

LIBRARY 21 COMMITTEE

18th Meeting
June 25, 1997

Joseph G. Sakey Lecture Hall
Main Library
449 Broadway

The meeting was called to order at 6:33 P.M. by Co-Chair Nancy Woods in the Lecture Hall of the Main Library.

Members in attendance:

Nancy Woods, Co,-Chair
William Barry
Karen Carmean
Ed DeAngelo
Andre Mayer
David Szlag
Emily West
Robert Winters
Susan Flannery
Roger Boothe
Charles Sullivan

Co-Chair Woods presented the goal for the evening as "Complete Phase III and move to Phase IV" and briefly reviewed the planned agenda topics.

Administrative Matters
Review of Program Elements for Consensus
Writing Subcommittee for Phase III Report
Communication Plan
Phase IV Siting Process
Comments

Co-Chair Woods announced that Co-Chair Rossi was out of town and unable to attend the meeting which she hoped to end by 8:30 P.M.

Administrative Matters:

Minutes: The March Minutes were approved subject to the addition of a sentence to the "Siting Pros & Cons" section to the effect that this listing was one of tentative suggestions for inclusion, that no decisions had been made, and that the general sense of the group was that this topic be moved to Phase IV. In addition the spelling of "audience" on page 2 requires correction. The draft May minutes, omitted from the last mailing, were distributed with the request that members review these for approval at the July meeting.

Central Square Envisioning Session: At the Co-Chair's request,

Andre Mayer, who had attended the segment for input on civic buildings in Central Square, reported to the committee on the opinions, suggestions, and discussion presented by that group. David Szlag, another attendee of the session, supplemented Mr. Mayer's report

Peer Review: Possible reviewers include Penelope Johnson - Worcester, Paula Polk - Natick, Tom Jewel -Waltham, and Joe Dionne - Lawrence. A small committee to work on planning of the Peer Review will include Bill Barry, Andre Meyer, David Szlag, and Emily West. This committee will meet Tuesday, July 1, at 8:00 A.M. in Susan Flannery's office.

Future Meetings:

Tuesday, September 9, 6:30 PM
Tuesday, September 30, 6:30 PM

Review of Phase III Elements:

Audience Statement revision:

The revision was approved with the following changes:

Striking out the phrase "or any other way people described"

Limit audience range to "lives, works, visits" and cut the rest of the listing

In the last section where the word "will" is used twice, change it to "should" in the first instance and to "must" in the second

Roles revision:

Preamble-

Typo in second to last line

Popular Materials Library-

Page 2, Library 21 Recommendation, - specifying particular types of videos here is out of the pattern of a broader view used elsewhere

Young Adult
staff and space is a new service requiring new resources

Page 3, "this role" -the word "and" is missing

Independent Learning -

Library 21 Recommendation, page 4, -
"opportunity for volunteer tutors" meant to say
"need space for tutoring", expand previous sentence
to include this

Reference Library -

Should have some acknowledgment that going "high tech" mandates a raising of standards and necessary skill levels for Reference Staff, possibly "professional staff development to assure the high level of professional skills required"

Research Library

Page 6, 3rd paragraph, - Charles Sullivan to rewrite, asking for same space, and send to Co-Chair Woods

Information Center -

Role with list of activities "would require funding for additional staff"

General discussion ensued at this point on the possibility of flagging recommendations which would require additional spaces or staff funding. These could be pulled into a separate document on space and cost implications of recommendations re Young Adults, Cambridge History Research, etc. Additionally, it was suggested that another look be taken at those roles assigned split "levels of effort" (primary, secondary, tertiary) with the aim of trying to assign them to just one of the three levels. It was decided that Ed DeAngelo would work on revising the preamble to add a little more about the three levels not values of the roles. Formal Education Support will be Secondary Level. Community Activity Center will be Tertiary Level (but making it clear that this is only for non-library related activities) List examples of these library related activities under Independent Learning role. Add space implications to Independent Learning role - for lectures, etc. Possibly add a bulletin under "Civic Heart" role re cultural relation to library mission. Move level rating opposite to Library 21 Recommendation, so that it is clear that this level is assigned by Library 21 and is not an ALA rating.

The Roles revision should be ready for the Peer Review Session. Send revisions before the review session or get back to Co-Chair Woods with any serious problems. Deadline for revision will be July 7. After the Peer Review, the Roles statement will be given final approval following any changes resulting from input during the review.

Building Program:

Co-Chair Woods asked the Program Sub-Committee consisting of Roger Boothe, Karen Carmean, and Emily West to walk the Committee through the document.

Discussion covered Sub-committee changes including elimination of boxes, referring to the document as the "Needs Assessment Program" instead of the "Cohen report", Library 21 Rationale,

Library 21 Recommendations (not overly specific re figures, etc.). It was suggested that editing was needed. Shelving figures should be identified as linear feet and space figures as square feet. There was considerable discussion concerning format. Members expressed a lack of confidence at this time in setting numbers or footage recommendations. Therefore, the space requirements will be listed a range and attributed to the Needs Assessment document.

Susan Flannery will work with Emily West to verify the figures for shelving, seating, etc. pulled from Cohen's Needs Assessment Program.

Emily West and Karen Carmean will rewrite for clarity. The revised document will be sent to the Peer Reviewers along with the original Needs Assessment Program and the revised Roles document.

Other suggestion regarding the program document included:

- Attach Cohen summary listings
- Needs an assessment report appropriate to the program
- Look at additions, etc. to the Cohen report, list increased footage,
- Keep to orders of magnitude
- Give to a planner to develop appropriately
- Pull out text that is in Library 21 words and put these together in a separate document that is Library 21's complete set of recommendations for a program.
- Look over the 5 professional reviews that were done of the program for the Mass. Board of Library Commissioners.

The time being well past 8:30, Co-Chair Woods said that she would make an executive decision that committee had not yet completed Phase III. Because time had run out the remainder of the agenda was put over to be taken up at a in the future. The tentative siting process document was distributed for consideration and future discussion.

Co-Chair Woods adjourned the meeting at 8:55