

Meeting notes

Room preparation

Project: Autumn reading room
Meeting: 2026-05-15 / 10:00 to 11:15
Attendees: Sofia Marino, Luca Ferri, Maya Costa
Chair: Sofia Marino
Record MIN-2605-0186 / Prepared 2026-05-15

Agenda

Shelving plan / Book donations / Volunteer cover

1. Shelving plan

Sofia presented the current notes for shelving plan. The group checked the proposal against the available room, volunteer time and agreed budget.
The draft is clear enough for a small trial. The team will collect comments from two residents before confirming the final version.

2. Book donations

Luca presented the current notes for book donations. The group checked the proposal against the available room, volunteer time and agreed budget.
The current schedule leaves one week for corrections. Any supplier delay should be reported before the next meeting.

3. Volunteer cover

Maya presented the current notes for volunteer cover. The group checked the proposal against the available room, volunteer time and agreed budget.
The team agreed to keep written instructions short. A volunteer will check that the printed information is readable at normal viewing distance.

Decisions

- Use low shelves near the entrance to preserve sight lines.
- Sort donations before entering them in the catalogue.

Action register

Action	Owner	Due
Update the shelving plan draft and share it for review.	Luca Ferri	2026-05-18
Confirm the available budget and outstanding purchases.	Maya Costa	2026-05-20
Collect the review comments in the shared project notes.	Sofia Marino	2026-05-22

Next meeting: 2026-05-29