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| **Area Name** | Board/Conference Room |
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| **Service Goals** | To provide a space for the Board of Trustees, Friends of the Library, and other groups that need a larger space than the study rooms offer but not so large as the Program/Meeting Room |
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| **Activities / Functions** | Meetings; video conferencing |
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| **Square Footage** | 600 sq ft. |
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| **Proximities** |  |
| Close to: | Main Entrance; Program/Meeting Room; Kitchen; Public Rest Rooms |
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| Distant from: | Quiet Areas; Youth Services |
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| **Occupancy / Seating** |  |
| Customers: | 20-25 |
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| Staff: | 0 |
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| **Collection Capacity** | n/a |
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| **Architectural Features** |  |
| General: | The room should be adjacent to the demonstration kitchen for catering/programming purposes, possibly a connecting door between the rooms. Video-conferencing capability is a necessity. |
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| Lighting: | Lighting needs to be set up for multiple purposes, meetings, computer presentations, speakers, etc.l |
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| Acoustics: | Room should be soundproofed enough so people can hear each other talk across the table. |
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| Floors / Walls: | Acoustic panels on walls. Floors should be constructed so chairs move easily on surface. |
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| Storage: |  |
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| **Furniture / Equipment** |  |
| Furniture: | 25-28 folding desk chairs on wheels. Small podium with embedded computer connectivity. 15(?) 2’x3’ flip-top conference tables on casters. |
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| Technology: | Large screen monitor attached to wall for presentations. HDMI/VGA/DVI connector in podium. |
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| Equipment: | Boundary microphones (#?) for conferencing purposes. |
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| Shelving: | n/a |
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| **Additional Notes** |  |