



**To:** Attendees

**From:** Patrick Triggs | PT

**Date:** June 3, 2016

**Comm. No:** 152236

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**Subject:** Independent School District #879 – Delano Public Schools  
New Intermediate School User Group Meeting – Media Center and IT  
May 16, 2016 Meeting Minutes

**Attendees:**

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

*The Group met to discuss the developing 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 developing Media Center and IT User Group drawing.
- B. The Media Center Classroom is accessible only through the Media Center, but this arrangement allows the Staff Workroom (a higher-traffic space) to be accessible from the hallway. The Workroom also serves the Media Center.
- C. The wall between the Media Center Classroom and the main Media Center should be glass above a solid knee wall which allows for placement of low shelves along the wall. Doors should be glass.
- D. Small group rooms in the media center should have glass walls to the Media Center with sliding barn doors.
- E. One small group room will be enlarged to be a Video Production room. This room should have a “green screen” wall and connections for technology.
- F. A lockable cart (which could be moved between the storage room and the video production room) can accommodate cameras and other video equipment.

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- G. The Media Center should not have a traditional, dedicated reading area but should provide space for dispersed, individual reading locations.
- H. The office area for IT and Media staff can be one room and should accommodate two Media Specialist work stations, a work/storage peninsula (for staplers, tape, rolls of paper, etc.), and a few roll-in carts for the Media Center. The office should have glass to connect it to the Media Center and allow for monitoring of students entering the space.
- I. The IT portion of the office should provide a workbench at standing height with a 30" high portion for desk work. 30" clear above the workbench must be maintained for monitors. Open shelving should be provided above and below with doors and drawers in the peninsula behind.
- J. The circulation desk should provide three workstations including two Media Specialist stations and a standing height "help desk" portion for IT with high stools for students. The IT standing portion should have lockable cabinets beneath.
- K. The book return should be on the face of the desk, not on the top.
- L. Search stations should be provided adjacent to the small group rooms, in close proximity to the circulation desk so that staff can easily assist students.
- M. A balcony into the commons should serve as an additional small-group work area.
- N. The Media Center will include ample power connections to allow for flexibility of configuration.
- O. Above all, the main Media Center's large, open space should be preserved to allow for flexibility in arranging furniture.
- P. Display/showcase areas can be integrated into the building circulation into the Media Center.
- Q. Technology equipment recycling can be accommodated in the receiving area.
- R. Computer carts for classroom computer sets can be accommodated in classroom cluster flex areas.
- S. Next Steps:
  - 1. Wold will revise the User Group drawing based on today's meeting.
  - 2. Furniture choices and exact layout will be discussed at a future meeting, date and time to be determined.
  - 3. A future date and time will be scheduled for IT to meet with the electrical engineer on the project to discuss the building overall.

cc: Traci Lawman, ISD #879  
Bob Prell, ICS Consulting  
Vaughn Dierks, Wold  
Eric Linner, Wold