

## Minutes

### Brunswick Park

#### Library Stakeholder 4 Consultation Notes

11 February 2010

PRESENT:	[section40(2) – FOIA] [section40(2) – FOIA] [section40(2) – FOIA] [section40(2) – FOIA]	London Borough of Barnet London Borough of Barnet London Borough of Barnet Sprunt Ltd
APOLOGIES:	[section40(2) – FOIA]	London Borough of Barnet
CIRCULATION:	[section40(2) – FOIA] [section40(2) – FOIA] [section40(2) – FOIA] [section40(2) – FOIA] [section40(2) – FOIA]	London Borough of Barnet London Borough of Barnet London Borough of Barnet London Borough of Barnet Sprunt Ltd

File

Total Distribution 4

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ITEM	ACTION
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### 1 LIBRARY STAKEHOLDER 4 NOTES

- 1.1 **Toilets locations:** Late at night and Saturday - how will access to toilets work? Possibility that public toilets are closed at night or key access but this will depend on demand and people always run off with the key. Really, fundamentally need to understand the building management and security. Seems like there will have to be some security on Saturday. Otherwise, there will have to be a toilet in the library that could be managed by the library, or a clever key, once the door shuts it is locked.
- 1.2 **Pharmacy hours:** Again, this makes the point for security.
- 1.3 **Amount of glazing:** half and half is better for shelving space and heat control.
- 1.4 Would never want space into lobby to be opened; we can't manage.

ITEM	ACTION
1.5	Staff door on the side of the café so a member of staff could get faster access to the toilet.
1.6	Signage from the road and signage on the building will be important.
1.7	<b>Furniture:</b> building contractor names of library suppliers, the building contractors commission the furniture suppliers to work up a proposal to be agreed by libraries.
1.8	Furniture maintenance within libraries budget. The building is within broader LBB maintenance programme. [section40(2) – FOIA] – contact for overall buildings maintenance contract.
1.9	ICT requirements: a lot of infrastructure. There are some library specific technology (e.g. kiosks) and standard computer. Specialist library person within our corporate IT deals with library calls. [section40(2) – FOIA] is the IT contact. He is the person who put in existing infrastructure. He is based at Hendon Library.
1.10	Provide furniture kit out for s.friern as indicative schedule in preparation for detailed talks later. Will start thinking about ICT schedule, e.g. number of PC, terminal etc.
<b>2</b>	<b>CUSTOMER SERVICE</b>
2.1	Need place for informal chats – perhaps there could be a semi-shielded place in reception.
2.2	Need to understand expected demand of interview room? Need to make sure this room is bookable, e.g. school placement, housing, etc. General customer enquiries at the main desk but backup is interview room.