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Time Posted: \_\_\_\_\_  
Posted By: Evelyn Baker  
Witnessed: \_\_\_\_\_

**MINUTES OF A  
SPECIAL MEETING  
OF THE  
JACKSON COUNTY  
BOARD OF COMMISSIONERS  
HELD ON  
OCTOBER 2, 2006**

The Jackson County Board of Commissioners met in a Special Meeting on October 2, 2006, at 4:00 pm, Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian T. McMahan, Chairman  
Joe Cowan, Commissioner  
Conrad Burrell, Commissioner  
Roberta Crawford, Vice Chair  
Kenneth L. Westmoreland, County Mgr.  
Evelyn Baker, Clerk  
Absent: Eddie Madden, Commissioner

Chairman McMahan called the meeting to order and stated the purpose of the meeting is to receive library design information from McMillan & Smith, Architects.

(1) Ron Smith of McMillan & Smith gave a power point presentation depicting various libraries his firm has designed. He stated there are three different needs in a library:

- (a) Children – story time and discovery educational areas;
- (b) Teens – research, study areas, computer accessibility, hang out spaces;
- (c) Adults – periodicals, genealogical resources, computer classes, meeting spaces.

He stated that libraries should include space for wireless technology, video technology and computer technology. He suggested that “blank” walls be incorporated into the facility for new technology. Further, because libraries are the center of the community, the design should incorporate space for patrons to relax and socialize. He stated that his firm’s designs take into consideration door hardware, electrical, lighting and mechanical systems, staff workrooms, landscape/irrigation, entrance/exits, graphics/signage. He recommended a pitched roof on the facility.

(2) Donza Mattison of McMillan & Smith presented examples of various interior designs depicting large and open spaces, small and intimate spaces, and spaces with lots of sunlight and low light. She stated the interior design should include adequate space for service desks, classrooms/study rooms, collections, computer workstations, staff work space, and unassigned space. Other space issues to be determined include adjacencies, visual control, patron orientation, circulation patterns, and workflow/efficiency. Because Jackson County lacks sufficient meeting spaces, she recommended that meeting room(s) be incorporated that would accommodate 50 –

200 people. She also recommended that a kitchenette and/or coffee bar be included. She stated that another recent trend is a “drive thru” window for the convenience of handicapped and other patrons to call ahead and reserve a particular book.

Mr. Smith and Ms. Mattison stated they were pleased with the site because parking will not be an issue and is suitable for future expansion.

McMillan & Smith will schedule at least three public and group meetings during the next month to determine the range of what can be done and the desires of the community.

There being no further business, Commissioner Crawford moved that the meeting be adjourned. Commissioner Cowan seconded the Motion. Motion carried and the meeting adjourned at 5:30 p.m.

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Evelyn B. Baker, Clerk

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Brian Thomas McMahan, Chairman