

Project: Middleton Public Library Space Needs Study PN 14068

Meeting Location: Middleton Public Library (MID)

Date of Meeting: 4.07.2015 at 1:30 pm

In Attendance: Pamela Westby, Brendan Faherty, Jason Boak, Sarah Hartman, Amanda Brzeszkiewicz, Jenny Carr, Patrick Williams, Jim Ramsey (MID); Shawn Stauske (City Engineer); Deb Haeffner (SCLS), Tina Gordon, Jim Gersich (Dimension IV Madison aka D4M)

These notes are the writer's interpretation of what was discussed at the meeting. If you have any changes, clarifications or additions to the notes, please contact the writer. Thank you.

These meetings were detailed, staff-level meetings to discuss specific space needs by "department" or grouping.

Reference, Study Rooms, Adult Collections, Lower Level Staff Workroom:

1. We had a general conversation about 'what's going well' and areas of improvement.
2. There is a need for a Lower Level Meeting Room for staff use, for staff meetings, webinars, conference calls, privacy for phonecalls, etc., seating six to eight persons, max.
3. Sarah and Jenny presently utilize the two side-by-side traditional cubicles south of the Technical Services island-sink area. The over-the-partition collaboration is frequent and these two cubicles seem to be working well. Sarah mentioned a personal preference for typically having her back to a wall, while working. Amanda has a small, partial workstation near the island and could utilize a traditional cubicle for better privacy etc. So, total of three cubicles to emulate what's there today.
4. Rebecca B and Jim presently utilize the two-person office adjacent to Amanda's workstation, not an ideal situation given the work being performed, i.e., Rebecca is involved with bookkeeping-accounting payables and receivables, and Jim is managerial and works on the phone as well. Two separate offices would be better.
5. Pamela's office had been the "Board Room" and also a conference room that patrons could reserve. It is presently configured with a C-shaped desk, round table and 4 chairs, and a separate computer which is the only one connected to City Hall's network. We briefly discussed how the Board Room function should preferably be near the front door, given evening meetings open to the public, and possibly running while the library per-se is closed.
6. Jason is the only Reference (per-se) staff person with a workstation located on the Upper Level. Given his work, and UPS deliveries coming in at that location, he would prefer to remain upstairs.
7. The island in the Lower Staff Workroom needs supplies for posters etc prepared on the island, and more dedicated space for book trucks, in addition to supply cabinets for copier-printer paper etc etc.
8. The sink in the base cabinets west of the island is relatively new and "doubles" as a Breakroom sink; a microwave has been utilized there for lunch prep. The sink has significant wastewater for the CD-DVD Cleaner machine. Chemical used would justify the inclusion of a snorkel for exhaust. Patrick would also utilize the snorkel for occasional soldering. A magnifying task light would also be helpful.

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9. Patrick's IT office is adjacent to the Sarah-Jenny cubicles. Activities include parting-out various things from towers such as power supplies, monitors, etc and stockpiling same for use later. Patrick generally does not retain the boxes computer equipment is delivered in; however, small space at the Loading Dock would be useful for IT equipment coming and going. Patrick presently utilizes space surrounding his desk as a sit-down "workbench" for staging computers etc. On occasion he utilizes an intern therefore a combination IT-Technical Services traditional stool-height workbench would be well-utilized.
10. Study Rooms would be beneficial if some could be on both floors. Some should be walk-in, unscheduled. Existing Study Rooms are 2 sizes and equipped differently given sightlines from the Reference Desk.
 - a. From north to south: A (small, with PC); B (bigger than A, with PC and scanner); C (same size as B (no PC); D (same size as A, no PC.)
 - b. Study Rooms A & B are reserved, 1 hour max.
 - c. Study Rooms C & D are reserved, 3 hours max.
 - d. West parking lot and street are 2 hours max; occasionally an issue for patrons in C & D.
 - e. Study Room A has a round table.
 - f. Study Room B has a rectangular table but somewhat underutilized space.
11. In an effort to predict the number, type and location(s) of future preferred Study Rooms, estimates ranged from 6-8 to 10-15. At the higher end of the lower estimate, 2 would be for Teens and 6 for Adults. Also noted the desire for a Family Study Room, with toys for the toddlers in it, possibly supporting a Pod, etc.
12. Mention was made that Verona's local history is co-located in a Study Room that is double-wide with a movable partition that allows it to be used by two separate groups concurrently.
13. Noted the need for several small, ad-hoc Study Rooms, particularly in light of feedback from the Chamber indicating 'too many people are getting turned away in their requests for Study Rooms.'
14. Also discussed the possibility of having one or two "phonebooth" sized 1 or 2 occupant small rooms for multiple purposes e.g., parent with an infant, taking a cellphone call, etc.
15. Reference Desk staff are often asked to proctor exams therefore sightlines to Study Rooms used for exams is required, as the staff member needs to do so from the Reference Desk.
16. We discussed the physical nature of the Study Rooms noting floor-to-ceiling glass, no nooks or crannies for hiding in, soundproof, possibly consider "stacking" them, good ventilation (but not exhausted per-se) due to body odors, perfume, etc., and individual temperature control. Would prefer to have windows to the outside in some of them, and dimmer-lighting in all; data ports are mandatory.
17. We discussed other design strategies such as the use of tunnel skylites ('solatubes') and Cool Daylighting wherein no more than 25% of the exterior wall surfaces are windows, and all south-facing glass has shading devices that bounce the light deep into the space while rejecting the high-angle sun's heat in summer.
18. The Reference collection will always have atlases, roadmaps, etc. No clippings and only one stand-mounted globe. "Express" computer stations are currently utilized for reference and LINKcat searches.
19. The existing reference Desk was designed for two staff members, thus is too large and awkward. It may be the right size if it is to support 10-15 Study Rooms, as the Reference Desk staff take the incoming calls for reserving rooms, staff needs to monitor the time and usage and kick them out on occasion, etc.
20. The existing Reference Desk is home to the photocopier and printers, but is not per-se accessible, its back is to the Computer Lab windows on which sound bounces and echoes, can see the stairs, there is a row of shelving you cannot see down, etc.
21. Also nearby is the microfilm reader, unable to be supported by much layout worksurface.

