Library Task Force Meeting
Tuesday, March 28, 2017

Present: Peter Mercer, Beth Barnett, Cathy Davey, Susan Vallario, Roark Atkinson, Leigh Keller, Liz Siecke, Erin McKenna, Stephanie Scheeler, Tim Babasade, Melissa Van Der Wall, Steve Perry
Guests: Brittany Goldstein, Dan Connelly, Kirsten DaSilva, Bill Loose, Lee Clark, Jason Kilgore, Theresa Thomas, Dave Pilachowski
Excused: Sara Gazillo

BCJ provided a summary of their work thus far highlighting feedback and information gleaned from site visits as well as forums with students, faculty, and staff. BCJ shared that they look forward to receiveing more student input and reviewing the Matrix completed by the Task Force.

BCJ provided the group with some key takeaways from the tour of Williams College (WC) Library. He noted the strengths of the WC Library being comfort, usability, and the balance of spaces/functional areas. An additional tour on Monday is planned for task force members who could not attend the earlier tour. Dean Siecke noted that the WC library was very thoughtful in design, acoustics, and lighting noting environmentally friendly lighting and natural lighting.

Trustee Vallario and Erin McKenna also praised the use of natural light at WC noting that while they did not participate in the tour they were able to observe its incorporation into the design via Babasade's photos. Dean Siecke stressed the difference between the student profile and project cost in the WC Library and the RCNJ Library. Tim Babasade shared that he was impressed with the level of detail afforded to technology ranging from elbow room in work stations to accessibility of ports and the on-site presence of ITS support.

Leigh Keller commended the WC Library's HVAC system and how it facilitated a productive, uniform, and comfortable environment for work and study. Stephanie Scheeler shared that she was pleased to learn about the design of some flexible spaces at WC Library which could accommodate changes in purpose and function. She also noted that views and sightlines from the WC Library were impressive.

BCJ reviewed the sustainability goals of the project and directed the Task Force to the LEED Scorecard as a guide for its decision making. The group is moving toward a silver certificate.

BCJ also reviewed the existing allocation of program studies by square foot (page 12). BCJ outlined schemes for the projects:
-   Scheme A: Idealized Program (page 13) would increase the current seating capacity 200%, maintain current tenants, add a space for the Jane Addams Project and an IT presence as well as related support services.
-   Scheme B: Compact Collection (page 14) would maintain current collection but in compact, increase the student capacity 200%, maintain current tenants, add a space for the Jane Addams Project and an IT presence as well as related support services; BCJ shared that some manifestation of compacting collections is a reality for any new or renovated library noting that establishing a balance between the space for people and the space for collections will be critical moving forward.
-   Scheme C: Compact Collection, Reduced Seating (page 15) would maintain current collection but in compact and off site storage, increase the student capacity 150%, maintain current tenants, add a space for the Jane Addams Project and an IT presence as well as related support services.

BCJ reviewed budget assumptions for the project noting:
- Total project budget of $40M (pages 17 and 18)
    o Soft costs of $12M
    o $27M in Construction ($21.7 Renovation, $5.3 in Addition)
    o $1M in temporary facility
    o Addition of 9,600GSF

The Task Force discussed the project as a total envelope of programs and functions.

The group discussed the matrix noting that it is a tool to guide decisions adding that the scores therein are likely to change as the project develops. It was noted that task force members will have to assess the matrix document and should make recommendations on how to simplify it.

Babasade described the purpose of a "one button studio" as a user friendly space for single or multi user video production. The space he visited at Washington College was approximately 10x10 and can be used without IT/AV assistance for a range of video editing/production services.

Recommendations regarding the matrix that were advanced at the meeting included:
- removal of essential functions/elements on the matrix such as circulation, reference, ILL, group study and individual study (individual study was described as private and semi-private individual space), natural light, lecture hall, faculty offices (non-library)
- removal of Rodman Gallery/storage noting that identifying space for storage will be required and that the library still feature some displays from the College's collections
- separation of wifi printing/print hub from a computer lab
- scattered computer stations rather than a traditional computer lab
- Integration of the majority of the Gross Center collection (barring any security issues) into the general library collections and a rethinking of the office needs and location of the Gross Center staff
- The group agreed to maintain the Center for Reading and Writing in the Library
- A café space was supported noting that it should be situated on the entry level of the building with access from both within and outside of the library and featuring interior and exterior seating
- Food consumption in the library was also supported but needs further discussion
- Continue to feature a makers lab, but not a 3D print function (Dean Perry will solicit input from CA faculty on the makers lab)

The task force paused its deliberations on the matrix at then Line 29 "24/7 Computer Lab/Print Hub" noting that a meeting was needed before April 21 and that student input was still being solicited.

BCJ suggested that after some simplification of the matrix, the document should also clarify square footage and cost per square foot.

Scheeler indicated that she conducted site visits to other state colleges and will share her photos with the group.

Goldstein distributed a frozen file matrix to members during the meeting.

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