

## **Proposal for the establishment of a permanent first floor event space**

Fran has spent a good deal of time "helping" re-arrange furniture in the library's two reading rooms (Westbrook Room and Eleanor Conant Saunders Reading Room) to set-up for group events/functions. It has become evident that a lack of a permanent meeting/event space has created an unsustainable situation for a library that is currently understaffed.

Presently, in order to transform the two reading rooms into meeting/event spaces, Matthew and Enica have been having to spend upwards of four hours setting up and breaking down the rooms for public events. This involves moving tables, chairs and shifting heavy furniture. This is a significant amount of time taken away from their current jobs and there is no overtime budget to pay for the additional work hours. The moving of heavy furniture also results in heavy wear and tear on the carpet. It should also be noted that each time the rooms need to be set-up, patrons are disturbed and their work interrupted when the rooms require a fresh set-up.

After touring the Library and evaluating current space availability, it has been determined that the event room located at the far end of the Youth Services area is under-utilized when viewed through the prism of the current demands being placed upon the Library.

In order to transform the first floor event room into a permanent event space a thorough emptying of the room needs to take place. It presently is marred by a complete lack of organization. The entire space needs to be cleaned so that the room can be transformed into a fully out-fitted space which could be set-up for any type of event whether it be for children or adults. The room would have seating options for both small and large groups with access to a computer mounted surround sound system/video projector with ceiling mounted screen, adult restroom, and separate entrance for before/after-hours use. This completely self-contained room would include conference tables and chairs, mounted with casters so they could be moved around into whatever room configuration is desired. Funding for this would come from the Fluett Trust.

The cleaning out of the first floor event space will begin once the library's summer reading programs have ended and schools are back in session.