Board of Trustees Special Meeting
August 7, 2018

Those present were Bill Cassidy, Steve Mantius, Nancy Head, Kim Ayers, Library Director Amy Lapointe, and Library Assistant Director Sarah Leonardi.

Meeting was called to order at 3:05pm.

Review Space Planning/Interior Design Proposal from Stibler Associates

The library had a Library Planning Report commissioned in September, 2011 by Aaron Cohen Associates of NY, architectural firm. The focus of this work was to modify the space in order to get a larger meeting room that accommodate a 100 person meeting space. They came back with a $1M project, so we abandoned that. We felt like they weren’t listening to our needs. The firm was too focused on national trends, rather than what was right for Amherst.

Since then we have been doing things piecemeal: moving stacks, removing unused desks, painting, added power outlets, changed some lighting fixtures. Basically have been rearranging as we go.

Outstanding Issue: staff space is not efficient, not comfortable, flow is poor, impacts productivity.
Staff space includes circulation desk, reference desk, office space, upstairs space, office area in the children’s room. Reference desk appears empty much of the time.

We may need to trade and/or combine spaces so it is better to look at all holistically and one time, rather than addressing it section by section. Amy feels we need someone outside to help us.

Quotation is:
Space Programming: $3,600 - $4,200
CAD Drawing: $1,200 - $1,800
Test Fit Space Plans: $3,600 - $4,200
About $9500 (if take averages)

Amy and Sarah had a very good meeting and felt that Stibler carefully listened to our needs. It is also nice to have impartial person speak to individual stake holders. This way no one gets caught up in personal opinions, past experiences. People get really emotionally tied to their workspace. Staff roles need to be taken into account for the new configuration. The focus needs to be on functional space that supports the staff’s tasks, more than who will sit where based on their title.

Kim asked to see some Stibler have case studies. Amy thinks we can get some.

What do Amy and Sarah hope to end up with at the completion of the first phase? An executable floor plan that takes into account the staff work process and needs. Sarah especially liked the fact that Stibler would take into account Departmental Adjacencies - readjusting the workspace so that communication is facilitated, interacting roles are made easier. Stibler has a lot of experience in Hospitality, Medical offices so understands the customer service aspect of libraries.
Amy has no private space to have a personal conversation in her current office. Have to use a public space (archives room)

Do we feel that we have enough in-house expertise to solve the space/work flow issues ourselves? Or do we feel that a professional with expertise in work flow and floor plan layout?

Steve felt that a pure architect may offer a better end product than a space planning consultant.
Kim thought someone who had their foot in both camps: understood work process and flow as well as architectural lay out would be best.
Nancy mentioned that the school master plan had a lot of discussions before moving to the implementation stage. She felt that the discussion phase made a for a much more workable end product.
It was agreed by all that we need to make space changes, but Steve and Bill were not convinced that we couldn’t do most of this work ourselves. We could interview the staff, we could propose space changes, etc.
Sarah can identify many of the challenges with the current arrangement but doesn’t know how best to change the layout to improve it.

Bill and Steve feel we should hold off any decisions until we get the other trustees in on the discussion. Wants to debate with the majority of trustees.
Steve motioned to table to the discussion until the full trustees meeting. Bill seconded. Motion passed.

Nancy proposed we book Naeve Trio for November 3rd for the Boardman Concert. Steve seconded. The motioned was unanimously approved.

Nancy moved that we adjourn, Steven seconded. All were in favor. Meeting was adjourned at 4:20pm