

Community Reference Group Meeting Notes

Date: Wednesday 6 September 2017
Time: 5.30pm for 6pm start until 7.30pm
Venue: Reception Room, Civic Centre, 128 Prospect Road, Prospect
Chair: Ben Footner (Manager Library Services)
Note taker: Liz Gunn (Community Development Officer)
Attendees: Ali Blake, David Kilner, Reb Rowe, Sharron Ward, Shaun Lyon, Sue Michael, Tyler Gates
Apologies: Brendan Lott (Manager Community Development), Melissa O'Kelley (Senior Library Officer), Kym Whittington, Prue Blaikie, Frances McKenzie-Smith, Caroline Ashmeade, Deputy Mayor Mark Groote, Jess Tovara, Vicki Rigney

1. Actions arising from previous meeting – (Ben Footner, Chair)

- Nil actions arising from previous minutes however there was some discussion regarding the size of spaces contained in the CLIC being smaller in the Brown Falconer Report compared with the Libraries Alive Report. Ben explained that the Libraries Alive Report was based on a stand-alone Library whereas the Brown Falconer Report is based on a Library and Civic Centre combined, with an increase in shared and integrated spaces and a budget of \$12,000,000.

2. Project Update – (Ben Footner, Chair)

- Project Managers have been appointed and Architects are to be appointed next week

3. Activity – Creating Spaces that Work (Ben Footner, Chair)

- Ben distributed the worksheet 'CLIC-Creating Spaces that Work' and explained that due to the rate at which the project is progressing, this activity will need to be completed by the group at this meeting as there will be no opportunity at future meetings as was originally thought.
- As Arrival Space was completed at the last meeting, special interest groups have contributed ideas to the Family History and Gallery Spaces and Friends of the Library contributed ideas to the Small and Large Meeting Spaces, it was decided to focus on the remaining areas.
- Members formed into two small groups - Group 1 worked through the Toy Library and Children's Area and Group 2 worked through the Technology/Training and Young Adult Areas.
- The responses received from both groups are listed below.

CLIC – Creating Spaces that Work

- ARRIVAL SPACE
- LARGE MEETING / EVENT SPACE
- TECHNOLOGY / TRAINING
- COLLECTION
- CHILDREN'S STORY TELLING
- TOY LIBRARY
- YOUNG ADULT AREA
- FAMILY HISTORY

- GALLERY

Determining the Function

What do you want the space to be used for?

Children's Area:

- Children's collection
- Parent/child get togethers (social space)
- Rhyme Time/Baby Bounce programs
- Play
- Developing literacy skills (including speaking and listening), love of reading
- Creative play
- Spark imagination
- Appropriate use (i.e. noise, activity levels)
- School holiday programs
- Playgroup (Prospect Cottage) in children's area or own space??
- Spilling in to Town Hall??

Who will be using this space?

- Children: babies to primary school
- Parents/caregivers

Toy Library:

- pre-schoolers
- plus more complex toys for older children (i.e., science sets, STEM activities)

How many people will be using this space?

- 50 – 60 capacity plus more for special events, programs

When will this space be used?

- School hours: pre-schoolers
- Out of school hours: primary age
- Weekends and school holidays

Practicality and Usability

Should the furniture be fixed or movable?

- Movable

How durable does the furniture need to be?

- Very durable

- Easy clean
- Safe
- Face out and ground level for children to “flick”

Will things be hung on the walls in this space?

- Yes...Book Week displays, changing focus/themes etc.
- Neutral walls so displays and children’s art and work “pop” (no primary colours please)

Does this space flow into another space or would it have doors which can be closed?

- Children’s area <-> toy library
- Toy library near to counter and exit, helps when carrying large toys

What are the Storage Requirements?

- LOTS for toy library
- Flexible storage in the children’s area for creating zones and spaces

Creating an Atmosphere

What are the lighting requirements for this space?

- Flexible

What sounds are needed in this space?

- Inbuilt sound system for Rhyme Time
- Okay for children’s noise without impacting on other users
- Well-designed acoustics (i.e. felt pinboards)

What is the air and temperature in this space?

- comfortable

The Vibe

Describe in a few words, the feeling, vibe or atmosphere of this space?

