

Special Meeting of the Trustees
Discussion of Space Needs Study
May 9, 2012

A Special Meeting of the Board of Trustees was called to order at 2:00 PM on May 9 by chairman, Don Holden to discuss the findings relative to the space needs survey. Attending were Library Director Amy Lapointe, Nancy Baker, Kathy Brundage, Ted Krantz, Bill Cassidy, Dick Martini, Ed Obermuller and Helen Rowe. Nancy Head entered at 3:10 PM.

Amy began the discussion expressing her concerns as to balancing future planning and stewardship of library services in the current budget environment. She also felt that perhaps we should begin with goal setting which might clarify our space needs. Ted expressed his feelings that the planning process should continue. Some of the goals mentioned were adapting to changing circulation needs, finding a quiet zone, increasing space for public programming, staff spacing, and traffic flow.

The Trustees felt that possibly what should be step 1 would be developing a long range plan possibly based on service needs. It has been many years since a long range plan has been undertaken. Amy feels that a very responsible assumption to make is that shelf space needs will be decreasing in the future thereby opening up areas for different uses.

The Trustees felt that doing changes in small pieces, based on needs might be the best way to precede. One possible change could be moving the Boardman Room materials to the current location of the periodicals which would then make the Boardman Room a meeting room. Another suggestion was to make the Mezzanine the meeting area. Additional possibilities would be lessen the number of wired computer stations and increase areas for wireless. Amy mentioned that it would perhaps be possible to purchase some laptops that could be loaned out for use in the library instead of the fixed stations.

It was determined that we need to identify the phases to work on while at the same time have staff undertake an aggressive weeding out of materials. A tentative plan is as follows:

- Periodicals-could this area be more efficient used thereby opening up valuable space.
- Reference-move to minimize conversations and make staff less noticeable.
- Quiet space-move a quiet space for reference as well as periodicals and newspapers to the mezzanine.
- Develop a long range plan.

The following sub-committees were established:

- Periodicals and stacks-short term changes; Ted, Bill and Dick.
- Technology; Kathy, Don and Nancy Head.
- Long Range Planning; Nancy Baker, Ed and Helen

Nancy Baker asked us to come to the regular meeting with 4 questions which will help us focus on our needs. Why? What? How? What If?

The meeting adjourned at 4:30 PM.

Respectfully submitted,

Helen D. Rowe, Secretary