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SAC : Meeting minutes : 2014 : 11 : 19

Nelson Poynter Memorial Library. Space Allocation Committee.

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**Space Allocation Team
November 19, 2014
Minutes**

Present: Deb Henry, Tina Neville, Patricia Pettijohn, Camielle Swenson, Otis Wilder

Meeting was called to order at 3:00 p.m.

Agenda for the meeting was to discuss space activities that could be accomplished in the near future and to set priorities.

Chairs

1. In mid-December after things slow down, go around all floors and place appropriate number of chairs at each table. Determine:
 - How many gaps we have—tables without adequate chairs
 - How many replacements we need to fill in gaps and to get rid of green striped and broken chairs
2. Make a recommendation to Carol on the number of replacement chairs needed, specifying type and color. We will keep with the same color palette that we currently have.
3. As funding permits, begin replacing the heavy teal upholstered chairs with upholstered chairs on wheels that would match or coordinate with those already in the Poynter Corner.

Action items:

- mid-December determine number of replacements needed
- Create a proposal with chairs broken out by type, approximate cost, and suggested color

Quiet study/soundproofing:

- Otis reported that OLITS recently received a proposal for a 3 zone sound masking solution for their public areas. Quote was for approximately \$7000 to cover that area. We will see if their installation goes through and how it works. If it is satisfactory, this may be a solution for improving the quiet study areas on the third floor. The work may involve facilities since cabling has to be run during the installation.
- Atrium—Otis suggested that decorative acoustics can be added to areas in the atrium to help absorb sound, keeping in mind that we would not want to impact the look of the artwork in that area.
- Study rooms—best suggestion for improving quiet in the study rooms would also be white noise/sound masking.

Action items:

- Re-assess after OLITS units are installed

POY 218:

Otis handed out copies of the Steelcase schematic that was created in March 2014. They provided several examples – all used movable tables but several suggestions included more seats so had less flexibility—in these views, nothing is really gained over the current room configuration except it would have new furniture.

The example that was set up in a manner similar to the tech classroom in Davis Hall was the preferred version. Furniture and monitors in this version would be much more flexible. This led to a discussion on what we would like to see in that room and how it might be used:

- Do we want to provide desktop computers that would reduce flexibility in the room or keep all computers as wireless?
- If wireless, would students/participants need to bring in their own computers or would we purchase more for circ and allow them to be checked out? This could be difficult for larger classes—who would be responsible for the checkout of the laptops for the class? The checkout process could be quite time-consuming.
- If wireless, what about printing options? Any chance of getting a thumb drive in the new printers so that items could be printed directly from the thumb drive?
- How flexible does the room need to be? How much multi-use can the room have without compromising needs? For example, if used for meetings, it would be better to have open, flexible tables but if also used for open lab or classes, need better power options and security of laptops becomes an issue. Really need to be sure of what we want to do with this room before we put in the furniture proposal.

Action items:

- Tina will ask Berrie about the new Ricoh contract to see if thumb drives are an option (follow-up: after the meeting Tina spoke with Berrie about options. The new printers will have Bull Bucks which will allow the library to set up wireless printing)
- Tina will check the POY 218 calendar to see how much the room has been used in the last year and for what purpose

Other business:

1. **Second floor collaboration station:** David commented that the new collaboration station on the 2nd floor behind OLITS isn't being used much. Deb has monitored it and agrees. Suggests that we move to the first floor.
Action: Tina will check with Carol, David, and Berrie to see if there are any issues in moving it to the first floor and whether the OLITS folks can do it or if Steelcase has to come back. (Follow-up—Tina checked with Carol, David, and Berrie on Nov.20 and all agreed that it could be moved to the first floor. OLITS folks will move it as time permits—probably over the winter holiday)
2. **Colorboard:** Patricia asked if we had ever created a colorboard of swatches for all of the paint and fabrics used in the renovations. Tina has some of the swatches but has never organized them.
Action: Patricia expressed interest in doing this as time permits
3. **Architect/consultant**
Action: All members of the committee should continue to add questions for the consultant to the Google Drive shared file.

Meeting was adjourned at 3:40 p.m.