

Library Building Committee  
Minutes  
July 10, 2014  
TML Maine Room: 4PM

In attendance: Kate Williams-Hewitt, Molly MacAuslan, Frank Governali, Martha Palmer, Jay Scherma, Cynthia Loebenstein, Dick Reed, Derek Convers, Nadine Cole, Jeff Shedd, Larry Bartlett, Kathy Ray

Call to order: 4:02pm

- 1) Approval of Meeting Minutes: June 26, 2014-- Accepted as amended.
- 2) Spurwink School Transition, June 19<sup>th</sup> Meeting Report: Jay (5 minutes)-- Jay met with Michael McGovern, Derek, Cynthia and others to discuss the transition and identify work that needs to be done in the Spurwink School Building regardless of the library referendum being passed or not.
- 3) Spurwink School work/sequence: Derek (5 minutes) -- Derek discussed Time Frame of the construction, if the referendum is passed. The Schedule will allow for up to 8 weeks for the actual transition of the library material into storage and the Spurwink School for operations. The Town has scheduled work for the Library to start in October. This work has to happen regardless of the referendum.
- 4) Potential bidders list: Derek (5 minutes) -- Derek reviewed the bidders list and asked if we know of Cape Elizabeth residents who have businesses to be able to bid for the library. The Committee will refer businesses to Derek to be put on the bidding list. Bidding documents will go out the end of July.
- 5) Overall project schedule/sequence: Derek (10 minutes) -- Derek reviewed rough time line of project schedule and sequence and will give a refined draft as bidders and contractors are secured.
- 6) Lighting, power and technology review: Larry Bartlett (45 minutes) -- Larry brought drawings with electrical work. He reviewed CMP work. He reviewed what is needed to meet the needs of the town ordinance and standards that will meet the planning board requirements and the library needs. Larry also reviewed electrical needs for the library because if there are needs found later, the cost increases. A suggestion of placing conduit boxes in the plan at this stage will allow flexibility in the future at the best price.
  - Fiber line from the school will run to the library. The server room will have a space for the library. The wiring and the infrastructure will allow outside access for 24 hours access.
  - The Electrical Room has been planned out to anticipate electrical and access needs.
  - Lighting concepts were reviewed that would reflect budget and to use only LED bulbs. Larry left a notebook for the committee with all the lighting fixtures that he has on the draft plan.
  - Nadine asked questions to ensure that electrical and design is in sync.
  - Larry answered committees questions on price and maintenance. Scheduled maintenance will be in the 10 to 15 years time frame. Fixtures are warranted. The lights have 50,000 hours, which is 20 years based on Library hours. LBC asked about a life cycle analysis.
  - Media Rooms will be looked at individually in the lighting package. The Technology Director will be consulted in future meetings and before plan is completed.
  - Larry reviewed plan of sound and projectors and will review this more thoroughly with Dick, Jay, Nadine and Technology Director for both the Inside and outside of the building.
  - Derek discussed how to bid the lighting package so it is the best price. Derek reviewed the pros and cons of engaging with one lighting rep or with multiple lighting reps.
  - There is an additional line item budget for Technology that will include switches, fiber switches, routers, screens, smart T.V., projectors, screens, audio or video equipment, media equipment. This final list will be made with Technology Department.
  - Nadine, Derek, Larry will review items that can go between FFE and Building budget. They will look at best price that will indicate budget line it is carried under. Study carols and specialty lighting fixtures are in this category.
  - Committee asked Larry to explain how to equipped the building with a generator. What would the work and price be now verses later. Derek suggested duplicating what they he did in Gray, Maine, which is to put a holder in for the space. The committee decided that this is a Town Manager discussion. Jay and Molly will follow up.

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- 7) Planning Board update: Cynthia (5 minutes) -- Cynthia reviewed the past Planning Board Meeting. One person was not present at the meeting and will review the video. There is a concern about the tree. Planning Board accepted that the big Maple stays. DEP has stated that we will need an amendment for the library work. They are stating that the library work will have to treat the storm water and will present a cost and time estimate for the next set of drawings. The DEP will have approval is expected before the referendum.
- 8) Schedule & Budget Update: Dick (5 minutes) -- Dick reviewed the draft schedule and budget. At each meeting, the committee will be updated to stay on track. Nadine shared the computerized rendering of the upstairs for the committee to review. We are looking at the angle that shows the work of the library in renderings to be finish for the August meeting.
- 9) Input & Outreach: Martha (10 minutes) -- Martha reviewed past events and future events to promote the library.
- 10) Budget: Frank (5 minutes) -- Frank reviewed the budget's spreadsheet that he receives from the town managers office.
- 11) Naming Opportunities/Foundation/Capital Campaign Update: Frank (5 minutes) -- Frank reviewed preparation of the Naming Opportunities and discussed the presentation to Town Council on Monday, July 14, 2014.
- 12) Reschedule 8/21 meeting & confirm future meeting dates: Jay (5 minutes) -- Cancel the 8/21 meeting because of our Employee Recognition Day. Rescheduled for Tuesday, 8/19, 2014 @ 4:00pm in (TML, Maine Room).
- 13) Next Meeting Date: Thursday, July 24, 2014 @ 4:00 pm (TML, Maine Room) -- Molly presents to the Town Council on Monday, July 14<sup>th</sup>, 2014.
  - August 7, 2014 @ 4:00 PM
  - August 19, 2014 @ 4:00 PM
  - September 4, 2014 @ 4:30 PM
  - September 16, 2014 @ 4:00 PM
  - October 2, 2014 @ 4:00 PM
  - October 14, 2014 @ 4:00 PM
  - October 30, 2014 @ 4: 00 PM
  - Meeting date out of sequence to avoid TML Trustees Meetings
- 14) Adjournment: 6:50

Draft minutes by Kate Williams-Hewitt

### Citizen Participation at Meetings & Workshops

**Library Building Committee Meetings and workshops:** The purpose of monthly meetings and occasional workshops is primarily for the Library Building Committee to conduct the business of the Committee in accordance with its Charge from the Town Council. Prior to Committee discussion on any item, members of the public may speak on each agenda item for not more than three minutes each and up to a total of 15 minutes. If there are more speakers than the time available, the Chair of the Committee may allocate the speaking time in order to balance the debate. The public will also be afforded an opportunity to speak, using the above guidelines, at the conclusion of each meeting.