

DAA

**BEALS MEMORIAL LIBRARY
Winchendon, Massachusetts
Board of Trustees**

Notice of Meeting - January 15, 2022

**2nd floor Meeting Room, Library
9:00 am**

Call to Order

**BML - Staff/Trustee Retreat
January 15, 2022; 9 a.m. - 12:30 p.m.**

Agenda

Retreat Purpose is taken from the BML Action Plan

Capital Planning/Facility Goal 1: Redesign and envision the use of each of the Library's three floors to make more effective use of available space and to inform a long term capital improvement plan.

Objective 2: Main floor and 2nd floor, including teen/YA space: Finalize the draft plan and rationale. Create a "vision" that can be integrated into the design and used to seek community input and support

Action a: Hold staff/trustee brainstorming retreat to:

1. Assemble and review the information we have
2. Identify gaps and how to fill them
3. Finalize a draft vision
4. Inform schematic electrical service upgrade

Information to Review Prior to Retreat (*distributed with this agenda*)

1. Schematics/floor plans of the BML
2. Schematics/floor layout of the Fletcher home
3. Summary of three walk-throughs (July, October, November)
 - *Please review this summary, prior to the retreat, and note any themes or good ideas that we should consider*

Agenda Topics:

1. Arrive, get refreshments, get seated and ready to participate - 9:00-9:15 a.m.
2. Getting Started - 9:15 - 10:00 a.m.
 - a. Review today's purpose, approach/agenda, ground rules: Any questions?
 - b. Review information we have: Any questions for clarification?

- c. Draft a preliminary baseline for BML's space: What are the needs of our patrons, community, staff, programs, services, etc. that we want the library space to accommodate - now and in the future?
3. Scenario 1: Fletcher home is not acquired - Children's room will relocate to ground floor - 10:00 - 11:00 a.m.
 - a. Draft "vision" for main floor and 2nd floor and for ground floor storage
 - What do we know that is fixed or clear?
 - What are options, questions, unknowns?

Break: 11:00 - 11:15 a.m.

4. Scenario 2: Fletcher home is acquired - 11:15 a.m. - 12:30 p.m.
 - a. Review floor plan drafted by Manuel and Staff
 - Comments, questions
 - b. With this new, additional space, what is our draft "vision" for the main floor and 2nd floor of the BML; how is it set up; how is it use?
5. Closing 12:30
 - a. What's next:
 - Draft a recap of today's discussions, ideas, questions - to be reviewed and revised at trustee/staff meeting(s)
 - b. Any final comments, questions, reflections

Adjournment

At this time the library is accessible. If you should need further accommodations to attend the Trustees meeting, kindly contact Manuel King at least 72 hours in advance so we may make alternative arrangements. Mr. King can be reached at 978-297-0300.

Pursuant to the provisions of Chapter 30A, Section 20 of the General Laws, as amended, notice is hereby given that a meeting has been scheduled as follows: