

Meeting Record

Meeting Date: November 2, 2004

Prepared By: Vic Tomaselli

Attendees:

Additional Distribution:

Project No.: 6324

Regarding: Irondequoit Library Feasibility Study / Master Plan

1. Project Kick-off

a. Stake Holders

- i. Library Board
- ii. Town Board
- iii. Town Supervisor
- iv. "Friends" of Library
- v. Seniors group
- vi. Library staff
- vii. H.I.P.P. (Helping Irondequoit Plan Progress)
- viii. Irondequoit partnership
- ix. School Districts
 1. East
 2. West
 3. Bishop Kearney
- x. Students / Teen / Youth Bureau (Joanne Kost of Parks & Recreation Youth Board)

b. Process for Decision Making

- i. Evaluation Matrix (see attachment A)
- ii. Concept Plan (see attachment B)

c. Goals

- i. Letter / invitation for participation to planning committee (deadline for response 12.1.2004)
- ii. Press release
- iii. Library consultant
- iv. "Goals" exercise
- v. Existing facilities
 1. Plans (begin to construct drawings)
 2. Begin to review systems

2. Future Meetings

- November 17, 2004 @ 4:00 PM
- December 2, 2004 @ 7:00 PM – Stakeholder kick off
- December 15, 2004 @ 4:00 PM
- January 5, 2005 @ 4:00 PM

- January 19, 2005 @ 4:00 PM
- February 2, 2005 @ 4:00 PM
- February 16, 2005 @ 4:00 PM
- March 2, 2005 @ 4:00 PM
- March 16, 2005 @ 4:00 PM
- March 30, 2005 @ 4:00 PM

NOTE: Need to schedule “Charettes”

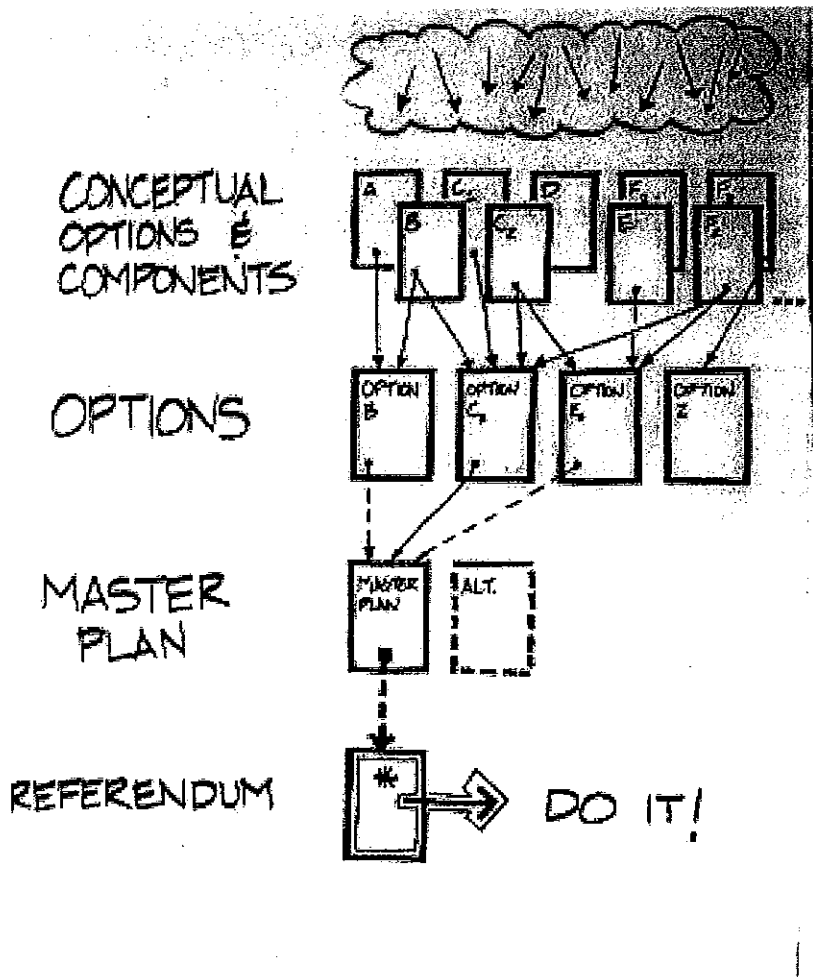
ATTACHMENT A

EVALUATION MATRIX

OPTIONS

CRITERIA	A	B	C	...	Z
COST					
OPERATING BUDGET					

ATTACHMENT B



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Meeting Date: November 17, 2004

