

To: Kevin
From: John F
Date: 5/4/17

I'm not sure whether this list is exclusively for Tom or something that will be seen by the LBC or public. If it is to be seen by public, I would strongly favor putting the children's area first, the computer/media area second, and the HVAC system third, since those areas which concern the largest number of citizens.

ACCESS

Insufficient pedestrian and vehicular access and Inaccessible, uninviting side entrance.

*New at-grade entrances in both front and back of building. Welcoming plazas and foyers at each entrance.
No changes to parking.*

Outdated elevator in need of replacement

Elevator replaced with modern, efficient model

Icy/treacherous front steps in winter, and heavy/awkward front door difficult to open/access

New at-grade Main Street entrance. Original steps to be used only in emergencies.

Inadequate internal and external signage

All new signage, staff available at both entrances to assist patrons.

Lack of accessible shelving for books and non-book collections

Average shelving height of 5 feet (rather than current 6 ½) allows for more accessibility.

SAFETY and SECURITY

Safety and security challenges of a four-story building with three entrances

All patrons would enter by one of the two new entrances, both of which are within sight of main circulation desk.

Unsafe and insufficient bathrooms

Bathrooms added, renovated, and re-located to visible areas
Additional family bathroom in Children's Library and 3rd floor public restroom.

SPACE

Lack of space for quiet and collaborative uses to coexist

Dedicated quiet spaces, along with additional small collaborative spaces throughout building. [JF: OK, but should we label some as quiet?]

Insufficient number and location of public computers

Digital media lab with additional computers, and many spaces around library for laptop/tablet use.

Lack of dedicated spaces for pre-literacy programs

Dedicated story time room with sink expands opportunities for preschoolers. [JF: Let's be consistent with our terms. Do we prefer pre-literate or pre-school?]

Lack of dedicated spaces for middle and high-schoolers.

Separate dedicated spaces for both middle and high school students.

Limited storage areas for Youth Services

Un-programmed basement space available for storage.

[JF: Isn't there also more storage space on floor 2?]

No dedicated tech help/maker spaces

Expanded digital media lab offering tech help and digital project space.

Outdated, cramped public and staff space in Children's Library.

Children's Library expanded by 1800 square feet, with sunlight, excellent HVAC, and lines of sight. Cheerful and much more functional.

Community meeting room is overbooked, inflexible, and needs technology updates

[JS: Larger community room built above ground with additional small meeting room available after hours. [What about technology, and viewing of movies and videos? Also how many more people it will

accommodate?]

Lack of space for janitorial and maintenance supplies
Janitorial closets on every floor. Un-programmed basement space with 4000 square feet for storage/supplies/archives in the future.

Lack of outdoor space for programming
Plaza added for outdoor programs. Children's learning garden added.

SAFETY and SECURITY

Safety and security challenges of a four-story building with three entrances

Both entrances monitored by main circulation desk. [JF: Centrally located new elevator and additional staircases also improve safety and access.]

Unsafe and insufficient bathrooms

[JF: New building will have five (?) new, modern uni-sex bathrooms – one or more on every floor except basement] -- and a family bathroom in Children's Library.

ADDITIONAL BENEFITS

Modern, efficient, healthy HVAC and lighting.

Spacious foyer flooded with light, books, DVDs, art, and comfortable seating, elevator, and handsome staircase

Preservation and relocation of soil, and plantings from garden– and inclusion of a new Children's Learning Garden.

Higher ceilings and better lighting throughout the building.

Restoration of interior of original 1923 structure, exposing the exterior of the original building by removal of 77 and 88 additions, restoring grand [JF: Will it really feel grand?] main staircase and restoring stacks areas, and waterproofing foundation.

Reuse of marble siding from South façade on New West façade.

Additional views of river and main street from inside the library.

Tom,

Attached are the revised floor plans with more “public-facing” naming, as we discussed over the phone. Below is what we came up with in answer to your specific questions. (Answers in green)

BASEMENT (Can we subtitle this floor “Computers and Media Production”?)

Added a bulkhead for ease of moving mech. equipment and other large items in and out of storage and mechanical basement. **Good.**

Kept a unisex toilet room in existing basement space for use by people on that floor or it could be designated for staff use and locked. **Agree?**
Move this to the staff breakroom area on ground floor, repurpose a digital projects room

Provided an office in existing basement so that that space can be monitored. If you do not feel an office in that area would be staffed we can designate that area as another small meeting space. **How should we label that area?**

MCTV Office

Space labeled “meeting or break room or processing” **How should we label that area?** Remember that you asked that processing be located in the basement to save valuable first floor space.

We decided processing can be done in staff area on 1st floor. Label this Staff Breakroom and partition off bathroom and kitchenette.

