

**Moore Memorial Public Library Board of Trustees  
Minutes**

**Special meeting of the Planning Committee: June 20, 2008**

Present: Gerry Steed, Shirley Mapps, Mary Ann Reed, Elaine Schmitz, Nelle Leach, Samantha Johnson and Beth Ryker Steiner.

Absent: Ann Dube, Sara Ettredge, Sara Moreno, Stephanie Doyle, Tish Hart.

The members left for Cinco Ranch Community Library at 9:05 a.m. Cindy Ruggieri, Branch Manager, welcomed the group and gave them a detailed, guided tour on the vision, building and administration of the Cinco Branch Library. (The Cinco Branch Library is about four years old and is a branch of the Fort Bend County System).

Committee members had a chance to ask questions, find out what wasn't working as planned, and see an example of compact shelving in the staff work area. Ms. Ruggieri offered the following special suggestions to Committee staff:

1. Food or drink in the library (other than water) causes pest and cleanliness problems. Staff there feel quite firmly that their customers can receive top-notch service without having the ability to eat or drink while they use library services.
2. Keep everything portable – furniture, decorations, etc. – for maximum flexibility.
3. The library has five public copiers. That may be too many, since the color copier upstairs does not get enough use to stay functional.
4. Self-checkout stations may need to be made unavailable very near closing time so patrons can be serviced before closing.
5. Floor electrical outlets in all public spaces maximize the flexibility of the public areas. Study carrels and tables also have electrical outlets built in and Internet drops.
6. All areas open for public or group meetings need to have full AV functionality readily available.
7. The large windows, which add a lot to the building, are darkened and energy efficient. The Library also planted many trees outside to provide some shade and help with energy conservation.

After lunch, the group traveled to the R. B. Tullis Community Branch in the Montgomery County Library system. Group members were given a tour of the library by the Branch Manager, Daniel Schwartz and the Assistant Branch Manager, who also answered questions. Although it is only about 15 months old, this library has had to make several changes to the original design to enable the library to function well. Staff members had the following suggestions/comments:

1. Staff workspace was miscalculated so two of the three planned group study rooms had to be used for staff offices.
2. Curved walls, while looking interesting, are making it difficult to locate shelving stacks and furniture.
3. Outdoor patios/balconies are an issue because of liability given the water feature and the drop from the area off the teen section.
4. Storage space for things like off-season decorations, equipment, etc. was badly underestimated in the design.
5. Lighting tracks should run between the shelves for best light.
6. Line of sight is critical in the building. At least one meeting room (located by the teen area) cannot be used for study space since it is out of line of sight of staff.
7. Put in lots and lots of electrical outlets to be able to meet future needs.
8. Bathrooms were found deficient in several aspects, requiring internal doors to be removed and no diaper changing stations to be installed, because ADA requirements were overlooked in the planning.
9. Make sure there is a fully functional janitorial closet on each floor if you have a multi-floor building.
10. Have an in-building drop outside of the library space itself (foyer), so that patrons can return materials during open hours without going into the main part of the library.

After touring the Tullis branch, group members returned to Moore Memorial Public Library, arriving at approximately 4:45 p.m.