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Attendees:	Sue Magee	Peter Kelderhouse
	Lynanne Wehner	Mirko Pylyshenko
	Stephanie Squicciarini	David Heffer
	Sophie Ferenc	Terry Buford

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Regarding: Irondequoit Library Feasibility Study / Master Plan

1. Old Business
 - a. Contract
 - b. Library Consultants
2. Summary of Meeting of Nov. 2
 - a. Stakeholders
 - b. Invitations to potential Planning Committee
 - c. Press release
3. Goals (homework from last meeting)
4. Evaluation Criteria
 - a. Cost Efficient: Building vs. Operating
 - b. Needs vs. Wants
 - c. Address program how?
 - d. What if we don't do it?
 - e. How many (who) benefits
 - f. Enduring / Flexible / Expandable
 - g. Two approvals – Ref. / Paying
 - h. Understandable
 - i. Can community support?
 - j. Does it support community? (when)
 - k. User friendly (acceptable) location
 - l. User friendly aesthetics
5. 12-2-04 Stakeholder Meeting Agenda
 - a. Format (?)
 - b. Key Items to Discuss
6. Homework: Architectural Program Questionnaire

7. Future Meetings

- December 2, 2004 @ 7:00 PM – Stakeholder kick off
- December 15, 2004 @ 4:00 PM
- January 5, 2005 @ 4:00 PM
- January 19, 2005 @ 4:00 PM
- February 2, 2005 @ 4:00 PM
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Regarding: Irondequoit Library Feasibility Study / Master Plan

1. Welcome / Introduction
2. Summary of Master Planning Process
 - a. Need
 - b. RFP Process
3. Summarize initial concepts to explore
4. Process
 - a. Role / Goals of Community Stakeholders Team
 - b. Schedule
 - c. Boil down, Public Meetings, Charettes
5. Brainstorming Exercise – see attachment of Dreams / Concerns / Success
6. Questions / Answers
7. Next Meeting: December 15, 2004; 4:00 at the Evans Branch

We can update the facilities to the standards of other communities and to what the users require.

We have a new facility that will be beneficial and functional for 30 – 40 years to come.

The new facility will have space to expand in the years to come.

We have a plan for the future that the whole community can get behind.

We get town government funding for our plan.

Have library facilities (buildings and infrastructure) that will provide the taxpayers and library patrons of Irondequoit the materials and services they will utilize and need through the middle of the 21st century.

Have library facilities that allow the library staff to provide our library users the pertinent, effective, efficient and professional services that they have come to expect.

The Irondequoit Public Library System will continue to be the leader in fiscally responsible patron driven services. The corollary of that being, if we continue to provide the public with services that are relevant to their needs we will continue to have public, political and financial support in order to maintain and when necessary change or expand services.

A new library building or buildings that fully meets the current and future needs for Irondequoit.

Strong community support for whatever building scenario is decided upon.

The “best” library in Monroe County!

Having a building/buildings that allow for and encourage growth.

Having a space that meets the needs of all age levels.

Having a space that encourages and welcomes leisurely visits (comfy, large, warm).

We meet the needs of all age groups.

Modern Technology.

State-of-the-Art aesthetically pleasing.

More than just a book repository; café, lounge, community meeting place.

DREAMS

“What are your DREAMS for the Public Library?”

Adequate workspace.

Natural light.

Room for teens.

Adaptable to time/use users; i.e. Morning / afternoons / evenings.

Space for a # number of volumes.

No flat roofs.

Exhibit / showcase space.

Storage of archives (local).

Unlimited budget.

Outdoor reading / gathering space.

Fireplace / "warmth"

Study carrels; tutoring / small group study.

Bookstore.

DREAMS

"What are your DREAMS for the Public Library?"

That the community can find an option that they can support.

That the community feels that they have been well represented.

Keeping it focused and moving forward.

Making sure we have thought of everything.

Keeping (to the degree possible) the politics of the town to a minimum.

Ensuring strong level of community input.

Identifying all pros and cons including accurate cost estimates for the building options.

Community divisions too great to overcome.

Town government won't buy in.

That the process provides accurate costs estimates for the proposed alternatives.

That the alternatives and the costs are presented to the public in concise and understandable terms.

That the taxpayers understand that a judicious planning process with fiscally responsible implementation will position the IPL to provide relevant and necessary services for the foreseeable future.

Security.

Mis-use of staff (i.e. baby sitting).

