

Meeting Minutes

Project: Enfield Library

Meeting Number: 2

Date: 4/22/08

Location: Whitney Hall

NEXT MEETING SCHEDULED: 5/06/08 at 2:30 PM and 5/20/08 at 6 PM

Present:

Chris Lizotte (SMP)

Judy Kmon (Library) *not present*

Steve Schneider (Enfield)

Francine Lozeau (Library) *not present*

Bart Thurber (Library) *not present*

Daniel Kiley (Enfield) *not present*

Marjorie Carr (Library)

Shirely (Enfield) *not present*

Phil Cronenwett (Fundraising) *not present*

Old Business:

Action:

1.1 Chris presented three site layout options. Site A is the original design. Site B moved the library to avoid the sewer line. Site C moved the library to leave the existing parking area mostly intact. Site A was chosen. Steve indicated that tax increment financing (TIF) money would be available for the parking lot since it would be a municipal lot and not just for the library.

1.2 The new State Shoreland Act was reviewed. Steve indicated that the Town would pursue an exemption. SMP was instructed to continue the planning process based on this.

SMP

1.3 Chris presented two survey proposals. Steve indicated that he would like to solicit proposals from some local surveyors as well. Chris will forward the surveyor RFP.

SMP

1.4 Chris was asked to solicit boring proposals.

SMP

1.5 Chris reviewed the process of designing and building a LEED (Leadership in Energy and Environmental Design) project. The group decided to review the LEED list and select which ones made sense to follow but the actual paperwork and certification process would not be completed. Chris will bring a green list next time.

SMP

1.6 Chris was asked to locate the basement at one end of the building toward the river to allow for high windows as the grade slopes down.

SMP

1.7 Project delivery method was discussed. Chris indicated that since the building would not be built for another two years or so that general contractors might not bid the project. This will be reviewed at a later date.

1.8 Chris has sent a draft AIA contract to Steve for review. SMP will continue to work to keep the project on schedule.

Team

New Business:	Action:
2.1 2:1 ratio for new books (fiction to non-fiction).	SMP
2.2 PAC locations will need to be shown. One on main level and two on upper level.	SMP
2.3 12" deep shelves are fine.	
2.4 Marjorie will provide current book counts and break downs per area.	Library
2.5 SMP to plan on 3,000 items for adult media.	
2.6 Youth media/services need to be reviewed. Need story hour space for 25 children. Currently the tables would be flip top and moved for this purpose.	Library
2.7 Library director's office needs to be larger, 10' x 14' min.	SMP
2.8 The reference area should have the dictionary stand shown.	SMP
2.9 The microfiche machine/cabinet needs a home.	SMP
2.10 SMP to plan on 52 magazines and 6 newspapers.	SMP
2.11 Two of the tables, one on each floor, will be replaced with soft furniture.	SMP
2.12 Large print/over sized books need a home.	SMP
2.13 History room could have lockable display cabinets.	SMP
2.14 There might need to be some display cabinets on the main or upper floors.	Library
2.15 SMP will show a craft prep area with sink.	SMP
2.16 An area needs to be provided for the State van service book pick-up/drop-off bins (2-4 bins).	SMP
2.17 Currently patron book drop-off is part of the building. Could also be stand-alone unit out on sidewalk (or both).	Library

END OF MINUTES

Please forward corrections and additions to our office. Distribution: Attendees, Design Team
CJL: ms