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22. Reminder: Lower Level has been signed and reserved as the Quiet Zone and no cellphone use is allowed, etc. This is likely to continue.
23. Shelving supporting the Adult Collection has been deemed to be both too-high and too-low. In planning for needed shelving, we would keep both the bottom and top shelves for future, and within say a 36" range, maybe 10-15" would be open for easier re-shelving. In this way, "internal" expansion would prevent the need for adding shelving ranges for a long while, and still there would not be any rows of empty shelves waiting for future acquisitions.
24. Having the entire Adult collection all on one level would be preferred. It was noted that the components of the Adult collection that reside on the Lower Level are "hidden" from many people.
25. Back issues of periodicals are not co-located with current issues.
26. We briefly discussed the components of (newspapers and a few current popular magazines) in a typical Quiet Reading Room, its seating complement, etc.

Facilities and Parking:

1. The parking lot along Terrace Avenue south of the tracks has a 24-hour time limit. The parking lot adjoining the Senior Center has a 4-hour time limit.
2. The existing facilities and site support lots of visitors, being in a good downtown location. Vehicular circulation in and out of the parking lot could be improved, as these pathways are not intuitive.
3. The parking lot along Terrace Avenue south of the tracks is used for parking some City vehicles, as well as MID staff parking and general public parking. It is full only when major events are held at Capital Brewery, for example.
4. The existing blue USPS mail dropbox, and the municipal bill-paying dropbox are thought of as good features yet they cause some problems when vehicles are waiting behind for access to the existing bookdrop. Also these three elements cause conflict with pedestrian access from the parking lot to the MID entry ramp, as there is no dedicated crosswalk from parking to the handicapped ramp, which is steeper than permitted on an accessible route.
5. Snowplowing and islands with landscaping have not been issues. What shaded parking exists, is appreciated in summer.
6. No real stormwater issues. The parking lot sheet-drains to the railroad tracks ditch.
7. Could be better parking lot lighting...presumed to be photo-on, timeclock-off but not certain. Not as secure for staff after dark as it should be.
8. Sidewalks – no changes are anticipated in near future.
9. Bus stops on Terrace Avenue, no major changes planned or anticipated in future.
10. On a seasonal basis, the downtown Trolley parks in the parking lot along Terrace Avenue south of the tracks, and occasionally on the street.
11. Environmental graphics are ~1 year old. No changes planned.
12. The flower garden and artwork at the exterior handicapped ramp area had been maintained by a Master Gardener. The Library now has a maintenance agreement with The Bruce Company.
13. Part of the unsightly wood fence (dumpster enclosure portion) has been demolished and not replaced yet, if ever. The remaining portions are in poor condition, enclosing HVAC condensing units and electrical transformer, some seasonal storage for pots for plants etc., and recently was found to be home to a homeless person. Could the condensing units be relocated to the roof or to the south side of the MID building near the Loading Dock? Existing upright coniferous trees do a good job of screening but they are near the end of their useful lives and one has already been cut down. The entire area from the loading dock to the handicapped ramp needs to be reconsidered.
14. Resurfacing vs sealcoating and re-striping the lot: nothing scheduled, generally done on an as-needed basis. The City utilizes the AASHTO grading system for streets and City-owned parking lots.

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15. ADA signage, tactile underfoot devices, and protruding object vis a vis the visually-impaired mentioned.
16. The use of the Lower Level of City Hall and MID as tornado shelters have been by default and not by design. The Chief of Police is the EOC emergency government center manager and the function is maintained at the new Police Station on Donna Drive.
17. Shawn felt the MID's building envelope is generally sound, signed well, and has a home-like feel.
18. Utilities in the street, storm main, sanitary main, and domestic water main, are all in good condition with adequate capacity for the future.

Action Items:

1. More discussion to follow relative to casual seating and tables for general use, supporting the Adult and Reference collections.
2. Tina-Jim will circulate spreadsheet with linear feet per component of the collection (e.g., Adult N-F Social Theology) for staff consideration about shelving needs for the future.
3. Tina-Jim will be on-site Monday and Tuesday mornings 4/13-14 to perform field verification of As-Is Plans, and to measure the collection.

Next Meeting:

1. Tuesday, April 14th 6:30 pm Library Board meeting.
2. Monday, May 4th 12:30 – 5 pm, spreadsheet reviews

Copies: All Attending, Ray White

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