Library Task Force Meeting
July 19, 2017

Present: Roark Atkinson, Tim Babasade, Beth Barnett, Cathy Davey, Leigh Keller, Peter Mercer, Steve Perry, Stephanie Scheeler, Liz Siecke, Susan Vallario

Excused: Erin McKenna, Melissa Van Der Wall

Guests: Dan Connelly (Cambridge Construction Mgmt.), Kathy Allman (Capital Projects), Ryan Greff (for Erin McKenna), Joe Connell (for Melissa Van Der Wall), Kirsten DaSilva, Mike Cunningham (Facilities Management)

President Mercer opened the meeting by asking TF members if there were additional items that need to be covered at this meeting.

Roark Atkinson requested that the Krame Center (KC) be added and Dean Siecke requested that swing space and moving the collection be added. These items were added to the agenda.

VP DaSilva asked TF members to provide feedback on how to keep programming and maintain the project budget. The drawings, cost, and timeline were reviewed. The initial estimate was slightly over $45M but, after several meetings of the capital group, it was brought down to $41M.

There was much discussion of the capital group on how to manage the project – i.e. swing space on campus should be charged to the College not the project, no deferred maintenance cost over the next 5 years, reduction of main corridor space, removal of custom millwork.

Members of the TF asked if there is anything else that can be cut or if the budget can be expanded. Trustee Vallario expressed concern about starting over-budget since projects tend to expand during the course of construction. We need to be cognizant of what we are spending, she said, adding that tapping reserves would not be well-received by her colleagues.

VP DaSilva asked the TF to go through the concept drawings floor by floor advising that once this is complete, it will dictate the project timeline. Dean Perry suggested that, although he does not want to maintain the existing entrance, keeping it could yield significant savings.

Discussion ensued pertaining to Library swing space. Dean Siecke was provided a target of August 2018 for the move. Over 260K volumes need to be cataloged and this can start happening now by looking at statistics. VP DaSilva reminded the TF that the total square footage is still outstanding. Dean Siecke advised that the information had been provided to BCJ months ago.
Immediate tasks are to obtain the square footage needs that were provided to the architect and forward them to Brittany Goldstein for review by the Space

Management and Allocation Advisory Committee (SMAAC). Tim Babasade inquired if the Committee has begun to look at where the 45 seat computer lab would be relocated during construction. The information will be forwarded to the SMAAC for review.

There were a few tweaks to the project design since BCJ's presentation in May. The Krame Center and Instructional Design Center (IDC) swapped spaces. The Krame Center space includes a deep closet for storage of tables and chairs so that the space can be a shared space and used by others. Dean Siecke said the Krame Center does not mesh well with library services or a learning commons. President Mercer advised that he will provide the TF with a document of activities of the KC.

There was much discussion surrounding individual moves of offices and functions between floors. Some of those suggestions/concerns were:
- IDC on first floor by collection, swap with Information Literacy room
- Center for Reading and Writing (which can be noisy) is outside of the KC
- Some faculty offices do not have windows
- Reference Area should be relocated to a quiet area
- Keep recently renovated Center for Reading and Writing on second floor, move special collection
- What is the Distance Learning Center (VP DaSilva to report back to the TF)
- Faculty Resource Center was to be included with the IDC
- Level 3 and Circulation, Reference and Security – move group study to different location or have glass walls to keep open feel

Dean Siecke requested that the group take a step back and get down to the discussion of programming. Trustee Vallario reminded the TF that the current programming is what the group worked on for months, there is a footprint that the TF likes and they should try to work within that footprint. The TF should be mindful to avoid taking away programming that will steer the project away from learning commons and back to a library.   VP Davey reminded the TF that when you go too small you can't go back, she noted the Berrie Center. Dean Perry asked the TF what are some ways to reduce the design by $1M, possibly a plainer structure that can be spruced up later.

A few additional points included:

- Joseph Connell asked if the TF believe they have created a space that will actively attract students to the Library. Yes, the addition of the ITS help desk and maker space will attract students. This helps to create a new dynamic space.
- Dean Perry inquired if this project, as for others, will require art commissioned for the facility. It will, and is already in the budget. A separate committee will meet to select the work.
- Ryan Greff asked how many computers will be in the new space. The project is not at that stage and this is something that will be addressed much later.