

## Media Staff Meeting Notes- TML Schematic Design

Attendees: Dick Reed, Cynthia Loebenstein, Jay Scherma, Amanda Kozaka, Jason Lund, Jack Duffy, and Matthew Young

1. Two Media Labs, one in Young Adult and one located in lower level so can used when the Library is closed.
2. Media Lab requirements: Green screen (or paint) on one wall, 3 point lighting, soundproofing in walls, black out curtain on window. Equipment by owner.
3. Secure storage in media lab for equipment. Editing would occur at computers not in the lab.
4. Desire a sound booth- make all 3 rooms adjacent to Y.A. sound proof for collaborative learning projects.
5. Change storage room to tutoring room with secure storage inside.
6. All 3 rooms to have glass windows for visual supervision.
7. Acoustical separation between Y.A. and rest of library discussed. Possibility add a glass wall for acoustical control of Young adults.
8. Furniture in Young Adult space to form smaller clusters to reduce noise.-"Starbucks" model.
9. Media staff will meet with our Electrical Engineer to discuss technology needs/desires and the locations.
10. Amanda offered to get input from the Y.A. community for our use in the design of TML expansion/renovation.

