

Date: March 20, 2014

Time: 6:12 PM

Place: Town Council Chambers

Thomas Memorial Library Building Committee

Present: Molly MacAuslan (Chair), Kate Williams Hewitt, Katharine Ray, Frank Governali, Greg Marles, Jay Scherma, Dick Reed, Cynthia Loebenstein, Derek Converse, Jeff Shedd

Absent: Martha Palmer

There will be a focus group meeting on April 30, 2014 and it will include individuals who have shown a particular interest in the future of the library.

Jay commented on using bulletin boards on the website for information about the building project.

Kate sent a memo to Meredith Nadeau and Michael McGovern about space requirements and the facilities use request.

Frank spoke about naming opportunities. Martha has come up with locations for them. There will need to be a plan for the strategic and practical formation of these ideas.

Kathy, Michael, Molly, Frank and Martha will meet to discuss this. Michael will get information on other communities naming plans.

Derek Converse has joined the committee as a representative for Zachau and he is a resident of the Town of Cape Elizabeth. He has just finished working with Dick Reed on the Gray Library project. He has experience with projects from \$2 to \$6 million. Derek will take the schematic drawings and will give us a schematic design level estimate. He will also do another estimate in mid-May for design development and then mid-July as construction drawings are near completion. Zachau will then provide a guaranteed maximum price for the project so that the voters in November will know exactly what the project will cost.

Dick indicated that the renovation may be done in the winter and the building could be done in the better weather.

Dick and Cynthia presented the SD plans including interior layout and the exterior elements of the building. They have met with the media staff from both the library and the town for their input. Cynthia's notes are as follows:

Media Staff Meeting Notes- TML Schematic Design

Attendees: Dick Reed, Cynthia Loebenstein, Jay Scherma, Amanda Kozaka, Jason Lund, Jack Duffy, and Matthew Young

1. Two Media Labs, one in Young Adult and one located in lower level so can used when the Library is closed.
2. Media Lab requirements: Green screen (or paint) on one wall, 3 point lighting, soundproofing in walls, black out curtain on window. Equipment by owner.
3. Secure storage in media lab for equipment. Editing would occur at computers not in the lab.
4. Desire a sound booth- make all 3 rooms adjacent to Y.A. sound proof for collaborative learning projects.
5. Change storage room to tutoring room with secure storage inside.
6. All 3 rooms to have glass windows for visual supervision.
7. Acoustical separation between Y.A. and rest of library discussed. Possibility add a glass wall for acoustical control of Young adults.
8. Furniture in Young Adult space to form smaller clusters to reduce noise.-"Starbucks" model.
9. Media staff will meet with our Electrical Engineer to discuss technology needs/desires and the locations.
10. Amanda offered to get input from the Y.A. community for our use in the design of TML expansion/renovation.

Following the Building Committee meeting, there was a joint meeting between the Building Committee, the Library Trustees, and the Library Foundation, to keep everyone informed of the progress and gather information on thoughts.