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MEETING NOTES

PROJ: Ketchikan Public Library

BY: Tim Whiteley

RE: Meeting with Staff – October 22, 2010, 9:00 AM – 10:00 AM

ATTENDEES: Judith McQuerry, Lisa Pearson, Tammy Dinsmore, Shawna, Charlotte Glover, Heidi Ekstrand, Kent Crandall, Judi Andrijanoff, Erik Mott, Holly Herzer, Tim Whiteley

- Staff would as much of a clear line-of-sight through the stacks as possible: 1) aisle through the middle of stacks, or 2) orient stacks perpendicular to building axis. The design team will show a scheme for rotated shelving for discussion;
- Property below ridge was transferred to the City and the Council apparently dedicated it for the library at their Council meeting on Thursday evening;
- Concern regarding children's area being "exposed";
- Staff suggested enlarging teen space from program;
- Study rooms to go between teen and small multipurpose room;
- Accommodate copy machines, (1) public typewriter, (3) microfiche stations, (2) printers, (1) VHS station, (1) DVD station, (1) listening station,
- Provide at circulation desk: secure laptop storage, printer for staff
- Provide ample room for server;
- Provide a flat screen television in children's story time room;
- Provide teen "listening station" counter with laptop or boombox;
- Provide lots of outlets;
- Provide alcove for vending machines;
- KPL to provide annual report with inventory of collection;
- DVDs are a high theft item, so they should be kept close to front of library;
- Motion sensor floodlights for security;
- Need room for flat files that store topographic maps;
- Magazine racks along East wall, under windows;
- One major advantage to the Copper Ridge site is that it should be fairly well monitored after hours due to the high volume of police vehicle traffic

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