- Happy, creative, welcoming, friendly, safe, engaging, social
- Children have ownership and agency and develop sense of responsibility for the area
- Low tech in terms of iPads, consoles etc.

Toy Library

- Easy access, user friendly, practical and functional

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Determining the Function

What do you want the space to be used for?

Technology/Training:

- Own space, desktops, classrooms from school, 50yo increasing demographic
 - Upgrade of knowledge
 - Experience with typing
 - One on ones
 - Podcast workshops
- New stage
 - distributed throughout
 - Staff needed for particular roles
 - Teaching on their own devices
 - Don't need a station
- Every room can be a meeting room with computer with screens and ability to do presentation
- Small rooms, sound proof
- Media rooms require soundproofing but not segregated
- See, feel, observe interactions, training space, resources

Young Adults:

- Technology of their own choosing
 - One on one
 - Workshop
- Devices out and about for people to use
 - Laptop – go and use it, move to meeting room
- Get rid of desktops
 - Security issues – kept locked up
 - No security – barcode on laptop
- Reading room – all ages, retain as flexible space

Who will be using this space?

Technology/Training:

- EVERYONE
- Wish list - soundproof podcast room
- Reading room used to be used for history group. Moved tables. Then robbery – no more community groups after hours. What access afterhours? Swipe card for community group programmed for times. Ensure that is maintained.

No answer provided for Young Adult Area

How many people will be using this space?

- No answer provided

When will this space be used?

Technology/Training:

- Library opening hours
- Flexible access needed, people expect it (24 hr gyms, 24 hr Little City, 24 hr UniSA library)
- Quietness needed
 - Nooks and crannies – could be quiet
 - Works with furniture configuration, not 12 people but 4 = seclusion but still in it
 - Low partitioned walls
 - Moveable walls
 - Zoned for sound
- Introvert – recharge being aware
- Big group – influences not needed. Remember smaller isolated spaces.

No answer provided for Young Adult Area

Practicality and Usability

Should the furniture be fixed or movable?

- Movable as much as we can
- Move with the times

No answer provided for Young Adult Area

How durable does the furniture need to be?

- Has to be durable
- Not fabrics but vinyl
- Not BRIGHT GREEN
- Fit to purpose

No answer provided for Young Adult Area

Will things be hung on the walls in this space?

- YES
- Particular digital collections for local history rather than dispersed. Meaning lost/fragility risks
- Backup – objects and digital

No answer provided for Young Adult Area

Does this space flow into another space or would it have doors which can be closed?

- Both. Meeting areas then integrated
- Separation not isolation
- Various times to suit functions
- Enclosed space needs to be enclosed as a whole
- Flexible walls may not go the top /reach ceiling
- Spaces get encroached upon – 2 big meeting rooms were lost by other pressures. Community sacrificed
- Crazy not to do 4th floor – eventually need it, especially when sold off land. Leasing 2 floors. 40 year life span for what is known that is unknown to follow

No answer provided for Young Adult Area

What are the Storage Requirements?

- Minimal – light
- Lockers/secure
- Servers needed? Where they go? Temperature/humidity control needed
- Distributed power – solar power – battery backup

No answer provided for Young Adult Area

Creating an Atmosphere

What are the lighting requirements for this space?

- Not fluoro although fluoro better to work in
- LED no halogen
- Natural light – southern
- Library on ground floor at street level. 2 floors meeting rooms upstairs.
- Top 2 floors set back to get natural light into bottom
- Don't overdo it. Not too grand. Keep function and down to earth (That's Prospect)
- AS MUCH NATURAL LIGHT – saving energies/power, basic human desire

No answer provided for Young Adult Area

What sounds are needed in this space?

- Not sound proofing? Awful.
- Absorb sound
- Shared spaces – can't have sound travelling
- Piped music problematic

No answer provided for Young Adult Area

What is the air and temperature in this space?

- Controlled – has to be cooler when dealing with technology

No answer provided for Young Adult Area

The Vibe

Describe in a few words, the feeling, vibe or atmosphere of this space?