Viability of location (stay in vibrant area).

Fundraising.

Process leads to nothing (Vote down or "do nothing").

Both East and West are equally represented.

CONCERNS

"What are your greatest CONCERNS about the Master Planning process?"

That we have an option that gets the support of the majority of our community.

That we as a Board have an option that we can support.

Having a clear and "easily" presentable plan.

Having concrete choices with specific costs for each to present to the community.

Bringing the community together.

Strong community support for whatever building option is chosen.

A plan that results in clear choices for the community.

A clear maturity of residents united behind one of the plan options.

A clear understanding of cost and service implications of the proposed alternatives.

Narrowing the proposed alternatives to a consensus "best" alternative. "Best" being an alternative that meets taxpayer, patron and staff needs and has the expectation of being fiscally and politically do-able.

That all the stakeholders understand and fell that they have been an integral part of the process whether or not their specific suggestions have been implemented.

Clear choice.

Brings the community together.

Maintain or increases usage after.

Full spectrum of users.

More satisfaction than tension.

Joy factor - pride.

Fits culture of town.

SUCCESS

"What would indicate SUCCESS to you after the Master Planning process is complete?"

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	Stephanie Squicciarini	David Heffer
	Sophie Ferenc	Terry Buford

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Regarding: Irondequoit Library Feasibility Study / Master Plan

1. Dreams / Concerns / Success (hand out responses from previous meeting)
2. Discuss schedule Thomas Team to do existing Building Evaluations
3. Dick Panz / Library Consultant update
 - a. Met w/ Terry Buford
 - b. Follow up meetings w/ Terry / Library representatives: January 6th and January 12th
 - c. End of January, Program for Single Library Facility
 - d. Mid-February: Program for Two (2) Branch Facilities
 - e. End February: Report
4. Charette Dates - February 18 & 19
5. Brainstorm Options:
 - a. Do Nothing
 - i. Parameters / Ideas

<i>PROS</i>	<i>CONS</i>
No new construction costs	Throw away money -- more costly
No controversy	Ongoing maintenance needs for aging building
Status quo	Lose readers (young)
	No collection expansion
	Lose collection
	Staff frustration
	No new technology

- b. Renovate Existing (no additions)
 - i. Parameters / Ideas
 - 1. Update infrastructure
 - 2. Update envelope
 - 3. Modernize interior
 - 4. Modernize furnace
 - 5. Evaluate and potentially improve efficiency (space)
 - 6. Exterior aesthetics
 - Windows
 - Design
 - 7. Improve landscaping
 - 8. Lease decision with church for parking
 - 9. Specialize branches (children's, fiction, etc.)

<i>PROS</i>	<i>CONS</i>
	Inefficient space
	Signage / recognition
	Parking
	Teen services ignored
	Space limits program

- c. Renovate / Additions to Existing (discuss 1.5.2005)
- d. Two (2) New Branch System (discuss 1.19.2005)
- e. One (1) New Single Library (discuss 1.19.2005)

6. Next Meetings

- a. January 5, 2005; 4:00 to 5:30 pm at the McGraw Branch
 - i. Continue Discussion / Brainstorm on Options (Options "d" and "e")
- b. January 19, 2005; 4:00 to 5:30 pm at the Evans Branch
- c. February 2, 2005; 4:00 to 5:30 pm at the McGraw Branch
- d. February 16, 2005; 4:00 to 5:30 pm at the Evans Branch
- e. March 2, 2005; 4:00 to 5:30 pm at the McGraw Branch
- f. March 16, 2005; 4:00 to 5:30 pm at the Evans Branch
- g. March 30, 2005; 4:00 to 5:30 pm at the McGraw Branch

Meeting Record

Meeting Date: January 5, 2004

Prepared By: Vic Tomaselli

Attendees:	Sue Magee	Peter Kelderhouse
	Lynanne Wehner	Mirko Pylyshenko
	Stephanie Squicciarini	David Heffer
	Sophie Ferenc	Terry Buford

Additional Distribution:

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Regarding: Irondequoit Library Feasibility Study / Master Plan

