

MEETING MINUTES

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|-------------------|--|--------------------------|--|
| <b>Project:</b>   | Newton Public Library<br>Newton, MA  | <b>Meeting Date:</b>     | July 20, 2016  |
| <b>Time:</b>      | 10:00 AM   | <b>Meeting Location:</b> | Newton Library   |
| <b>Meeting:</b>   | 01 Building Committee  | <b>Report By:</b>        | Thomas<br>Gatzunis   |
| <b>Attending:</b> | Jeff Hermann Trustee<br>Dana Hanson Trustee<br>Richard Blazar City Council<br>Nancy Kougeas City<br>Archives |                          | Phil McNulty Library Director<br>Jill Graboski Asst. Library Director<br>Drayton Fair LLB Architects<br>Brian Valentine LLB Architects |
| <b>Absent:</b>    |  |                          |  |

|            | <b>Item</b>  | <b>Action</b> |
|------------|--|---------------|
| <b>1-0</b> | <b>Meeting Called to order</b><br>The Meeting was called to order at 10:00 am by Director McNulty and introductions were made.   |               |
| <b>1-1</b> | <b>Scale of activity at NFL</b><br>Jill Graboski reviewed the Library Activity in FY 2015 and 2016 (copy attached)   |               |
| <b>1-2</b> | <p><b>Significant Features of the Library Building Program</b><br/>           Director McNulty reviewed the Library Building Program in detail, the discussion started with City Archivist Nancy Kougeas explaining the requests of the Archives: a location closer to the loading dock; a segregated area to clean materials before they are brought in to the general area; a need to digitize materials moving forward. The natural symmetry of the Local History area and Archives was also discussed.</p> <p>Director McNulty expressed his desire for overall building space efficiency of 70%. This will require a careful review of the square foot needs of the collections, meeting room space and seating needs. As well as further review of after-hours use of the meeting Rooms.</p> <p>Unified Desk Service Philosophy, Director McNulty explained that the Service Desk will be a one stop shop, the patrons will have the ability to go to any desk for help in any area of the Library. Patrons will not have to go from one desk to the next to the next in order to obtain their information or complete a "transaction". The call center will be implemented this year. Activity centers will still be located adjacent or within specific areas. i.e. tech services.</p> <p>Collection Marketing, Director McNulty emphasized that Libraries are</p> |               |

no longer book warehouses. They are meeting, gathering and information sharing spaces.

Youth Services, it was expressed that overall this program will require the most amount of effort. It is very cramped, and will require more building area. There are 17 staff members assigned to Youth. The current idea is to create a youth services department, this will be a combination of Children's, Tween's and Teen's. They will each be separate but will be combined for administration purposes.

Public Study Space, this would be geared toward higher academic study spaces, there would be a combination of individual student as well as collaborative study spaces. Additionally, there is a need for a café, however more discussion is needed regarding staffing, physical location / proximity and access.

Staff Spaces, these areas will need to be central and all encompassing, crossing all or at least many departments. Offices and in some cases desks will not be assigned to individuals. Staff will share these spaces, especially part time staff.

Parking, there are currently 185 parking spaces in the lot. The MBLC standard requires 247 (1 space per 400 sf unless otherwise approved by a different local authority). The current parking configuration was approved by the City Council.

**1-3 Schedule**

Tom Gatzunis reviewed the schedule including proposed public meeting dates and committee meeting dates (copy attached)

**1-3 Meeting Adjourned**

The meeting was adjourned at **XX:XXpm**

**Attachments:**

Library Program available at Library, Library Activity FY 2015-2016, project schedule.