- Identity – always greeted
- Expansion – Digital Hub (unique)
- Multicultural
- Order - certain way for it to work

No answer provided for Young Adult Area

4. Creating Spaces that Work – Ideas Contributed by Others

- Friends of Prospect Library completed the “Creating Spaces that Work” activity at their August meeting for the following areas: Large Meeting/Event Space and Small Meeting Space. Refer to Attachment 1 for their ideas.
- Frances McKenzie-Smith has advised she will complete the “Creating Spaces that Work” activity on her own (as she couldn't attend tonight's meeting) for the following areas: Large Meeting/Event Space, Small Meeting Space and Children's Area. Refer to Attachment 2 for her ideas.

Meeting closed at 7.35 pm.

Next Meeting: Brought forward to Wednesday 27 September 2017 at 6 – 7.30pm (*refreshments available from 5.30pm*)

Attachments

Attachment 1: *Creating Spaces that Work* - Ideas Submitted by Friends of Prospect Library

Attachment 2: *Creating Spaces that Work* - Ideas Submitted by Frances McKenzie-Smith

Attachment 1: *Creating Spaces that Work* - Ideas Submitted by Friends of Prospect Library

CLIC – CREATING SPACES THAT WORK

LARGE MEETING / EVENT SPACE

Determining the Function

What do you want the space used for?

- Large flexible space to be adaptable for both large and small meetings or events with flexible/moveable walls which are mechanised for ease of moving
- author events
- used book sales
- displays: art work/art exhibitions
- AGMs for various groups, e.g. Friends of Prospect Library
- General talks and presentations
- Performances, e.g. plays/ films
- Presentations of prizes, e.g. annual Children's Writing Competition
- Concerts
- Food and drink provision, i.e. catering facilities, i.e. a fully equipped kitchen which is accessible to both this area, the library proper and to smaller contained spaces.

Who will be using this space?

- School groups
- Seniors groups
- Classroom style activities
- Special interest groups (e.g. Scrabble, Knitting groups)
- History Group
- Friends of Prospect Library
- Volunteer lunches (have been held in Prospect Town Hall, 2017 held off site)

How many people will be using this space?

- 50 to 200 people

When will this space be used?

- Often
- Mornings, afternoons, evenings, weekends, i.e. 7 days a week availability
- Need for security, especially for out of hours use.

Practicality and Usability

Should the furniture be fixed or movable?

- Shelving on castors for ease of movement to create special needs spaces or to open spaces out (e.g. Mt Barker and Cove Civic Centre libraries)
- Trolleys for moving catering items
- Small fixed tea/coffee areas in some able-to-be-isolated areas
- Functional kitchen adjacent to event/meeting rooms.
- No heavy trestles or chairs
- Retractable stage and accessible technology for sound system, lighting
- Appropriate storage for furniture, retractable doors should be provided: automated to save time and prevent constant staff handling.

How durable does the furniture need to be?

- Tables and chairs should be lightweight and stackable and durable for frequent, long term use

Will things be hung on the walls in this space?

- Provision needs to be made for modern, variable types of temporary displays, e.g. art to maintain interest and to meet specific purposes.

Does this space flow into another space or would it have doors which can be closed?

- Flexible, open space but able for sections to be isolated for individual/small group purposes and out of hours use (e.g. Cove Civic Centre)
- Need both open areas and some smaller areas which can be created (see Cove Civic Centre Library)
- Access to catering areas

What are the storage requirements?

- Retractable stage and accessible technology for sound system, lighting
- Retractable doors defining spaces should be provided: automated to save time and prevent constant staff handling.
- Behind door storage space for:
 - o Items used by regular groups, e.g. craft, scrabble, Rhyme Time
 - o Large capacity to store tables and chairs not in daily use but required for larger groups and various activities in both large and small spaces

Creating an Atmosphere

What are the lighting requirements for this space?

- Flexible for strong lighting or softer mood lighting; direct and indirect lighting.

What sounds are needed in this space?

- Sound proofed to avoid noise intrusion into other library spaces
 - Excellent acoustics
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- Quiet catering facilities (i.e. no noisy fridges); surfaces which don't "clink"

What is the air temperature in this space?

- Comfortable and adjustable
- Windows which can be opened or capacity to have fresh air.

The Vibe

Describe in a few words the feeling, vibe or atmosphere of this space

- Depends on type of use for each event: inviting colour scheme; not clinical; clean
- Calm – through use of greenery, views of outside vegetation
- Not claustrophobic – windows, natural light
- Balcony spaces or space which can open to become 'part of the outside'.
- Vista: outlook

SMALL MEETING SPACE

Determining the Function

What do you want the space used for?

