



MEETING MINUTES

Time: 4:00 PM – 6:00 PM
Date: October 27th, 2021
Location: Baldwin Public Library
300 W. Merrill St.
Birmingham, MI 48009

MEETING MINUTES ARE RECORDED IN BLUE

Attendees:

Melissa Mark	Board President	BPL Building Committee
Frank Pisano	Board Vice President	BPL Building Committee
Jim Suhay	Board Member	BPL Building Committee
Jaclyn Miller	Assistant Director	Baldwin Public Library
Kristen Tait	Circulation Director	Baldwin Public Library
Steven Schneemann	Principal Architect	Merritt Cieslak Design
Ron Cieslak	Principal Architect	Merritt Cieslak Design
Dianne Schurg	Interior Designer	Merritt Cieslak Design
David Underdown		Friends of the Library Representative

AGENDA ITEMS

1. Review Floor Plans Schemes + Options

- The following items were discussed regarding the three Floor Plan Schemes:
- Concept A.1
 - Steve noted that the book sorting is currently cutting off visual access at the entry point, and explained that MCD recommended potentially relocating the book sorting to the existing teen area.
 - Melissa and Jim both noted they wanted to keep sightlines open to the Grand Hall
 - Jaclyn noted that the study rooms would need to be all glass.
 - Melissa said that she spoke with Elizabeth, the teen librarian and said that when she mentioned relocating the teen area to the Claudia Ireland room, Elisabeth was not in favor of this.

- Concept B.1
 - Steve noted that the schemes that expanded outside the curve add an additional 470 SF. He also noted that the roof curve was to remain.
 - Jim was not in favor of the narrower space at the existing circulation area.
 - There was a discussion of whether there was a need to have a designated circulation room if there was also a new circulation desk. Kristen explained that it would be helpful to have a workspace away from patrons for circulation staff. It was suggested that some of the adult librarian staff could have workstations in this space as well.
 - During this portion of the meeting it was noted that the Friends room would need to have a glass entrance as well. It was discussed that patrons may be more likely to stop by the Friends book sale space if it did not feel like a separate room to go into.
 - It was requested that the study rooms have sliding glass doors instead of swing doors.
- Concept C.1
 - Melissa was concerned with the amount of space taken up by the ramp as well as the distance that patrons would have to travel. Melissa asked whether or not the escalators would be able to fit in a scheme with the ramp instead of the stairs. Steve explained that if the conveyor were to be removed then it could potentially fit, however MCD would have to verify this. Jim stated that he preferred the idea of a grand stair at the entrance to an escalator, and Melissa explained that she felt that the ramp might be too many steps for those with mobility issues. Steve said MCD would take another look at this to determine whether additional options could be incorporated.
 - Kristen noted that the circulation might need to be reoriented to give space to adjacent book sorting and large print for this scheme.

2. Select Scheme + Options to Refine

- During this portion of the meeting the group discussed and voted on the 3 Concepts presented to determine which aspects would be refined and incorporated into the next plan:
 - Steve explained that what would be a major deciding factor would be whether or not to go with a scheme that accommodates the ramp. He also noted that the Concepts that do not expand beyond the curve would be much more limiting if the ramp were to be completely enclosed. Jim mentioned that in previous phases, the architects suggested maintaining the curve and creating a new ramp that replaced the existing one but that wasn't fully enclosed. The library staff, Jaclyn and Kristen both explained that this was not ideal because it would require a door along the ramp and they were concerned about accessibility.
 - It was decided by the group that based on the need for moving patrons through the entrance without causing a backup that the ramp would be the most ideal solution.
 - David from Friends requested that any new ramp have a floor material that would be ideal for pushing carts and equipment without a lot of bumps. He also requested the same for transitions at the entrance.
 - Melissa requested that the escalator be considered as a design alternative option, and Steve said that MCD would look into the cost implications of this.

- During this portion of the meeting it was agreed that the book sorting room should be relocated to the existing teen area in order to open up visibility, move the book drop closer to the new entrance and create more space for the new circulation area at the entrance.

-It was also discussed that the book sorting room should have glass walls, as the patrons and staff alike enjoy the visibility.

- The open program area from Concept C.1 was discussed and the library staff explained that it would be much more beneficial to the staff and patrons to add more study rooms because the current ones are in high demand.

-The Friends of the Library space does not need to be an enclosed room- they currently do not have a designated space and would like to have one. It was suggested that the Friends book sale space could be located along the outside of the new circulation room at the angled wall. Steve suggested that some architectural features and millwork could help to delineate this space from the remainder of the circulation area.

- Melissa suggested that someone reach out to Elizabeth from the teen staff department to further discuss the pros and cons of relocating the teen area.

- The skylight was also discussed to be an optional design decision depending on the cost. Steve said he would do more research on this. Steve also noted that the sightlines would be easier to understand once the project moved into the 3D phase.

-Ron and Frank asked whether the hold lockers would be necessary and Kristen said that if there were to be hold shelves or cubbies at the new circ desk that this would be sufficient.

- Jim requested that the format of the minutes be updated. MCD said that this could be accommodate.

3. Review Next Steps- Floor Plan Refinement

- Steve explained to the group that the next step would be to provide a refined floor plan that addressed the decisions made during the meeting. Jim requested that MCD provide a plan with the existing ramp overlay to demonstrate the changes.

4. Next Building Committee meeting scheduled for November 3, 2021 4:00PM

*Note: These minutes represent the best efforts of **Merritt Cieslak Design** to record discussions and decisions at this meeting. Please report any errors or omissions to the author upon review.*