Space labeled “maker or processing or volunteers” **How should we label that area?** This would also make a very nice space for the Friends, although we’ve talked about putting them on the third floor – it is close to the first floor, book sales accommodations could be set up permanently

and it makes good use of that space. Remember, the existing basement will not look or feel like it currently does – it will be nice, dry, healthy space. Label “Digital Media Lab.” This will be the main computer lab in the building, and will include the multifunction printer. [JF: I’d add “Computer and’ to the title. Although it may be redundant to some, I think without mentioning computers many more will wonder where the computers are.]

FIRST FLOOR (Can we subtitle this floor “Entrances, Meetings, Quiet Reading”)

Enlarged the meeting room by about 200 SF and set it up to be divisible into two rooms – remember the moveable partitions that offer decent acoustic privacy are very pricey and not that easy to move. [JF: how many more persons will be able to sit in the new meeting room?]

Moved the circulation desk because of the relocation of the large meeting space so that it would still have good sight lines to both entrance/exits as well as area housing toilets. [JF: Kevin: Is this OK with you? See you note four paragraphs below.]

Toilets are unisex and single stall because they are visible. If they become multi-stall the meeting room will need to shrink some to accommodate.

Which way do you want to go?

Leave as unisex for now.

Private staff toilet was removed. Agree?

Yes.

Moved café to the little area adjacent to the big stairs. Do you even want a café?

Would rather have a gallery than a café. Also, can we build a book drop closet underneath the stairs, so the bike rack can move back to where the book drop was? [JF: Also we need to figure out with Tricia where parents will leave their strollers and coats etc.]

Also, move circulation desk back to near staff area. Get rid of “carts” area and replace with new DVDs.

Located some shelving in the area currently occupied by staff in the original building as well as some shelves in the front two meeting rooms. The intention here is to draw people into the original building so that it is as active as the addition. **Is it workable to have adult stacks split – some on this level and the rest on the third level?**

Yes, visited the Provincetown, MA library and they had this arrangement – staff said it worked great.

Provided an office in existing building first floor so that that space can be monitored. If you do not feel an office in that area would be staffed we can designate that area as another small meeting space. **How should we label that area?**

Extend stacks into this space and the other meeting space, along with more “nooks” for one or two readers. No need for office. [JF: I want to reinforce the need for nooks for one or two persons to relax quietly in comfortable chairs perhaps with a small table between them.]

Provided a meeting space in existing building first floor that would accommodate 8 people. **Agree?**

Yes. The one near the bathrooms that is accessible after hours. Can we label the garden spaces somehow too, and include a children’s learning garden?

SECOND FLOOR (Can we subtitle this “Children’s Floor”?) [JF: Very important to call it that!]

Switched this to Young Adult [JF: Young adult is not a clear term. For the time being, let’s just call it Children’s Libraries – plural.]

Kept two toilets and added a Family restroom. **Agree?**

Eliminate all but the one family restroom. Add stacks along these walls, and add a passage to the staff area from here for easy flow to the family restroom. Also, what is the area to the side of this (and above the stairs?) It appears to be un-programmed space.

Tweens located in current Vermont Room. Provided an office in that area to monitor. **Is this workable?** Tweens could also be in the addition in the alcove adjacent to the stairs. **Your choice?**

Leave all as-is for now. [Bit let's stop using the terms tweens and teens, and instead call them middle-school and high school.]

Play area is the alcove north of circulation desk. **Is this desirable location? Yes. Note that Circulation desk is unneeded (incorporate into staff area), which frees up space for more collections or seating.**

Include "bump out" above entrance on West wall. [JF: I think what Kevin is suggesting that we do all we can to make the exterior, especially on the west side visually stimulating, exciting.]

THIRD FLOOR (Can we subtitle this "Teen [JF: I'd prefer High School] and Adult Floor"?)

Switched this to Adult area. **How do you feel about part of the collection on the first floor of the original building?** By flipping kids and adult floors we have to make sure we can integrate the first floor of the original with the adult area. **Do you see this as problematic?**

Works fine.

Teens area could be closed in with glass and monitored by adjacent office. **Agree?**

Okay. [JF: Soon we should get together with teens to see how they feel about these things.]

We did keep one unisex toilet on this floor. It seems too far for those using this floor to be asked to go to first floor for bathroom use. **Agree?**

Okay.

Teens area could also go in area designated as "Friends and meeting or break" if those were relocated. This would give Teens their own area but we'd have to accommodate monitoring. **What do you think?**

Leave this area labelled as "Large Meeting Room and Friends' Booksale" for

now.

And looking a bit closer at the code we will definitely need the new stair tower at the south side to extend to this area if we want to continue use of the third floor of original building.

Okay, can you turn it 90 degrees so it doesn't "jut out" but rather "hugs" the side of the building?