- Classroom-type activities
- Small group discussions and meetings
- JP interviews
- Special interest meetings
- Homework Clubs
- Book Clubs
- Art and Craft, Scrabble, etc.
- Quiet activities
- Small group study rooms with access to technology/Wi Fi

Who will be using this space?

- Library staff
- Members of the community
- Available for individual/group bookings as once off events
- Special interest groups: academic – craft
- Friends Groups

How many people will be using this space?

- Numbers will vary: 5-30
- Confidential small rooms for, e.g. JP interviews: 2-5 people
- Larger rooms for meetings, which can be opened into adjoining rooms to cater for larger groups, e.g. 5-30.

When will this space be used?

- 24/7: out of hours access essential

Practicality and Usability

Should the furniture be fixed or movable?

- Movable: modular tables which can be configured to make a variety of shapes, E.g. U shape, rectangular, individual use, etc.

How durable does the furniture need to be?

- Lightweight but durable; easy to clean and store
- Comfortable.

Will things be hung on the walls in this space?

- As needed, depending on function and purpose.
- White boards; screens for presentations
- Display boards
- Projection facilities for some rooms

Does this space flow into another space or would it have doors which can be closed?

- Provision to be made for spaces to flow into other spaces, and to also doors which can retract or close
- The smaller, intimate rooms may be closed for privacy of discussion

What are the storage requirements?

- Small meeting rooms with fixed cupboards to house equipment; large cupboards for storing occasional use furniture, e.g. Chairs.
- Larger rooms need more flexible furniture and larger storage cupboards

Creating an Atmosphere

What are the lighting requirements for this space?

- Good

What sounds are needed in this space?

- Quiet spaces

What is the air temperature in this space?

- Comfortable and adjustable

The Vibe

- Professional, for serious or individual activities.
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**Attachment 2:
Creating Spaces that Work - Ideas Submitted by Frances McKenzie-Smith**

CLIC – CREATING SPACES THAT WORK

LARGE MEETING/EVENT SPACE

Determining the Function

What do you want the space used for?

- Large activities regular and ad-hoc
- e.g.: weekly Rhyme Time – Babies to Preschool usually attracts 80-100 individuals (45+ children, 45+ carers)

Who will be using this space?

- Any large gathering/activity/presentation events and regular events
- Ideally all public access terminals would be in other areas.
- Eg Rhyme Time

How many people will be using this space?

- Would depend on the event
- e.g. Rhyme Time 80-100 individuals – seated in a relaxed format, children usually on the floor.

When will this space be used?

- As often as possible. Regular bookings e.g. Rhyme Time would need to be scheduled
- It could accommodate out of hours activities – shows/film nights/cocktail events/awards etc.

Practicality and Usability

Should the furniture be fixed or movable?

- Absolutely mobile and modular – ideally the large area could be converted to small areas with acoustic mobile partitions – maybe mobile two way class display cases for community art work.

How durable does the furniture need to be?

- Very durable but still lightweight for mobility. It should also be children proof, easily cleaned, water and colour resistant.

Will things be hung on the walls in this space?

- Great opportunity to display artwork on walls and in display cases.
-

- Magnetic whiteboards – fixed or mobile either way out of sight unless in use
- TV/multimedia computer screen with full connectivity –concealed until needed.
- Good sound system including 'hearing' ring.

Does this space flow into another space or would it have doors which can be closed?

- Yes to all public areas during business hours.
- Out of hours use would be entry and egress only with appropriate fire exits.

What are the storage requirements?

- Any storage requirements should be easy to access but concealed to avoid clutter.
- Rhyme Time needs storage for puppets, musical instruments and 'doughnut' rings for floor seating.
- Storage with easy access for pushers and prams.

Creating an Atmosphere

What are the lighting requirements for this space?

- Adaptable depending on the use, possibly some natural light that comes from an extendable indoor-outdoor area with blinds shutters if needed.

What sounds are needed in this space?

Depending on the use:

- A film night - requires quiet from other areas
- Entertainment and networking activities would be louder
- Rhyme Time is 30 mins of VERY LOUD!!!

What is the air temperature in this space?

- Normal indoor temperature that is adjustable to suit more strenuous activities e.g. exercise classes, yoga etc.

