



Meeting Notes

Project: New Jordan Acres Elementary School - #17-078

Date: August 25, 2017

Attendees: Library – Margy (Margaret) and Kim Doring, Library Assistant
Lyndon Keck and Suzanne Morin of PDT Architects

Purpose: Teacher Interview Notes

These notes were taken by Lyndon Keck and Suzanne Morin to the best of their ability. Please suggestion corrections within three (3) working days.

Topic	Agenda/Notes	Action
	1. The library is centrally located, which is good.	
	2. Be careful of how much glass is in the library along the hallway, it can be disruptive to students.	
	3. There should be a glassed-in office space to “manage the store” like Harriet Beecher Stowe.	
	4. Circulation desk can be small; Harriet Beecher Stowe’s is much too large. Students do not self check-out; done by staff. A book drop slot built into the circulation desk is not required. A book cart is docked at the end of the desk.	
	5. There should be one small desk for volunteers, preferably behind the circulation desk.	
	6. This library has a large collection of books, somewhere between 15,000-20,000 volumes. It is considered an early literacy library.	
	7. Shelving can be taller along the walls and can contain books for the teachers and staff as follows: <ul style="list-style-type: none"> • 63” high x 10” deep (4 shelves) with preference for sections of “book browser” bins at perimeter shelving. <i>Top shelf will house puppets.</i> • 84” high x 10” deep (5 shelves) Maximum Height 	



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	8. Should this library have a maker space? No, however <i>preference for sink/counter work area located in the office/circulation zone, for easy staff supervision.</i>	
	9. Provide browsing bins for students at both perimeter shelving and student tables. Browsing carts at the existing library can be moved to the new school because they are expensive and relatively new.	
	10. There should be a whiteboard and overhead projector.	
	11. Please call this space the library and not the learning commons.	
	12. Provide good proximity to bathrooms.	
	13. There should be a carpeted story area but it should be a flat area, not tiered. <i>Consider using a different color or pattern to define area.</i>	
	14. There should be one computer catalog station for student and staff use. It should be adjacent to circulation desk.	
	15. There should be lots of electrical outlets.	
	16. They feel they need a total of 725 LF of sturdy, adjustable shelving.	
	17. Interior rolling shelving units should be 3'-10" to 4'-0" tall maximum <ul style="list-style-type: none"> • Double sided/mobile units: 24"d x 36" wide x 42"-48" high with 2 adjustable shelves, on casters. • *NOTE: Accounting for caster size and book heights, most likely will only accommodate two shelves for any mobile unit. 	
	18. Furniture: Preference for (4) 24" x 60" tables that are grouped in twos making space for 10 children to gather per table, with browsing boxes in the center. No additional table & chairs or soft seating required or requested. Children this age will sit on the floor.	



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	19. Computer Room adjacency is ideal. Provide glass into Library for easy supervision. Add second door into corridor allowing use without interruption of library.	
	20. PDT should consider carpet throughout the library with the exception where there is a sink for student use that could have vinyl or linoleum flooring.	
	END OF MEETING NOTES	