

Thomas Memorial Library Building Committee
Minutes May 16, 2014

In Attendance: Kate Williams-Hewitt, Jay Scherma, Molly MacAuslan, Martha Palmer, Frank Governali, Derek Converse, Dick Reed, Cynthia Loebenstein

Call to order: 8:40AM

Attendance:

1. Approval of Meeting Minutes: May 8, 2014 - approved
2. Transition: (Kate) Spurwink school will be used as transitional space; parking lot will be adequate; and, for additional necessary programming space St. Alban's and St. Bart's can be available. Cost estimate is about \$107,000 is the physical work on the building. Need to determine how much of this cost will be allocated to the library project versus the town budget. Need also to determine the moving costs.
The need for asbestos abatement exists for both the Spurwink building and the attic of the Annex building.
3. Input & Outreach: (Martha) Will be participating in Memorial Day parade, Family Fun Day, Strawberry Festival. On June 5 in the evening there will be a session for volunteers who will be working to provide information at all events. Martha will provide the committee with information that's required for this meeting.
4. Budget: Frank – will provide next meeting.
5. Naming Opportunities/Foundation/Capital Campaign: (Frank) Minutes from previous meeting included a summary of the progress of the Naming Committee thus far. The subcommittee's work is an iterative process which requires input from the Capital Campaign Committee and the LBC and the Architects in order to insure that the naming locations remain appropriate to the evolving design and that the plaques themselves are appropriate to the building.
It needs to be determined where the cost for individual plaques fall – campaign or building project?
Need to keep in mind the need to add space for additional names in the future.
Other questions to be answered:
Q1 - How will donors will be listed on the donor wall? By gift amount (in some sort of groups) or alphabetically (with no distinction between levels)? Will naming level (plaque) donors also be recognized as part of the larger group list?
Q2 - Who will have the authority to "approve" the recognition for a naming level gift of \$5,000 or greater. If there are problems/conflicts between donors around recognition, how will this be resolved/by whom?
Q3 - Who will be the primary signatory for pledge (to accept gifts and payment terms) and will the same person sign all gift acknowledgment letters? *Joel Bassett, Treasurer TMLF will sign acknowledgment letters. Administration of process will be Joel, Ed Nadeau and some volunteers.*
6. Presentation to Council: (Molly) No public comments were received; only a couple of questions from council members. Good discussion with TC very supportive of project, looking forward to renderings; quite interested in finishes and interior.
Council Meeting on August 11 – LBC will present to the Council to get vote for the warrant in September.

7. Review proposed changes to the Upper & Lower Level Floor Plans: (Dick & Cynthia) some modifications based on discussions with other library directors. Provides for better line-of-sight controls; better concentration of children's area; enlarged poetry collection.
8. Review of proposed revisions to the East entrance canopy / column design: (Dick & Cynthia). Columns could be granite clad;
9. Review of the proposed revisions to the South (children's library) canopy design: (Dick & Cynthia). New building & old building will be 2 shades of grey with white trim.
10. Review of parking / Planning Board submittal: (Dick & Cynthia) Focus on adequate parking for overflow parking. The capacity will exist in the storm drain system to accommodate the possibility of paving the additional parking place. However, it is not in the scope of the LBC to be prepare designs for parking for a potential future use of the Spurwink building. It is important that nothing proposed by the LBC infringes on future parking needs for the Spurwink buiding.
11. Next Meeting Date: Friday, May 29, 2014 @ 4PM (Location TBD)
 - a. Next meeting with Dick & Cynthia (will have full set of planning board submissions for the committee to review; will have site plans available by May 27 for review committee.
 - b. Following meeting is June 12 - 4PM (Design & Development)

Adjournment: 11:10

Submitted by: F. Governali