

Study for the expansion and reorganization of the

Palisades Free Library

19 Closter Road / Palisades, New York

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The Board of Trustees has requested this Office to prepare a study and plan of action to deal with a variety of Library needs. The plan includes an expansion and reorganization of the Library to respond to these needs. To accomplish this study we met with Maria Gagliardi and her Staff to discuss their concerns with the operation of the entire Library. We also reviewed Town of Orangetown Zoning Requirements in connection with any work that would change the Bulk of the Library.

In our meetings with Maria and her Staff the following operational needs and concerns were identified and discussed:

Exterior

1. Resolution of flooding that has occurred in the Library. A storm water study will be required including a proposal for the mitigation of storm water that will be required by the Town. This mitigation would include the redirection, retention and piping of storm water.
2. Preservation of the number of spaces in the Parking Area will require a slight enlargement of the Area to maintain the number and provide spaces that conform to the size requirements of the Town.
3. Provision of a combination book drop and pick up locker.
4. Provision of a place for trash and recycling containers and rock salt storage.
5. Provision of an outdoor activity space including a small table for eating.

Entry

1. Provision of space for pick-up shelves, bench, display space, bulletin board, used book sale and the provision of automatic doors. The existing Entry is too small to accommodate these needs which dictates an enlargement of the Entry.

Staff Room

1. Provision of a coat closet, storage for craft supplies, accounting desk storage and an alteration of the circulation desk.
2. Rearrange layout in general to be more efficient in the use of space.
3. Relocate kitchen and space where Staff can eat away from Staff Area.
4. Deal with the placement of book carts.

Director's Office

1. Review and improve arrangement including desk location and storage.
2. Improve and make safer access to the elevator equipment space.

Reference

1. Consider alternate locations for Reference to better serve the Library.

Children Room

1. Turn entrance stair to the Children Room into a special experience for children that will create a sense of wonder as they pass through this space. This will include altering the walls and ceiling with artwork, signage and display.
2. Provide additional space for play, stage platform, puppet show, doll house, toy storage and story hour.
3. Place for soft seating for a parent to read to a child.
4. Consider replacing existing shelving including child-sized features with color and path finding.

5. Separate middle grade books from picture books.
6. Better design for the Children Librarian's desk and area.
7. Provide easily maintained surfaces and no carpet on the floor.

Young Adult

1. Create a separate room in the Library that will become a destination for young adults 12 to 18 years of age who can be together in their own place.
2. It will be a space for young adult books, study, computers, place to work on projects, teaching, games and furniture suitable for this use.

Meeting Room

1. Space will be used for many purposes including meetings, special events, staff eating space, large group story hour, tutorials, display etc.
2. Maximize number of people that can use the space.
3. Raise the ceiling and create a more appropriate space for the use.
4. Provision of a Kitchenette for Staff and event use.
5. Provision of a Closet for storage of chairs and tables.
6. Review of audio / visual equipment.
7. Improve heating and cooling and lighting of the space.

Local History

1. Create a separate secure room for the housing and study of local history material.

2. Room to be sized to house the existing collection of material with provision for future growth. All material to be easily accessible.

Toilet Rooms

1. Provide a new handicapped accessible Toilet Room on the Second Floor adjacent to the Meeting Room.
2. Alter existing First Floor Toilet Room to be handicapped accessible and include a baby changing counter.
3. Both Toilet Rooms to include noise reducing features.

Existing Cellar

1. Make Cellar accessible from inside the Library and more usable.
2. Use Cellar for storage including donated books for book sales, Children Room material and general storage.

General Concerns

1. Review of storage needs and locations.
2. Computer number, type and locations.
3. Lighting.
4. Shelving throughout the Library.
5. Book truck locations.
6. Display of Art Work
7. Signage

A review of the Town of Orangetown Zoning Regulations indicate the following in regards to an expansion of the Library:

1. The Library is a permitted use in a R40 Residential Zone. The minimum required lot size in a R40 Zone is 40,000 square feet.
2. With a non-conforming property size of 12,361 square feet the Library has, in addition, many other non-conforming bulk conditions at variance with the Zoning Ordinance. In the past variances were granted by the Zoning Board of Appeals to the Library for set backs from the property line, insufficient parking, height of the building and overall size of the building as it relates to the property size. Any addition to the Library that changes it bulk will require variances to the requirements of the Zoning Ordinance.
3. To gain approvals from the Town of Orangetown the Library will have to make applications to the following Boards of review:

Planning Board for referrals to other Boards and Site Plan review and Approval.

Zoning Board of Appeals for approval of variances to the requirements of the Zoning Ordinance.

Architectural Review Board for design approvals

Historic Areas Review Board for approval of a structure located in a Historic Zone.

If the Board makes a commitment to proceed with Additions to the Library, it is advisable that it seek and obtain variances to the Zoning Ordinance for all the proposed work prior to the preparation of costly Construction Working Drawings.

The following Schematic Drawings show possible additions to and a reorganization of the Library based on the above outline of program requirements:

The proposed work could be broken down into three phases which could be done over a period of years. The phases listed by priority are:

Priority One - West Addition including the Children Room, Cellar access, Local History and expansion of the Stack and Reading Area.

Priority Two - South Addition including a revised Meeting Room, Toilet Rooms, Storage and relocation of the Reference Librarian.

Priority Three - East Addition including enlarged Entry, Young Adult Room and Gallery.