

DEPARTMENTAL MEETING WITH DASSA HAINES ARCHITECTS

FOR CALDWELL PUBLIC LIBRARY

Wednesday, December 7, 2023

A Meeting was held between members of the Caldwell Public Library Director and Assistant Director, the Borough Administrator, and Dassa Haines Architects on Wednesday, December 7, 2023 at 10:06am at the Caldwell Firehouse Building, 30 Roseland Avenue, Caldwell, New Jersey.

PRESENT: Joe Haines (Dassa Haines Architects), Vikki Edmundson (Dassa Haines Architects), Alex Palumbo, Robin Rockman, and Annette Sellars.

OBJECTIVE: To determine the needs and optimal layout and needs for the operation of the Caldwell Public Library in the new Municipal Complex.

Topics Discussed:

The Dassa Haines Architects and the Library staff discussed the previous plans and the pros and cons of what was included in those plans. Annette Sellars said that one of the key things they are looking for in a new space would be better functionality.

Robin Rockman said that being in the trailers for a year has given them a clearer sense of what is needed and what is not. They do a lot of community programming and want to ensure that there is space for that in their new facility. Annette pointed out that about 90% of their adult collection is still in storage.

Joe Haines said that he feels that the historic façade should not be lost. They will need to figure out a solution to expand the library space without using the basement, as that space is what has flooded multiple times.

Robin and Annette both addressed the changes to libraries in the recent years, and changes in how they are utilized. Technology is a major component in libraries, and people often come to libraries to access technology services. Robin mentioned the use of technology to provide virtual experiences and programming for patrons. The library did a survey while their doors were closed, to gather public ideas and opinions on how they utilize the library. Many felt that it was important for the library to have a Young Adult space, and to have private and community space.

The idea of have programming space in another building was discussed. The idea of adding a space for historical artifacts was also discussed. Equipment and IT space needed.

Robin and Annette discussed the need for more office space than just a single office for the Director. Robin addressed the needs of the whole library staff, including a work room. The location of a work room is important, as it should be as close to the desk as possible. A quiet space for the staff to work is very necessary.

The idea of a flexible space was stressed by the library personnel. Annette did mention that libraries are required to have a minimum amount of circulation available, in order to get state aide. The library often works as a warming/cooling shelters in time of emergency, so it is important that it is able to do so again in the future. Obviously this has been suspended while they have limited space in the trailers.

Discussion was had on the possible use of the Community Center for library programming or housing. The possibility of expanding the foot print of the current library building was also discussed. ADA compliance and stormwater concerns were mentioned as was parking and ease of access for senior citizens and disabled patrons.

Needs of the Library:

1. Stack areas for print book collections: Adult; Juvenile; Young Adult
2. Tech Services: Workroom for new book processing; daily book delivery processing
3. Server Room
4. Conference Room/Library Board Meeting Room/Local History Room
5. Patron Computer stations for Adult and Juvenile Areas (6 adult and 6 juvenile)
6. Activity Rooms approx. 600 sq. ft. ea. for Juvenile Area and Adult Area
7. Areas adjacent to stacks for tables, chairs and study carrels for Juvenile Area and Adult Area
8. Quiet Study Room for patrons
9. Within Children's Room, area for educational toys
10. Director's Office [144 sq. ft.]
11. Asst. Director's Office [132 sq. ft.]
12. Youth Services Office [137 sq. ft.]
13. Restrooms—1 per floor for patrons; 1 staff
14. Elevator
15. Staff Break room/Kitchen
16. Storage for office supplies
17. Maintenance closet

The meeting adjourned at 11:14am.

Respectfully Submitted,

Brittany Heun
Deputy Clerk