



**To:** Attendees

**From:** Patrick Triggs | PT

**Date:** May 3, 2016

**Comm. No:** 152236

**Subject:** Independent School District #879 – Delano Public Schools  
 New Intermediate School User Group Meeting – Media Center  
 April 25, 2016 Meeting Minutes

**Attendees:**

Gwen Egly, Independent School District #879	gwen.egly@delanoschools.org
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Patrick Triggs, Wold Architects and Engineers	pdriggs@woldae.com

*The Group met to discuss the preliminary User Group drawing. The drawings presented in the meeting are for diagrammatic purposes only, intended to facilitate discussion and visualize spatial adjacencies.*

**Discussion Topics:**

- A. The Group reviewed the preliminary Media Center User Group drawing.
- B. The Media Center has two full-time staff and needs a landing spot for IT support.
- C. The circulation desk should have two workspaces.
- D. A few computer search stations should be provided, but most searching today occurs on mobile devices. These stations could simply be a few laptops on the circulation desk or a bar.
- E. The Media Center office can be small because it will be infrequently used. It should include one desk to be shared by media center staff to do paperwork and use the telephone.
- F. IT support should be provided with a small office. This staff person does not interface directly with students, so a workspace at the circulation desk is not advantageous.
- G. The District is not currently 1-to-1 (student to computer), but the building should be equipped for future technology integration.
- H. The Media Center should have multiple “zones” to support simultaneous use by multiple groups doing different kinds of activities. Free flow to check out should be maintained.
  1. One zone should be an acoustically separate “media classroom” which accommodates up to 30 students and a teacher. This classroom will be used for a scheduled class section.

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2. Another zone should be two to three small rooms to accommodate six to eight students each (in lieu of dedicated conference rooms).
  3. A third zone should be dispersed, "fun" soft seating throughout the space to accommodate students reading individually.
- I. The "media classroom" and small student rooms should have glass walls for visibility, with the option for reconfigurable walls to allow the main media center space to flex in size.
  - J. Booths for small groups with power connections for devices could complement the small group rooms.
  - K. There is no need for traditional media production spaces. Small student spaces can be used for video production, editing, podcasting, and video conferencing.
  - L. The collection size for the media center is estimated at 7,000 books. Staff will confirm this estimate and forward the number to Wold.
  - M. The collection could potentially be dispersed to classroom cluster resource areas in the future if logistics surrounding check out-check in and student accountability can be managed, but it is currently necessary for the collection to be housed entirely in the media center.
  - N. Collection stacks could be placed at the perimeter of the room to maintain an "open," "airy," and "flowable" floor plan.
  - O. The media center can use the adjacent staff workroom for most needs including copying and scanning, but a dedicated media center workroom with a sink and countertop should be provided for book cleaning and repair.
  - P. No dedicated volunteer space should be set aside in the media center.
  - Q. Storage space should accommodate three projector carts and shelving for video tapes.
  - R. The large media classroom should include tables and chairs, a countertop with outlets for computers, and tall cabinets with locks including a space for a cart of computers.
  - S. The entrance to the media center should be made dynamic through angled walls or other architectural elements.
  - T. A balcony outside the media center overlooking the commons should be explored in addition to a visual connection through glass between the media center and commons.
  - U. Next Steps:
    1. Wold will revise the User Group drawing based on today's meeting.
    2. Media Center staff will confirm the projected collection size intended for the media center.
    3. A follow-up meeting will be scheduled at a time and date to be determined.

cc: Attendees  
Traci Lawman, ISD #879  
Vaughn Dierks, Wold  
Eric Linner, Wold