

Library Building Committee
Minutes
August 25, 2015
Community Center -- Conference Room 1:00 pm

In attendance: Molly MacAuslan, Chair, Frank Governali, Martha Palmer, Kate Williams-Hewitt, Jay Scherma, Nadine Cole, Cynthia Loebenstein, Jason Lund, Dick Reed

Call to order: 1:07PM

1) Approval of Meeting Minutes: June 16, 2015 -- Moved to next meeting

2) Signage:

- Nadine shared her vision of the signage using photo's from the Cape Elizabeth Historical Society.
- The Committee reviewed the donor's name and the signage with ADA compliance. The LBC continue to have questions regarding readability, the donor's name placement and size. Nadine will share more specific examples in future meeting.
- Frank will send the donor list to Nadine to ensure that the signs are appropriate for size of individual names.

3) Sculpture Choices: Frank & Kate -- Moved to future meeting

4) Wish List & FF&E Additions: Molly

- LBC reviewed the financials and will continue to monitor the bids and commitments closely throughout the remainder of this process.
- Among other topics LBC discussed and came to consensus on:
 - Window Treatments from 6/16/15 will be discussed further
 - Discussion: Are appliances in the FF&E budget? We placed a refrigerator in storage but there is a question whether it will be working when it comes out. Also, about \$6,500 will be needed for other appliances. The LBC reiterated that appliances belong to the base construction budget.
 - Signage is estimated to be \$30,000
 - Lower level door will have a swipe card lock.

Technology:

- The Tech. Dept. Staff has asked that the Server Room be equipped with a swipe card lock for security. Dick reported that we bought an 8 pack and thus we have room for this in the security package. Dick was not sure if this was already scheduled or would require a "change order."
- Technology is estimated to be 100,000
- Noel and Jason have prioritized the full technology list and Jason reviewed their recommendations and answered questions at meeting.
- The Tech Staff have put forward the Audio System for Program Space 1A & B as their #1 priority It was removed during the Value Engineering phase.
 - Reed and Co. will review with Larry Bartlett's original specs for the System. These can be used to verify the prices presented for what Technology is recommending. This work will require a change order. Jason was asked to research portable audio systems as an alternative.
- Mobile Lab requirements were discussed in addition to our compliment of public and staff computers. Like the old building, the renovated facility will still have desktop computers on all staff desks plus 3 computers for the public in the children's area, 4 computers in the adult area, and 2 computers in the

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young adults section. Jason also reviewed the retiring and replacing units and buying the warranty package. Computer purchases and warranties will be held to discussed further with the Town Manager.

- Projection Screen: A large electronic screen is still on the list because programming options could benefit from having a more detail resolution. Wall-mounted digital screens are expensive but the projector speaks directly to the screen using a mirroring technology. Conversely a painted wall can be easily be damaged and require repainting.

Molly asked for a motion specific for the technology list.

- Frank made a motion.
- Martha Seconded
 - Section 1. Need to have operational on day one. LBC approved
 - Section 2. Basic equipment that we need to have. LBC approved
 - Section 3. LBC voted No on the screen. Voted yes on the Projector.
 - We need more information on speaker system. Jason will research.
 - We are approving cables.
- All approved
- With the previously approved Technology purchase, the LBC has approved 95,000 for technology. Jay will share the spreadsheet with Mike McGovern

5) Other? Design Fee --

- Nadine's Fee was recorded with a discrepancy of \$700.
 - To reconcile the difference, Frank made a motion to reconfirm the full amount to Nadine Cole.
 - Martha second
 - All in favor
- Circulation Desk Custom Millwork:
 - Cynthia and Dick designed the children's area Circulation Desk and all are happy with the Children's Area Custom Millwork. Jay has gone over the plans to ensure that they serve the needs of the library.

Next Meeting Date: 9/22/15 (Location: CC – Meeting Room)

Adjournment: __3:30PM

Submitted by: Kate Williams-Hewitt_