

November 28, 2011

Meeting Minutes

Project: Longwood Public Library
Location: Longwood Public Library Meeting Room
Meeting Date: November 16, 2011
Meeting Time: 3:00 p.m.

Attendees:

Suzanne Johnson, Library Director (SJ)
Juliana Podd, Assistant Library Director (JP)
Dave Clemens, Director Emeritus (DC)
Jan Miller, Y.A. Services (JM)
Jennifer Bollerman, Adult Services (JB)
Kim Giery, Children's Services (KG)
Tracee Ugenti, Circulation Department (TU)
Vincent Rodgers, Custodial Department (VR)
Chris Hanley, Board of Trustee (CH)
Katherine Soscia, Board of Trustee (KS)
Frank X. Craine, AIA, LEED AP (FC)
Peter A. Gisolfi, AIA, ASLA, LEED AP (PG)

Non-Attendees:

Lauren O'Connell, Board of Trustee (LO)

Items Discussed:

Conceptual Plan Overview- PGA reviewed two plan concepts with the group and the following comments were made.

Scheme A -This scheme removes the mezzanine to create a double height space to the south and a two story addition to the west.

Scheme B -This scheme retains the mezzanine, expands the mezzanine area slightly to the south, and creates a new two story addition to the west.

A. General Comments

1. (VR) expressed concern that the addition in Scheme A, which is 64' wide in the east-west direction, might be buried in the raised grade at the west side of the site. After reviewing the site plan and walking the site after the meeting, it was determined that the 64' proposed width will need to be reduced to 54' so it does not impact the grade too

dramatically. PGA will prepare a site section to study the impact the addition will have on the site.

2. (VR) was concerned that the addition would disturb the operation of the library since a portion of the adult library will need to be demolished to accommodate the new addition. PGA pointed out that a construction phasing plan will need to be studied to accommodate the new construction while minimizing the impact on the library operation.
3. (DC) prefers Scheme B over Scheme A. He doesn't like the existing structure, shape, and roof and would prefer a new shape and added height. He would also prefer not to fill in the mezzanine to the north, leave the mezzanine intact, and expand the library further to the south.
4. PGA stated they would prefer to keep the roof at the mezzanine in an effort to minimize the project cost. PG, FC and Vincent measured the height after the meeting. The measurement from the mezzanine floor to underside of deck is 12'-0", and the Ground Floor to Mezzanine Floor is 8'-0", for a total height of 20'-0".
5. (VR) asked if a new addition could be located on the north side of the library with a smaller addition at the south west corner of the building. PG felt that an addition to the north would not be beneficial to bringing in natural light to the center of the library.
6. Everyone must have their own storage.
7. A "coffee nook with vending machines" is preferred over a working cafe space.
8. The copy area should be located on the first floor, possibly next to the Young Adult Library.
9. One suggestion was made to possibly locate the "Hot Items or heavily circulated items" on the first floor in the double height space.

B. Young Adult Library

1. This space does not need to be separated from the remainder of the library.
2. Everyone felt the Darien Library YA area was "in the dungeon".

3. This space should have an enclosed office area and a study room.
4. (JM) needs space, if she had to prioritize, she would prefer square foot area over views.
5. (JM) stated that the LPL Young Adults are "engaged and dedicated and enjoy coming to work and research in the library, they are not there just to hang out"
6. Everyone liked the YA area located at the north end of the building since it had access to a potential outside area.

C. Information Commons

1. The name of this program space is incorrect and should be changed to "Public Computer Area".
2. This is a quiet area for patrons to access on-line research material.
3. This space should be located on the 2nd floor of the new addition near the computer lab.

D. Adult Library

1. The overall layout of the spaces seemed fine. Further review and discussion of these spaces will occur at the next meeting.
2. The current Poetry Room is a general use conference/study room. It is not specifically dedicated to poetry.
3. The Local History Room should be located on the 2nd floor. The room should be designed to accommodate materials that are light sensitive, perhaps at the north end of the building.
4. Periodicals should be located in the south end of the building and take advantage of outdoor views and natural light.

E. Children's Library

1. Children's librarian office should be located to the side of the Children's Room entrance, not directly behind the circulation desk.
2. A craft room and a story room are required. The room should be large enough to accommodate 25 children and 25 parents. The size of this room should be reviewed further to determine its final size. LPL currently holds the craft programs in the main meeting rooms on the second floor.
3. It is preferred that the story room be designed in a manner so that it can expand in size for certain events and programs.
4. PG suggested shifting the story room to the north end of the addition to avoid the steeper grade of the site. Everyone agreed.
5. (DC) distributed copies of the November 2011 Children's Program so PGA could have a better understanding of the number of events that occur on a monthly basis.

F. Community and Meeting Rooms

1. PGA will prepare a more detailed plan of these rooms which will be reviewed at the next meeting.
2. The library would prefer that the meeting rooms be designed so that they can be expanded to accommodate large events in the children's program. Perhaps two smaller rooms that can be combined and one formal tiered lecture/community room for lectures, music recitals, movies, drama, etc.

**Next Meeting has been scheduled for Friday, December 2nd at 3:00 pm
at the Longwood Public Library**

C: All attendees