

Stevens Memorial Library Trustees Meeting Minutes
Malcolm Stewart Room
Special Meeting – June 11, 2018
4:00 p.m.



Stevens Memorial Library
20 Memorial Drive
Ashburnham, MA 01430
P: (978) 827-4115
F: (978) 827-4116
library@ashburnham-ma.gov

ATTENDEES:

Paula St. Laurent-Kuehl, Chair Ed Vitone, Anne Olivari, Jessica Caouette, Christopher Rigby and Library Director Emily Donnelly

ABSENT: None

GUESTS: Candace Wright, Space Committee Member

Agenda Item I:

CALL TO ORDER: The meeting was called to order by Ed Vitone at 4:03 p.m.

Agenda Item II:

APPROVAL OF AGENDA: The agenda was accepted as presented.

Agenda Item III:

PUBLIC INPUT (5 MINUTES): None.

Agenda Item IV:

DISCUSSION OF SPACE PLANS: Each attendee presented their version of the NADAAA Space Plans highlighting the rationale for their designs. After discussion of the plans, the attendees then walked throughout the building reviewing alternatives during the tour. At the end of the tour several of the attendees were inclined to reconsider elements of their designs. After discussion there was unanimous agreement of the following design elements:

- Children's stacks moved to Ground Level – West Wing
- Children's Activities consolidated on Ground Level
- Teen Space on Ground Level to be close to Youth Services Librarian
- Add sink for Children's Activities outside of "oil tank" room.
- Youth Services Librarian would sit on Ground Level with ability to check out material
- Former Director's office to be used to store equipment for children's activities
- Circulation moved to East Wing of 1st Floor against North wall
- Move staff offices to East Wing of 1st Floor against East wall with following conditions
 - Wall do not run from floor to ceiling
 - Offices do not have ceilings, and walls sufficiently low to be compatible with the new HVAC system without modification
- Convert existing kitchen to Café with small sink and perhaps microwave and small refrigerator
- Construct a small kitchenette with partial walls on landing outside East bathroom on 2nd floor perhaps not doubling-up on appliances in Café (with exception of sink)

Three options for the Preservation room were considered:

- On 2nd Floor in current location but approximately half its current size
 - bisected longitudinally
 - Bisected laterally

Stevens Memorial Library Trustees Meeting Minutes
Malcolm Stewart Room
Special Meeting – June 11, 2018
4:00 p.m.

- On Ground Level in location of current Children's Activity Room.

It was decided perform a rough layout of the three options using a 50% greater storage area than currently exists. It was felt that a layout might facilitate a decision.

A Space Plan would then be constructed showing only the areas of agreement with a follow-up meeting to resolve the open items.

Agenda Item V:

OTHER: None

Agenda Item VI:

A motion was made by Anne and seconded by Paula to adjourn the meeting at 5:59. The vote was unanimous.

Respectfully Submitted,
Edward T Vitone Jr. (Electronic Signature)
Ed Vitone
Library Trustees Secretary