The Vibe

Describe in a few words, the feeling, vibe or atmosphere of this space?

- Welcoming, relaxed and comfortable.

SMALL MEETING SPACE

Determining the Function

What do you want the space used for?

- Preferably multiple small meeting areas or 1 large area that can be easily converted to allow for standing/regular meetings/gatherings and ad-hoc bookings and events.
 - Various functions including:
-

- Meetings
- Classes – e.g. English as a Second Language
- Networking
- Private e.g. JPs

Who will be using this space?

- Various meeting groups or council supported activities
- English as a second language
- JPs
- Art/craft activities
- Smaller group gatherings and formal/informal meetings

How many people will be using this space?

- Depends on the group and the flexibility of the space
e.g.
 - English as a second language – 25 students plus tutors
 - JP – a small group
 - Meetings – various

When will this space be used?

- Some groups will require a regular booking
- e.g. English as a second language – currently 3hrs (2hr class, 1 hour setup/tidy)
- JP

Practicality and Usability

Should the furniture be fixed or movable?

- Very flexible and very mobile and modular
- English as a second language needs seating and a desk top for each student and tutors
- Mobile partitions to make small meeting areas larger.

How durable does the furniture need to be?

- Furniture and partitions should be very durable and relatively lightweight. In many cases it would most probably be moved frequently.

Will things be hung on the walls in this space?

- Great opportunity to display artwork.
- Ability to hang 'butchers paper' class work/brain storm papers or similar material without marking walls.
- Magnetic whiteboards – fixed or mobile
- TV/multimedia computer screen with full connectivity

Does this space flow into another space or would it have doors which can be closed?

- Depends on its use.
- English as a second language would benefit from a break-out area or ability to move partitions to achieve this but needs to be contained with doors to avoid noise impact from other areas.
- Children's activities e.g. Rhyme Time/Story Time could flow into or be part of the children's library area, toy library or children's technology area.
- Easy access to toilets and kitchen facilities

What are the storage requirements?

- Storage should be easily accessible for the relative activities and at minimum be no less than the current storage available for each activity.
- e.g. English as a second language currently has a large lockable double door cupboard with shelving and a lockable 2 drawer filing cabinet.

Creating an Atmosphere

What are the lighting requirements for this space?

- Good lighting, especially natural light if possible with blinds for adjustable lighting especially dimmed depending on the rooms use, if video/film in use.

What sounds are needed in this space?

- Depends on the use
 - o eg:English as a Second Language – quiet, uninterrupted
 - o JP – quiet and private

What is the air temperature in this space?

- Normal comfortable indoor temperature.

The Vibe

Describe in a few words, the feeling, vibe or atmosphere of this space?

- Welcoming, relaxed and calm and comfortable.

CHILDRENS AREA

Determining the Function

What do you want the space used for?

- Young children and their carers to access all that today's library has to offer.
- Terminals/iPads etc. with appropriate applications interspersed amongst library stock shelving – not a bank of terminals along a wall and not front and centre in the children's area.

Who will be using this space?

- Young Children and their carers

How many people will be using this space?

- ???

When will this space be used?

- During library opening hours

Practicality and Usability

Should the furniture be fixed or movable?

- Mobile to be arranged to suit. Eg a single carer and child vs a large group of school children visiting the library

How durable does the furniture need to be?

- Very durable – this would be a ‘hard’ use area. Furniture should be washable/easily cleaned/colouring resistant and stable.

Will things be hung on the walls in this space?

- Lots of posters and children’s artwork. Also mobiles hanging from the ceiling. All easily accessible to change as required.

Does this space flow into another space or would it have doors which can be closed?

- As this area will include toddlers, secure doors to external/street areas should be installed. Maybe doors which only open if you are a certain height and/or weight so that a small lightweight child could not trigger the mechanism.
- Easy access to toilets/baby change facilities and the toy library area.
-

What are the storage requirements?

- Lots!

Creating an Atmosphere

What are the lighting requirements for this space?

- Good natural lighting. Window shades to shield from sun glare.

What sounds are needed in this space?

- Not a quiet area

What is the air temperature in this space?

- Normal room temperature
-

The Vibe

Describe in a few words, the feeling, vibe or atmosphere of this space?

- Bright, interesting, inspiring, encouraging creativity and imagination