

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

Special meeting of the Planning Committee: May 27, 2008

Present: Gerry Steed, Shirley Mapps, Mary Ann Reed, Elaine Schmitz, Samantha Johnson, and Nelle Leach. Also present at Freeman Library was Friends of the Library Board Chairman Tish Hart.

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

The members left for Freeman Branch Library at 8:50 a.m. Rhoda Goldberg, Interim Director of Harris County Public Library System, welcomed the group and gave them a presentation on the planning, vision, building and administration of the Freeman Library. Each member was given a packet of materials including building statistics comparing the new and old building, floor plans, financial data, and other useful information. Ms. Goldberg answered questions and gave the members a guided tour of the facility.

After lunch, the group traveled to the McGovern-Stella Link Community Branch in the Houston Public Library system. Group members were given a tour of the library by the Assistant Branch Manager, Melissa Hayes, who also answered questions. This library has made a number of changes since City and Library staff visited it in February 2007, to enable the library space to better meet the needs of its patrons. Among those changes were:

1. Removal of the Internet Café space (vending machines and tables). Staff said there was too much noise and mess with the Café.
2. Solar shades have been added to help prevent glare, fading of materials, and too much heat from the natural sunlight.
3. Children's programming will soon be done in the meeting room rather than in the children's area because of noise and space.
4. The one-service point concept is being scrapped, as staff could not see what was happening in several areas, and could not control the library space well from one desk. Stella Link will soon have three service points so they have line-of-sight ability throughout the public portion of the library.
5. The automatic sorter is being removed. It is often broken and damages library materials.

After touring the Stella-Link branch, group members returned to Moore Memorial Public Library. The committee members (except Tish Hart) met with Samantha Johnson and Beth Ryker Steiner to recap the visits.

Committee members unanimously agreed that they liked the Freeman branch library better than the Stella Link branch. They mentioned that Freeman had space for patrons to sit down in and participate in library activities, while Stella Link did not. Beth explained the difference in purpose of each of the libraries. Committee members concluded that the

Stella Link concept was not one which Moore Memorial could model, as our community needed more resources and space.

Committee members listed these items as impressive elements of the Freeman Library or Stella Link library which might be worthwhile for Moore Memorial:

1. Small group study rooms (Freeman)
2. Slat wall shelving (both)
3. Feeling of light (both)
4. Donor names on walls (both)
5. Self-pickup of holds (both)
6. Moveable furniture and equipment (both)
7. Lighting on shelf edges or attached to the shelves (Freeman)
8. Mixture of self-checkout and staffed checkout (both)
9. Carpet squares (both)
10. Children's sized bathroom (Freeman)
11. Machine for sight impaired patrons (Freeman)
12. A theme for the building (Space exploration at Freeman)
13. Children's space (Freeman)
14. Teen space (Freeman)
15. Medium use of windows (Freeman)

Moore Memorial Library staff will try to arrange another field trip to visit the Cinco Ranch branch in Katy (Ft. Bend County Library System), and one of the new Montgomery County library branches. Committee members were enthusiastic about seeing additional libraries, and felt this is helpful in the planning process.

Committee members briefly discussed the need to get survey questions in to Beth to compile before the regularly scheduled June Board meeting, so progress on getting community input could be made.

The discussion adjourned about 4:55 p.m.