Ashland Town Library Minutes for August 26, 2013 (Draft) – Visit to Old School Building

Those in attendance: Lynn Davis, David Ruell, Alice Staples, Sara Weinberg, Mardean Badger, Tom Samyn, Bill Norton (Norton Asset Management) and Carly Rhodes (TCCAP staff)

We met at the old school building 11:00 AM to determine renovations needed to use the building as a library. We asked Tom Samyn to give us an estimate for the following renovations.

First Floor:
- New entry way: eliminating the kitchen to make room for the circulation desk.
- Securing the first floor when the library is not open.
- Removal of doors in hallway
- Replace existing bathroom door in Head Start area to a full door.
- Moving one sink in the Head Start room into the bathroom and removing the second one.
- Put an interior door in vestibule (small office) off Head Start room that has an exterior door.

Second Floor:
- Put a door on the kitchenette.
- To consider a partial removal of the interior wall of the room on the left and adding archways.

Third Floor:
- At this time there are no changes needed for the third floor.

First and second floor shelving and room configuration
- Amount of shelving needed to house collections
- Type of furniture and space needed for study areas, reading areas, children's room, computer labs, young adult area, periodicals, other media and adult book area.
- Amount of shelving needed for current collections and for future growth.
- Measurements of rooms needed to determine configuration of each.

OTHER CONCERNS

Access and Grounds
- Keeping the library secure when the public is using the third floor and the library is closed.
- Installing alarms on the outer fire exit doors and other security issues.
- How to access the building from the front for pedestrians – the hill is very steep.
- Acquiring safe access from Ashland Elementary School to the library.
- Eventually landscaping area where the playground equipment was (fenced in area) as an outside reading area with benches.

Respectfully submitted,
Lynn Davis, Secretary