jacqueline Muscarella, Secretary, Martin Durbin, Sheri Halwax and Chuck Newman, Trustees. Trustee Susan Vigorita was absent. Also present were Mary Tuytschaevers, Director, Patrick Callahan & Angie Levinsky, StudioGC.

Jim Richmond turned the meeting over to Pat and Angie for their presentation. They projected the plans onto the wall for better reference and visualization. The presentation began on the lower level. They covered each room or space describing what changes were provided, and the Board asked questions as the presentation went along.

When it came to the Computer Room, visibility into the room was questioned. There would be windows provided into the room, but it was suggested that a clear door be provided into this room (and the Study Rooms and Youth Services Workroom) for better monitoring. In Jennifer's office, it was mentioned that 3 walls contain casing and that 1 set was to be removed to help provide her a little more room. The need still for a book drop at the Circulation Desk was brought up. The updating of the Meeting Room (carpet and paint) can be considered as an add-on project. The removal of the inner set of glass doors near the bathrooms was suggested. Outside of the Friends Room, the wall would go up 7-8 feet and allow for displaying of art. Above that height, some glass panels would allow light into the Friends Room. This idea was mentioned a couple of times for different rooms. The question of whether the new Story Time Room could be more multi-use and open was discussed. Possibly a double door could be installed, or Pat suggested the possible use of a "nano window" (which folds open to allow access, but can be pulled closed to provide private use of the room). As for the Youth Services Workroom, the question of its size and use was discussed. The size of the individual offices and workrooms was discussed as the Board prefers that as much space be allocated to the patrons' use as possible. The two proposed Study Rooms are to be enlarged a little so they would be approximately 8x10. The kitchen is also to get a little more space once the wall is opened next to the refrigerator. As for the staircase, it is still to be determined whether the handrails need to be replaced to coincide with any current building codes.

As for the upper level, the new entrance was discussed as well as the very visible signage that would be put in the library off of drop soffits from the ceiling. The size and use of the new Reference Desk was discussed as the new plans provide 2 seats and a counter behind them to work on. The current placement of the reference shelving may diminish in the future as the need for paper volumes decline. This may eventually open more space for reading/seating in the area at the top of the staircase. The Technical Services area was discussed and how the space would be used for delivery and sorting of materials. The upstairs bathrooms would remain relatively untouched. The point of the seating area right outside the bathrooms was discussed. The new proposed Board Room needs to be used as a 2nd meeting room and should be available for multi-purposes. The idea of an additional computer room was mentioned, since the library has Wi-fi and laptops could be used. The size of the proposed Director's Office and Business Office were discussed. The thought of flipping the offices was brought up so the Business Office would sit back by the Board Room, but considering the conversation regarding the seating area by the bathrooms, it was ultimately thought best to leave the Business Office where it is currently located. This would place the Director's Office back by the new proposed Board/Meeting Room, while the new seating area would sit just North of the Business Office (as if the office and

seating area are just flipped on the plans).

Discussion turned toward the current library entrance and what would become of that. It would be an emergency exit (maybe with an electromagnetic lock). The old entrance would be filled in with matching brick and provided a standard matching door so it wouldn't look like an entrance. The windows above the staircase were suggested to remain. As for the new Circulation Desk, questions regarding the 5 desks in the back were discussed. Even though their use for ordering or placing calls was justifiable, it was determined that at any given time, there usually aren't any 5 employees utilizing the desk space. Shared space and desks was considered preferable and better use of the space.

About 8:50 p.m. a brief discussion took place about the property PIN numbers and the original placement of the front entrance. The approximate \$1.973 million cost was mentioned and the fact that we would need to determine what parts to consider first (i.e., upper versus lower; 1 story versus 2 story). A review of the cost estimates, especially of the add-on projects, would need to be reviewed. Jackie mentioned that carpet and paint should be a priority. Due to the Board's concerns regarding space use for patrons versus staff, Pat is going to provide an analysis of patron versus staff space existing in the original floor plans versus the newest plans that we are considering (and how much space have we recaptured for the patrons and staff). Additional comments were made regarding the space of individuals' offices and workrooms, and the need to make sure the patrons were benefitting the most from this project. Also, better use of the Storage Room on the lower level would help.

Pat indicated that 6 weeks would be the approximate timeframe to get construction documents prepared. Jim indicated that he would e-mail Jamie Rachlin about the question posed to Phil Lenzini and see what Jamie might be able to tell us (from his point of view or from that of Chapman & Cutler) about the bond process and the authority which the library district would be able to conduct such a bonding process. The next agenda will have the update on the building plans, as well as an update on the referendum for bonds, listed.

Pat said they would definitely look at the open space and Business Office in front of bathrooms, as well as cut back the Circulation/Reference Office to make better use of space. Also, he would work on storage issues and the Youth Services Workroom to better utilize the space and recapture any for patron use. Pat and Angie would be at the next meeting to follow up on the changes, as well as provide the analysis on patron versus staff space.

Kim Duffy made a motion, seconded by Jackie Muscarella, to adjourn the meeting. The meeting was adjourned by unanimous consent at 9:34p.m.

Report submitted by:

/s/ James J. Richmond

James J. Richmond
May 5, 2010