

Chester Library Building Committee Special Meeting, December 10, 2015 Page 1 of 2

1. Call to Order & Seating of Members

The Chester Library Building Committee held a special meeting on Thursday, Dec. 10, 2015, at the Chester Town Hall, 203 Middlesex Avenue, Chester, CT. In attendance were Denny Tovey, Peter Harding, Lauren Gister, Steven Tiezzi, Chuck Mueller, Bob Gorman, Lois Nadel, and Cary Hull. Absent: Pat Holloway, Terry Schreiber and Doreen Joslow.

Chairman Tovey called the meeting to order at 7:05 PM.

Linda Fox arrived at 8:15 PM.

2. Approval of previous meeting minutes

No action

3. Discussion of latest Architectural Presentation

- Public Bathrooms – Motion made by Mueller, seconded by Gorman to eliminate the outdoor access bathrooms from the building design. **Motion passed.**
- Program Room – After a lengthy discussion the committee felt that a program/community room with an approximately size of 925 square feet of space exclusive of storage would be an acceptable size;
- Overall building size/square footage – Motion made by Tiezzi, seconded by Mueller to adhere to the grant application size of approximately 8,000 total square feet for the building. **Motion passed.**
- Entryway – Written comments from Linda Fox were read into the record and are attached. Location of the circulation desk to the entry and the children's room is a concern for the librarians.
- Other architectural features
 - Maximize storage area;
 - Building serves many functions;
 - Center main entrance is preferred;
 - Small conference room is desirable;

4. Audience of Citizens

- No action

5. Schedule

- Still looking at finalizing the design in early spring (first week of March);

6. Project Budget

- Chairman Tovey indicated that Virginia Carmany requested a meeting to start looking at the big picture project costs so that the Board of Finance can try to consolidate all the future proposed projects;
- Steve gave an overview of the drainage issue at North Quarter Park;
- Town is looking into additional grants options;

7. New Business

- Steve Tiezzi presented a new floor plan utilizing a single large gable roof in lieu of the separate roofs over building wings. Steve felt that previous LLB plans have not unified the building so he developed a new plan for the LBE to discuss. After a lengthy discussion of this Tiezzi Plan, most committee members were interested in pursuing this Plan;
- Steve will further study the plan based upon the discussion and comments from the members;
- Expect to receive updated plans on Monday, December 14, 2015 which will be forwarded to committee members for review. Expectant comments by members to be received by Tuesday, the 15th by 6:00 PM. At which time, the plans and comments will be forwarded to LLB.

8. Adjournment

Motion by Harding, seconded by Gorman, to adjourn. **Motion passed**

Meeting adjourned at 9:00 p.m.

Respectfully submitted, Denny Tovey

From: **Linda Fox** LindaFox@chesterct.org
Subject: circ desk thoughts for Thursday.
Date: December 9, 2015 at 10:59 AM
To: Dennis Tovey dtovey@comcast.net



Hi Denny-

Here are my thoughts on:

1. the front desk as you enter the bldg vs off to the side;
 - **Atmosphere:** Prefer desk facing and close to the door. One of the characteristics of Chester Library on which people often comment is the warmth/friendliness. We want to keep this. It is partly the building and its 'coziness', but it is also partly the fact that people are welcomed as they come in the door and bid farewell as they leave. This requires staff to be near the door and the best way to do this in a lean staffing situation is to have the circ. desk right at the door. I like the Killigworth library, where the main entrance deposits visitors at the end of the circ desk rather than in front of it. While not ideal, it seemed OK to me, but recently a community member commented that it seemed awkward that way- why do it if it's awkward?
 - **Ease of use:** Having a staff member available when a person enters makes it easy and intuitive for the visitor to get directions/assistance immediately without having to search around.
 - **Oversight/Assistance:** Having the circ desk close to the door makes it intuitively the last stop before exiting, making it less likely that visitors will leave without checking out materials (will we be installing a security system for materials?) and offering staff an opportunity to ask visitors if they found what they needed/wanted.
 - **Note-** I don't mind at all if the entrance is off to one side
2. the front desk in relation to the kids library;
 - **Ease of use:** While the children's room is being designed with a staff desk/work station that should include circulation capabilities, the reality is that there will not always be staff there at that desk. Children and their parents will need to go to the main circ desk to check out materials much of the time. We want to make this very clear, so people aren't left wondering what to do. Being able to see the main circ desk makes that clearer. I like to think that the walls of the 'inside' of the kids' library will be predominantly glass and imagine that you would sense my lack of enthusiasm for moving the children's room the the back of the library as has been suggested.
 - **Oversight/Assistance:** Staff working at the circ desk need to be able to see what's happening in the children's area, both for oversight purposes and to be able to offer assistance when needed
3. the front desk in relation to the staff area.
 - The circ desk needs to connect or nearly connect with the staff work area. Ideally it

would be behind the desk to allow the same level of welcome from a staff member working there as from a staff member sitting at the circ desk. This enables one staff member to watch and serve the desk and also move to another task when there is no visitor who needs assistance.

Other general thoughts.

- I would prioritize a warm, intuitively understood entrance over an architectural statement. I personally don't care if we see through the building upon entering- outside vistas can be offered in the reading areas and other spaces.. and I think it's nice for a building to contain surprises- don't give it all away at the front door!
- People need to know they are walking into a **library**.
- The kids room and program space need to be in close proximity-- not down a long-ish hallway. That is one of the really nice features of the Lyme Library- the immediate connection between the kids area and the program space.

I'll let you know if I think of anything else, but I think you get my sense of importance on this

Linda

Linda Fox
Chester Public Library

Perhaps no place in any community is so totally democratic as the town library. The only entrance requirement is interest. –Lady Bird Johnson

This correspondence contains proprietary information some or all of which may be legally privileged; it is for the intended recipient only. If you are not the intended recipient you must not use, disclose, distribute, copy, print or rely on this correspondence and completely dispose of the correspondence immediately. Please notify the sender if you have received this email in error. NOTE: Messages to or from the Town of Chester domain are subject to the Freedom of Information statutes and regulations.

[Town of Chester](#)