

Library Building Committee
Minutes: 1/13/14

In Attendance: Jessica Sullivan, Jay Scherma, Greg Marles, Jim Walsh, Jeff Shedd, Molly MacAuslan Kate Williams-Hewitt, Frank Governali, Martha Palmer.

Absent: Kelly Hasson

Agenda:

1. Call to order - 5:35PM

2. Selection of Secretary/Scribe

Kate Williams-Hewitt and Frank Governali volunteered to share the secretary responsibilities.

Vote 5- 0 in favor

3. Review of the Council Charge

Discussion of Charge and an agreement by group to continue to return to the Charge throughout the Committee's work.

4. Review of FOAA - Right to Know Law

Discussion of the importance of this law and how to honor it.

5. Review of the Budget

Deferred until after voting in the Chair.

7. Selection of Committee Chair

Frank Governali nominated Molly MacAuslan.

- Frank spoke to Molly's leadership and communication skills. He noted her history as Chair of the Library Planning Committee and as a Library Trustee, as well as her work in the field of Building Design and Planning.

Kate Williams-Hewitt seconded

Vote: 5 to 0 in favor

6. Review of the budget

Check in with committee members to see if everyone received the budget hand out.

Discussion of how the architectural firm and eventually the contractors will be hired.

Specific questions will be held till after the Town Manager engages an Architectural Firm.

7. Architectural Services Needed

a. Brief Review of Previous Work and Consultants Employed

Frank reviewed the process in which the Library Planning Committee selected Reed and Co. He noted Reed and Co.'s professionalism during the interviewing and hiring and throughout their contract. He also mentioned that their firm and their work stood out from the 11 other architectural firms that were considered and that they continued to provide excellent work throughout the process.

b. Action Items.

Molly will discuss the proposed Scope of Services, Schedule, and associated design fees with Town Manager McGovern. She will also speak with Mike McGovern about the fundraising efforts and about the budgeting and purchasing of Furniture, Fixtures, and Equipment (FF&E) as proposed by the Library Planning Committee and as the Building Committee has been charged by the Council.

c. Committee Schedule

Jim reviewed the time line from the formation of the LBC to the completion of the LBC work in order to provide the Council with a project to send to voters in November of this year (2014)..

Jim Walsh suggested that the LBC could spend 2 to 4 to select and hire a new architectural firm and that there was no guarantee that we would find a better fit. Frank Governali agreed that the firm (Reed and Co.) had done excellent work and that it was unlikely we would find a firm better prepared to address our project and our timeline. Jim mentioned the presentation that Reed and Co. made to the Town Council and how impressed he was with their work, their communication skills and their ability to address the questions in the public meeting.

Jay verified that there were no issues with Reed and Co. in fulfilling their prior contract and commitments.

Jim Walsh made a motion to recommend to the Town Manager to engage Reed and Co. as Architects.

Frank seconded

5 - 0 in favor

8. Discuss and Adopt Participation Policy

Jim Walsh led a discussion emphasizing the importance of public input in meetings and mentioned that following a Participation Policy would ensure clear and clean communication. The Committee voted to accept the proposed Policy.

9. Select Next Meeting Date

1/23/14 at 5pm location TBD

2/6/14 at 5 pm location TBD

10. Upcoming Agenda Item:

A. Jessica will report on Library Trustee Fundraising efforts and Molly and Jessica will begin work on clarifying the budget allocations for furniture and technology that fall outside of the project budget as well as for the Holding and Managing of fundraising account.

B. Formation of sub committees

Naming Policy and the LBC's responsibility of naming.

Public Outreach and Input to LBC work.

Survey instrument?

Providing the public with a direct link to the Building Committee.

Focus Groups?

Public forum or an informational forum run by architects.

Students, preschoolers and their parents, other groups working with the schools? Specific concerns include technology, tutorial rooms, privacy and security., input from Fire and Police Departments

Schedule for input and outreach sessions? .

Building Facade, look and feel of green space, decor, lighting options are some topics for public input.

11. Committee discussed communications with TML employees and Library Trustees regarding ongoing and future work:

Logo

Policy

Naming

12. Committee discussed possible field trip to Reeds latest library renovation in Gray.

13. Committee discussed Library programming and lending opportunities during transitions and construction.

Greg and Jay will report back on space in town and space and constraints of the Spurwink School for shelving.

Motion to adjourn 7:13 pm

All in favor.

Draft Notes by Kate Williams-Hewitt