1. Update on Building Evaluations
2. Dick Panz / Library Consultant update
 - a. Follow up meetings w/ Terry / Library representatives: January 6th and January 12th
 - b. End of January, Program for Single Library Facility
 - c. Mid-February: Program for Two (2) Branch Facilities
 - d. End February: Report
3. Possible Charette Dates (Friday / Saturday might be best)
 - a. Team to evaluate Friday February 18th and Saturday, February 19th as possible dates.
4. Tour McGraw Branch Facility
5. Brainstorm Options:
 - a. Do Nothing (reviewed 12/15/04)
 - b. Renovate Existing (no additions - reviewed 12/15/04)
 - c. Renovate / Additions to Existing
 - i. Parameters / Ideas
 1. Update infrastructure
 2. Update envelope
 3. Modernize interior
 4. Modernize furnace
 5. Evaluate and potentially improve efficiency (space)
 6. Exterior aesthetics
 - Windows
 - Design
 7. Improve landscaping
 8. Lease decision with church for parking
 9. Specialize branches (children's, fiction, etc.)
 10. Double size of both branches to meet American Library Standards

11. Parking needs / expansion
12. Expand vertically
13. Expand horizontally
14. Two (2) stories or more?
15. Expand down (in current unexcavated) underground

<i>PROS</i>	<i>CONS</i>

- d. Two (2) New Branch System (discuss 1.19.2005)
- e. One (1) New Single Library (discuss 1.19.2005)

6. Next Meetings

- a. January 19, 2005; 4:00 to 5:30 pm at the Evans Branch
- b. February 2, 2005; 4:00 to 5:30 pm at the McGraw Branch
- c. February 16, 2005; 4:00 to 5:30 pm at the Evans Branch
- d. March 2, 2005; 4:00 to 5:30 pm at the McGraw Branch
- e. March 16, 2005; 4:00 to 5:30 pm at the Evans Branch
- f. March 30, 2005; 4:00 to 5:30 pm at the McGraw Branch

Meeting Record

Meeting Date: January 19, 2004

Prepared By: Vic Tomaselli

Attendees:	Sue Magee	Peter Kelderhouse
	Lynanne Wehner	Mirko Pylyshenko
	Stephanie Squicciarini	David Heffer
	Sophie Ferenc	Terry Buford

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1. Dick Panz / Library Consultant update
 - a. Follow up meetings w/ Terry / Library representatives: January 6th and January 12th
 - b. End of January: Program for Single Library Facility
 - c. Mid-February: Program for Two (2) Branch Facilities
 - d. End February: Report
2. Update Deed Restrictions (Terry):
3. Brainstorm Options:
 - a. Do Nothing (*In progress*)
 - b. Renovate Existing (no additions) (*In progress*)
 - c. Renovate / Additions to Existing (*In progress*)
 - d. Two (2) New Branch System
 - i. Parameters / Ideas
 1. Two (2) equal sizes
 2. Two (2) unequal sizes
 - Main / specialized branch
 - Reference
 - Fiction / non-fiction
 3. Two (2) with state of the art
 - Technology
 - Infrastructure
 - Aesthetics
 4. Satisfy contingent that desires two (2) branch system
 5. Visual aesthetics
 - Convey warmth, values and spirit of community
 6. Create "community" pride
 7. Solve parking / access issues
 8. Opportunity for future expansion
 9. New services

- Coffee
 - Meeting rooms
 - Used bookstore
10. More intimate
 11. Smaller site (more available)
 12. Phasing options
 13. More opportunities for donors to “play” (smaller \$ / library)
 14. Tailor and cater to each contingent (different magazines, etc.)
 15. Provide boost to two (2) areas (commercial and community)

<i>PROS</i>	<i>CONS</i>

e. One (1) New Single Library

i. Parameters / Ideas

1. Opportunity of locate centrally
2. Visual aesthetics
 - Convey warmth, values and spirit of community
3. Create “community” pride
4. Solve parking / access issues
5. Opportunity for future expansion
6. New services
 - Coffee
 - Meeting rooms
 - Used bookstore
7. Diverse collection
 - Expanded
 - No duplication
8. Unify community
9. State of the Art facility
10. Satisfy one (1) library contingent

<i>PROS</i>	<i>CONS</i>

4. Next Meetings

- a. February 2, 2005; 4:00 to 5:30 pm at the McGraw Branch
- b. February 16, 2005; 4:00 to 5:30 pm at the Evans Branch
- c. DESIGN CHARETTE: Friday, February 18th, 2005. 9:00 am – 5:00 pm
- d. DESIGN CHARETTE: Saturday, February 19th, 2005. 9:00 am – 5:00 pm
- e. March 2, 2005; 4:00 to 5:30 pm at the McGraw Branch
- f. March 16, 2005; 4:00 to 5:30 pm at the Evans Branch
- g. March 30, 2005; 4:00 to 5:30 pm at the McGraw Branch