**Town of Poland**

**Library Expansion Working Group**

**11 July 2022**

**Discussion Topics**

**ATTENDING** Jim Greene, Clair Dick, Ester, Bill Eldridge, Chris Bither, Joe Beardsley, Jane Pentheny, Bald Guy, Matt Garside

**COMMUNICATIONS**

**OLD BUSINESS**

ITEMS THAT AROSE FROM THE STAFF/WORKING GROUP BUT OUTSIDE THE SCOPE OF THE PROGRAM STUDY

1. Refresh book collection? (8.4) Staff action.

2. Abolish library fines? (1.6) Staff action although some felt the fines should be abolished.

3. Expand patron printing capability? (7.0) Larger copier to perform tasks – stapling, collating. Should be similar to what is in the town office and require no or minimal Librarian intervention. Print to/from a USB drive. Discussed 3D printer, did not feel it would get enough use.

4. Plenty of seating- tables/chairs/couches (6.7) Areas to read alone or with someone else – reading to a child or have a child read to you without disturbing others.

5. Determine users/uses of community room (7.3) We still need to address this. If we make the basement more of a Library then it stands to reason some functions normally occurring there – like birthday parties, may not be able to continue. A suggestion for accordion style movable walls was made to provide flexibility.

6. Lifespring Senior Group needs? (7.7) Group has not met since the pandemic ended. Unsure of status.

7. Notify community about new strategy for basement? (5.0) Yes, once we determine that strategy.

*8. Library availability during construction? (9.7)* We agreed that 8-13 would need some input from Mike. We are concerned that trying to remain open would impact construction. We did discuss using volunteers to help move books – school kids for example.

*9. Storage of books and equipment during construction? (9.6)*

*10.Consult with Maine State Library for during-construction strategies (6.6)*

*11.Use of volunteers to help during construction? (9.5)*

*12.Strategies to provide continuous services during construction? (10)*

*13.Temporary space for staff and library services during construction? (8.5)*

14.Electrical exterior sign operated from inside library? (7.9) Perhaps just provide the electrical breaker and conduit for a future sign. These are expensive and thought was to spend funds on the Library.

15.Climate controlled area for historical society items (no rating). No needed, the basement of the old school house has this now.

16. What are interior lighting requirements (no rating)? Lights need to be bright enough for people to read books, newspapers and work on projects. It would be nice to have lighting specific to a particular area, couch for reading for example.

17. Charging/power station for personal electronic devices (no rating) Yes, we can see these on posts, the floor, tables anywhere and everywhere. The Library is our warming center as well. Having a place for people to charge phones/laptops will be important.

ITEMS NOT YET DISCUSSED BUT REQUIRING ATTENTION OF STAFF/WORKING GROUP, BUT OUTSIDE THE SCOPE OF THE PROGRAM STUDY

1. Is collection size expected to grow, shrink or remain the same? Other media (audio, magazines, DVDs etc) Staff action. Recommend establishing some metrics to ascertain which books remain in the collection and which are taken out.

2. Are there any historical pieces or collection highlights that could be incorporated or highlighted in the new design? Yes, Jane Ricker Citation, painting above the fireplace.

3. Will COVID have long-term impact on library function? Yes, but we will adapt as necessary.

4. Are there any existing maintenance concerns that should be addressed in the design? Front entranceway and the triangle above it.

5. Hire environmental engineering firm to assess existing building for mold, asbestos, lead paint prior to final design phase? Completed.

6. What outdoor amenities or uses should we incorporate into the final design? Do we have a porch? Would that impact parking or interior space in the Library? Can we make a spot for kids to wait for parents to come pick them up.

7. Additional automobile charging stations? Not discussed. We have one that would likely remain in its present location.

**NEW BUSINESS**

**ANY OTHER BUSINESS**

**CALENDAR** Next meeting, TBD. Matt to work with Mike to determine the best time for the next meeting. Suggested that July 25th be considered as the Library Trustees could meet right after.