

MEETING MINUTES

DATE	June 21 2024	PROJECT	Glencoe Public Library
TIME	1pm-3:30pm	PROJECT #	224223
LOCATION	Glencoe Library	SUBJECT	Initial Ideas Workshop

Attendees:

Distribution:

GPL

Roger Parfitt
 George Krafcsin
 Andrew Kim

Jason Fisher

Adam Semel

SOM

Brie Voetberg Ian Kaminski-Coughlin

These notes record the discussions and reflect the current status of the project. If you have any comments or corrections, please notify SOM in writing within 10 days.

Minutes

#	Topic / Minutes	Action
1	<p>Schedule/General</p> <ul style="list-style-type: none"> - SOM reviewed the project schedule and approach. - GPL confirmed staff workshops to include managers and select board member attendance to listen. - GPL and SOM agreed that for ease of reference, the three design options would be referred to as small (S), medium (M), large (L). - GPL noted that the large renovation would be preferred over smaller, phased renovations, however, dependent on budget. - GPL noted that a small or medium version can be financed to some extent and a bond would likely need to be issued for the large. 	<p>GPL to coordinate meeting time</p>
2	<p>Staff Workshop Results</p> <ul style="list-style-type: none"> - SOM presented consolidated feedback from staff and key takeaways. - GPL noted that village green is out of Library ownership and Village of Glencoe has an ongoing plan. Train and vehicular traffic noise also limit the use of the space. Ground source heat exchange is of interest but would need to be negotiated with the Village. - GPL indicated that support for a central staff space has been a point of ongoing discussion and expressed interest in the idea. - GPL referenced Skokie Library's dedicated central staff space as an example of effective communal staff space. - GPL requested consolidated service and reference desks. - SOM reviewed initial ideas of service desks and technology, does not recommend a circular shaped desk and proposes service point on lower level. 	

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3	<p>Initial Ideas of Small, Medium, Large Designs</p> <ul style="list-style-type: none"> - SOM Presented initial studies, noting that the stairs are an important component of the renovation given the central location and existing conditions. - GPL requested 3-5 study spaces. - GPL is interested in the opening between Johnson and current Periodicals, but is concerned about quiet space. SOM noted pocket doors for this location could be used. - GPL requested a meeting room for 15-18 people that is separate from the larger program space. - GPL confirmed the circulation workroom and service desk should retain close proximity. - GPL is open to leveling off the basement. SOM to investigate. - GPL currently has 70,000 items in the collection currently, roughly right sized, noted closer to 50-60,000 is the target. - SOM walked through stack locations of existing comparable libraries. SOM recommends 2-5 shelves for freestanding stacks and 8 shelves when against the wall. GPL agrees with proposed stack height. - GPL expressed that Childrens would be disappointed if they are not included in renovation. - GPL mentioned that within the Children’s department laptops and iPads are preferred. GPL also noted that in the adult space desktops are preferred. - GPL confirmed the Johnson room can hold 70 people, and they need a program space for 200 people. - SOM presented a secondary S + M approach. This scheme left the stack room at ground as is and added enclosed offices within the lobby area. - GPL inquired about occupancy and elevations of the additions. - GPL stated the renovation needs a ‘wow factor’ to engage the public. - SOM Ideas to Explore <ul style="list-style-type: none"> - Childrens at lower level - Staff at lower level - Expand upper level (Addition above the periodical space) - Entry Sequence - Daylight to lower level (skylights) 	<p>SOM to incorporate feedback for next Design Workshop</p>