

July 9, 2009

MEETING MINUTES

Franklin Elementary School Library Addition
Pasadena Unified School District
Project 0918800.01

MEETING DATE: July 7, 2009

ATTENDEES:

Caroline Bermudez, Principal, Franklin Elementary School
Jeanna Pick, Librarian, Franklin Elementary School
Jose Vallarta, Senior Project Manager, WLC Architects, Inc.
Konni Wong, Project Manager, LEED™ AP, WLC Architects, Inc.
(See enclosed Sign-In Sheet)

PURPOSE OF MEETING

The purpose of the meeting is to review the proposed library interior layout with the Principal and the Librarian and to obtain additional feedback in order to finalize the interior layout. (See attached for the library interior layout presented.)

ITEMS DISCUSSED/ACTION ITEMS

1. Provide carpet as the floor finish at the library interior.
2. Remove window adjacent to the main entry door due to security issue.
3. Provide solid door. No vision window on the door.
4. Provide workroom/storage area adjacent to the Librarian's desk.
5. Provide minimum (8) eight computer stations. The Librarian likes a few of them to be located at the end of the bookcase at the book stack area.

6. Provide a sink similar to the one at the existing library.
7. Provide bookcases at the storytelling area.
8. The following existing furniture items are to be relocated to the proposed Library building. (See the attached photos for the noted furniture items)
 1. (3) Double sided bookcases at 5'-0" high.
 2. (2) 4-drawer filing cabinets
 3. (2) E-Z view storage benches
 4. (2) Double sided canvas book display

Any existing furniture items not mentioned above will either be discarded or will remain in the existing library.

9. The Principal and Librarian accept and approve the window option presented.
10. The Principal and Librarian accept and approve the barrel vault ceiling presented.
11. The Principal and Librarian accept and approve the storytelling benches presented.
12. The current book check out system is Follett, Destiny.
13. Need to confirm with the District if the book detection system is required at the door entry.
14. The Librarian would like to have power, phone, and data located at her desk and to be able to connect her computer to present materials onto the projection screen.
15. Need to verify with Steve Brinkman the technology standards, projectors, and TV hook-up for audio and video standards.
16. Architect to revise the Library interior layout.

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END OF MINUTES

The above represents my best interpretation of the spirit and content of the discussions. Please let me know of any requested modifications or corrections as soon as possible.

Prepared by:



KONNI WONG
Project Manager
LEED™ AP

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Enc: Sign-In Sheet dated July 7, 2009
Proposed Library Interior Layout Presented
Photos noting Furniture Items to be Relocated

cc: Caroline Bermudez, Principal, Franklin Elementary School
Jeanna Pick, Librarian, Franklin Elementary School
Steve Brinkman, Chief of Facilities, Pasadena Unified School District
Glenn Ueda, Architect, AIA, Principal, WLC Architects, Inc.