

Thomas Memorial Library Study Committee

Minutes of meeting: Thursday, December 18, 2008 @ 6:30 P.M.

In Attendance:

Nancy Marshall, *Chair*
Ed Nadeau, *Secretary*
Pat Bredenberg, Robert Chatfield, Penny Olsen,
Nancy O'Sullivan and Evan Roth
Anne Swift-Kayatta
Norman R. Jordan
Jay Scherma, *Library Director*

Representing:

TML Board of Trustees
CE Town Council
CE Historical Society
Thomas Memorial Library

Approve minutes:

- o Meeting minutes of November 20, 2008 approved.

Old Business:

A. Himmel & Wilson Contract Extension Request:

- o Michael McGovern, as the contract administrator, has granted an extension to March 31, 2009

B. Web Survey Final Report:

- o The Web Survey was completed on December 2, 2008.
- o H&W has prepared and Nancy Marshall distributed via email 3 reports:
 - TML Final Web Survey Summary Report
 - TML Final Web Survey Text Responses
 - TML Final Web Survey Tally
- o H&W will draw conclusions from the data collected in their next report.

C. Phase I Final Report Update:

- o Himmel & Wilson's additional report for Phase 1 and an Initial Concept design, dated December 18, 2008 has been distributed, including TML Space Needs Spreadsheet.
- o Committee members are asked to review the assumptions and preliminary recommendations. Fundamentally, H&W would like to know "Are they on the right track?" Provide questions or comments to Nancy Marshall by Saturday, December 20. Nancy will communicate Study Committee discussion and any responses she receives to H&W (see attached).

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D. Telephone Survey:

- The telephone survey has been completed by Critical Insights, and the report has been distributed.
- MaryEllen Fitzgerald has offered to do a presentation of the findings. The TML Foundation is in agreement that a joint meeting of the TMLF and TMLSC would be a good forum for the presentation.
- The secretary will coordinate a date for the presentation, targeted for January.
- Invited to attend: Study Committee, TML Foundation Board, Town Council, Town Manager, Town Department Heads (see list of Visioning Session invitees).

Other Business:

- A. The grant application for funding from the Libra Foundation has been rejected.
- B. Penny Olsen and Evan Roth TML terms as trustees have expired. As a result of the action taken by the Town Council: *"trustees whose terms are expiring on the TML Board of Trustees to continue on the library study committee until the committee completes its work."* Penny will remain a member of the Study Committee, Evan is unable to continue.

Next Meeting:

- Our next meeting is scheduled for Thursday, January 15, 2009 @ 6:30 P.M.

Adjournment: 7:25 P.M.

Prepared by:
Nancy H. Marshall, Chair
TML Study Committee
22 December 2008

TMLSC Questions/Comments to TML Initial Concept and Spreadsheets dated 12-18-2008 from Himmel & Wilson

Below is an email from Jay Scherma to H&W on 19 December 2008 following the TMLSC meeting on 18 December 2008. It includes most of the elements discussed by the Study Committee that evening. Following the email are additional comments/concerns/expectations expressed by others and in follow-up emails to Nancy Marshall.

Jay Scherma wrote:

Thanks for initial concept and spreadsheets. I just wanted to share my congratulations on your highlighting of trends key to the decision-making process. I also have a concern that, while my intuition tells me that initial concept is pretty much dead on target for where this process is likely to end, we need to be very careful in avoiding any appearance of "rushing to judgement."

In preparing the RFP, the study committee tried to develop a methodology that would demonstrate a logical and rational process of defining and enumerating needs and then examining and eliminating options to meet the requirements that had surfaced. I think that there are assumptions built into your initial concept that are completely reasonable but not necessarily overt. And, I am particularly concerned that we provide some financial arguments about programmatic and facility costs as well as space needs for the Town Council. (See RFP p.10 top.)

I believe everything you have presented will ultimately be incorporated but I hope we are going to see some additional support for these suggestions. My experience of building projects (especially in strained economic situations like these) is that success often depends on careful baby steps when there is no transparent and compelling need.

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- 1) At the top of the list is the completion of the Phase I requirement for "Phased recommendations with cost estimates for improving library services, finances, materials development, staffing, etc. over the next ten years."
 - 2) You have already accomplished parts of Phase II (i.e., space needs to carry out the library improvement program for the next 20 years, and one building improvement option), but we need to see all three building improvement alternatives requested with concomitant strengths, weaknesses and challenges for each, as well as cost estimates.

- 3) In line with the latter, it appears that Site Visits #4 and #5, which includes a “Town Hall Meeting” presentation, are in the near future as Phase II is completed. It is important to try to set these up, particularly the Town Hall Meeting, well in advance to accommodate many variant calendars.
- 4) We need to be able to quantify the benefits (or not) to the community under each building scenario, and be able to show what it would cost to run the library if we did nothing and kept everything as it currently exists. People tend to focus on costs alone, when benefits or liabilities need to be included in the equation for public consumption.
- 5) On the spreadsheets we need projected costs along with the projected space needs.
Question: is it possible for you to send the spreadsheets in Excel format?
- 6) We need to amplify the site limitations as talking points, both financially and structurally, as well as the building’s major deficiencies.
- 7) We need to be able to quantify and justify adherence to the current staffing levels at the very least, and how a building reconfiguration can create staff efficiencies that are currently lacking.
- 8) Phase II, page 11, #3: time to be thinking about the local/regional engineering firm to work with the H&W/Casaccio team?
- 9) Just a note to clarify that all land is “owned by the town”, not “owned by the library” (see p.3, third bullet of the Initial Concept)