

Library Board of Trustees

Date: May 24, 2016

Present: Ann Hennen, Barb Saperstein, Catherine Darrigan, Sylvia Danenhower, Laurie Bell

We reviewed the Needs Assessment prepared by library staff, Dec 2015, and aligned the needs with our mission statement by breaking apart the mission statement and then considering the functions that the facility must perform to be able to meet that part of our mission, both from the patron-use viewpoint and the staff-use viewpoint. We also reviewed the *Facilities: Essential* sections of the CT Public Library Best Practices Draft 2015 to identify any areas of facility function that we had overlooked.

Summary as follows:

***Pomfret Public Library enriches community members by***

***providing resources*** (physical and digital items belonging to the library, for the use of the public)

- Archives/local history collection, climate control
- Non-print items
- Adequate shelving, flexible, mobile
- Display space: New, seasonal, topical etc.
- Staff side:
  - book drop, book carts
  - work room with processing area and office equipment (printer, shredder, disc cleaner, etc)
  - shipping and receiving area
  - Shelving/storage
  - Supply cupboards

***services*** (patron-initiated use of library space, equipment and staff assistance)

- Large program room that can be divided into conference room and study rooms, with current A/V capabilities, table and chair storage, food storage and serving
- Computers: laptops (in separate locations), adequate outlets, docking table, internet connection and wifi, printer, scanner
- A work table for laptop and papers, etc. (in study room?)
- PAC at standing height (on end caps?)
- Computer desk(s) in kids space
- Staff side
  - Office equipment: Staff Copier, Shredder, scanner, disc cleaner, etc.
  - Reliable internet connection, Telecommunications
  - Computers, current devices

***and programs*** (library staff-initiated classes, lectures, workshops, demos for active or passive participation of patrons)

- Large program room (cap. 75?) that can be divided into conference room and study rooms, with current A/V capabilities, table and chair storage
- Children's activity area with sink and counter
- STORAGE: a room with shelves, near kid's activity area
- Staff side
  - children's program manager office: desk, storage, shelving, filing, work table or counter

- STORAGE: a room with shelves, near kid's activity area
- adult services librarian: desk, storage, etc
- staff printer/copier
- a/v equipment, outlets

***that promote intellectual curiosity and life-long learning*** (cognizant of needs at various life stages)

- toddler/preschool section separate from elementary/middle school section with age appropriate furnishings
- teen (high school) collection, but services and programs integrated with adult
- comfortable seating for various uses, ages and individual or small group use
- public art/gallery space
- flexible space that stimulates creativity
- Staff side
  - Storage for seasonal toys, craft supplies, etc

***in a welcoming environment.*** (comfortable, safe, and accessible)

- Cozy, homey, warmth, home-like feel and furnishings, NOT commercial or industrial
- Natural light
- Deck – exit from public space (not office), 3 season room?
- Lounge seating, small groupings, can be rearranged
- Fireplace
- FRIENDS: café cart
- Restrooms: public (accessible), children's
- Adequate parking
- Exterior lighting on building and parking lot
- Central heat, air conditioning and filtering
- Clear Interior signage
- Staff side
  - break room with kitchen, refrigerator and bathroom

Other:

- FRIENDS: sale of books and promo items, café cart
- Storage of book sale donations
- Community Emergency Preparedness

Next Meeting: Tuesday June 7, 2016, 7 PM, to review Mission/Needs assessment and consider Con Ops scenarios.