

## Lincoln Public Library Trustees Minutes

January 26, 2018

**Present:** Jacquelin Apsler, Chair;; Martin Dermady; Jen James; Kathleen Nichols; Barbara Myles, Library Director

**Guests:** Joel Bargmann and Rachel Young; Bargmann Hendrie + Archetype

**Absent:** Ron Chester, Peter Sugar

1. The purpose of this meeting was to discuss the First Floor Redesign Project with staff from Bargmann Hendrie + Archetype. Joel Bargmann and Rachel Young brought us two design options to consider.
2. **Option 1 Features**
  - a. **Circulation Desk**
    - i. Move the Circulation Desk to the opposite side of the lobby with ADA accessibility. The back of the new curved Circulation Desk would start at the edge of the lobby on the Reference Room side and extend halfway across the lobby. There would be some storage space behind the desk to replace the lost cabinet storage space.
    - ii. Install three self-checkout stations where the Circulation Desk was. Install an opaque wall between the self-checkout stations and the Staff Work Room.
  - b. **Staff Work Room**
    - i. In the Staff Work Room, opposite the self-checkout stations, build a Work Room with a sink. Book carts can be stored in this Work Room when they are not in use.
    - ii. The coat room would be moved farther back into the Staff Work Room to a location almost opposite of the Director's Office.
    - iii. Three workstations for staff would face the wall on the Bedford Road side of the Staff Work Room.
    - iv. Move the Assistant Director's office to where the Bookkeeper's desk is now.
    - v. Move the photocopier and supplies into the space that was the Assistant Director's office.
    - vi. The existing salt lick would be changed to a smaller Cataloging/Sorting Table. Five book carts and the book drop are currently stored under the salt lick.
  - c. **Lobby**
    - i. Add a second bathroom where the drinking fountain, book drop, photocopier, public telephone, and two fire extinguishers are located now. One of the bathrooms would be handicapped accessible. The second bathroom could be for staff.

**d. Reference Room**

- i. Move the Reference Desk to the opposite side of the Reference Room. The Reference Librarian's back would face the terrace.
- ii. Remove the wall that creates a narrow hallway between the existing Reference Desk and the turret. Install a glass door to the turret.
- iii. Convert the part of the Reference Room that is closest to Trapelo Road into a meeting space. Remove all of the shelving and books from this area. The wall and door separating the meeting space and the Reference Room would be glass (see rendering). To widen the meeting space further into the Reference Room a new ceiling beam would be necessary. A sliding/folding glass wall could hang from the beam.
- iv. Install a café (basically a counter with carafes of coffee and seating area where the Reference Desk used to be on the Library Lane side of the room.
- v. On the other side of the café between it and the reference desk, install more comfortable seating and a double row of bookshelves.

**e. Gallery**

- i. Move bookshelves into the gallery below the pictures—3 ft (preferred) or 5 ft.). The bookshelves would be made of nice oak wood to bring the feel of the second floor downstairs. By putting bookshelves into the gallery and into the middle of the Reference Room, the current 500 linear feet of shelving is only reduced to 400 linear feet.
- ii. Add furniture to the middle of the gallery.

**f. Terrace**

- i. Decrease the size of the tables on the terrace to allow for more tables.

**3. Option 2 Features**

**a. Circulation Desk**

- i. Keep the Circulation desk in the same place with an ADA compliant section.

**b. Staff Work Room**

- i. The coat room would be moved to the other side of the hall behind the reduced sized Custodians' cleaning room.
- ii. Move the Assistant Director's office to where the Bookkeeper's desk is now. The new office is larger in option 2 than in option 1.
- iii. Four workstations for staff would face the wall on the Bedford Road side of the Staff Work Room.
- iv. Install a kitchenette with a refrigerator and sink into the space where the Assistant Director's office was.
- v. The existing salt lick would be changed to a smaller Cataloging/Sorting Table. Five book carts and the book drop are currently stored under the salt lick.
- vi. Move the photocopier into the Staff Work Room.

c. **Lobby**

- i. Add a second bathroom to the first floor where the drinking fountain, book drop, photocopier, public telephone, and two fire extinguishers are located now. One of the bathrooms would be handicapped accessible, and the second one could be for staff only.

d. **Reference Room**

- i. Move the Reference Desk to the opposite side of the Reference Room. The Reference Librarian's back would face the terrace.
- ii. Remove the wall that creates a narrow hallway between the existing Reference Desk and the turret. Install a glass door to the turret.
- iii. Instead of adding a meeting room to the rear of the Reference Room (see Option 1), add furniture to create a lounge. Shelving and books would remain.
- iv. Install a café where the Reference Desk used to be on the Library Lane side of the room. On the other side of the café between it and the reference desk, place a long table and chairs. Smaller tables and chairs could be placed along the walls toward the lobby.
- v. A multi-purpose printer/photocopier could be purchased for the Reference Room to allow patrons to make photocopies and computer printouts.

e. **Gallery**

- i. Move bookshelves into the gallery below the pictures--3 ft. high (preferred) or 5 ft. high.. The bookshelves would be made of nice oak wood to bring the feel of the second floor downstairs. By putting bookshelves into the gallery, only 50 linear feet of shelving would be lost.
- ii. Add furniture to the middle of the gallery.

f. **Terrace**

- i. Decrease the size of the tables on the terrace to allow for more tables.

4. **Consensus Items**

After Joel and Rachel left, the Trustees agreed on the following items in the new design.

- a. Staff should measure storage space needed to compare to designers calculations that they plan to do soon.
- b. Enlarge the existing bathroom to make it ADA compliant. The door should open inwards. Do not add a second bathroom.
- c. Have separate reference and circulation desks.
- d. Reduce 4 public computer stations to only two.
- e. Leave the Assistant Director's office where it is.
- f. The new design for the turret room is good.
- g. Only have one self-checkout station, not four.
- h. Keep the book drop and drinking fountain in the same area as they are currently.

The meeting was adjourned at 11:15 a.m.

Respectfully submitted by,  
Barbara Myles