

## Work to Do -- 7/16/14

- 1 What do we need to do to be prepared to ask an architect to “provide us with questions we might be “asking ourselves at this point to clarify our basic needs?” Does committee want to pursue this? [minutes 6/23]
- 2 What that can be best presented in an infographic? Any helpful examples? Does committee want to pursue this? [minutes 6/23]
- 3 Develop a list and a schedule (by when should this be completed?) to inspect recent library renovations in our area. E.g., Hanover, NH, Essex Junction, Montpelier, and Manchester, VT. [minutes 6/23]
- 4 Schedule and hold discussion/s with staff about our work and desire for their suggestions. (By when should this be completed?) [minutes 6/23]
- 5 Develop criteria by which to evaluate architectural firms. (Can we find written suggestions about this? By when should this be completed?) [minutes 6/23]
- 6 Where will the teen feedback meeting take place on Tues., Aug. 19, at 2:30 PM?
- 7 In order to find additional meaning in our data about the number of persons who enter Ilsley, are there ways to develop ratios between these numbers and the numbers of persons who check out materials, attend meetings, do research, just read, attend events? Or is there a way to estimate the proportion of persons entering the library who do not use it for any library purpose?
- 8 By when can Ilsley staff provide recommendations on shelving and check-out facilities: how much more or less, where, of what sorts?
- 9 By when can Ilsley staff provide recommendations on what, if any, changes it recommends for storage (administrative records, lending materials, reference materials, periodicals, etc.)?

- 10 By when can Ilsley staff provide recommendations on quantity, quality, location, and seating regarding computers – for research, education, employment, business, entertainment, gaming, etc.
- 11 By when can Ilsley staff provide recommendations on the size and location of space to develop media literacy of children, teens, others?
- 12 By when can Ilsley staff provide recommendations on needs for space to accommodate programs for children, teens, others?
- 13 By when can Ilsley staff and/or others provide recommendations on written material about library design and/or renovation that would assist the committee?
- 14 By when can Ilsley staff and/or others provide recommendations on experts who could help educate the committee about library design and/or renovation.
- 15 By when can Ilsley staff, Middlebury Community TV, and/or others provide recommendations about the future location and needs of MCTV within Ilsley or elsewhere?