

**Thomas Memorial Library Building Committee**  
**Minutes April 1, 2014**

**In Attendance:** Kate Williams-Hewitt, Jay Scherma, Molly MacAuslan, Jeff Shedd, Frank Governali (via Facetime), Cynthia Loebenstein, Dick Reed.  
**Absent:** Martha Palmer & Kathy Ray

**AGENDA ITEMS:**

1. **Call to order 4:02PM**
2. **Approval of Meeting Minutes:** March 20, 2014 will occur on Monday April 7<sup>th</sup>.
3. **Report from Outreach & Input – (Molly)**
  - Email address for comments? Jay is going to ask the tech person to give us an email address the public can use to reach us.
  - Video. Ideas about what it could include and what to do with it? Martha has spoken with 2 HS students and will meet with them when she returns. May have some interviews, walk-throughs, and drawings for display at TML and/or other public locations. Possibility of creating one or more 3 min videos. Will need to investigate further. Perhaps an historical retrospective would be one of them. Will address this topic again at the next meeting.
  - Focus group 4/30. 7PM April 30<sup>th</sup>. Will discuss this further at the next meeting or week after. People who had expressed an interest to be trustees are invited. Will try to get some young parents & senior citizens to give us some feedback on our progress so far.
4. **Report from Transition Committee – (Kate)** – Via email Kate asked Mike McGovern and Meredith Nadeau to consider space in town school buildings for library storage will follow up as availability of space in the Spurwink building are developed. Kate will also follow up with Greg. She identified Village Crossing, + 3 churches to see if they'd be able to do storage of books, programming or stacks? Frank will talk to St. Alban's. By using Holman Road it may be very practical to use the Spurwink School for programming during construction, but we should continue to consider alternative locations. Storing books may require 500-600 sq feet. These would be books that would be inaccessible during the construction phase. PODs might be useable for book storage. Furniture also needs to be stored. Will revisit Transition issues at the next meeting.
5. **Report from Naming Opportunities – (Frank & Kathy)** Met with Mike McGovern to consider naming policy that will be presented to the Town Council for approval. Distributed listing of possible naming opportunities within the current design. Need to further evaluate the giving levels for each of the naming opportunities with the Foundation.
6. **Feedback to Reed and Co. re: SD drawings**—interior and exterior.
  - *Meeting rooms.* Do we need 2? Partitions are not always attractive. An alternative is to install the steel support beam, not install the partition initially, and then if at a later date it is required, it will be an easy addition. The question of whether there should be 2 rooms versus one large one comes down to whether there will be needs for simultaneous meetings. The possibility of reconfiguring meeting rooms to have some larger spaces will be reviewed by the architects.
  - *Glass-walled staircase on Scott Dyer side of building.* Is it necessary? Will bring in much desired light to lower level, and creates an inviting, open appearance to front of building.
  - *The number of programming and tutoring spaces.* Is it an appropriate number? Architects indicate that in their experience most libraries say they wish they had more space.

- *How is the ceiling/floor going to be raised in a cost effective manner? And will pipes be hidden?* The floor height will be raised by 14 inches. Cost has factored into current estimates. Architects will review acoustical separation to insure programming won't interfere with other library activities.
- *Architects will continue to refine the design including:*
  - *a more accessible location for the Director's office.*
  - *the appropriate size of areas dedicated to staff functions.*
  - *A more central location for the "poetry/reading" room.*
  - *Using transom windows on the wall facing school, in the adult reading area, to bring in more light but also maintain wall space for bookcases.*
  - *Green roof – including types of plantings and care required.*
  - *Consider the location & number of computer terminals.*
  - *Reworking entryway support columns.*
  - *Redesigning the support columns in children's play area.*
  - *Addressing sound & Space Separation for young adult area.*

**7. Report from Reed and Co.**

- SD cost estimate – no changes anticipated
- Rendering proposal – Reed presented a proposal for 5 renderings. The committee will need to vote to recommend that the Town Manager expend \$3,200 for this purpose.
- Process for sharing and getting input on interior materials and finishes – Will meet with Staff first to get feedback; Cynthia & Dick will present suggestions to staff and then bring it to the building committee over the course of the next 3 weeks.
- Planning Board status – Cynthia modified the schedule. The project will be submitted on May 2<sup>nd</sup>. The first Planning Board meeting will be on May 22<sup>nd</sup>. A June 17<sup>th</sup> public hearing will follow this. Reed is anticipating the approval by the Planning Board by July 17.

**8. Other Business - NA**

**9. Next Meeting Date:** Field Trip 4/4 to Gray/Auburn libraries, 10 am

**10. Adjournment:** 6:20PM