

Meeting Minutes

Project: Enfield Library

Meeting Number: 3

Date: 5/06/08

Location: Whitney Hall

NEXT MEETING SCHEDULED: 5/20/08 at 6 PM at DPW

Present:

Chris Lizotte (SMP)

Steve Schneider (Enfield)

Bart Thurber (Library) *not present*

Marjorie Carr (Library)

Phil Cronenwett (Fundraising) *not present*

Judy Kmon (Library) *not present*

Francine Lozeau (Library) *not present*

Daniel Kiley (Enfield) *not present*

Shirely (Enfield) *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. **CLOSED**

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. **CLOSED**

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. **(5-6-08: Done. Cardigan Mountain Surveyors was selected out of four.) CLOSED**

SMP

1.4 Chris was asked to solicit boring proposals. **(5-6-08: Due by May 19th.)**

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. **(5-6-08: Pending)**

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. **(5-6-08: Pending)**

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. **(5-6-08: Pending)**

1.8 Chris has sent a draft AIA contract to Steve for review. SMP will continue to work to keep the project on schedule. **(5-6-08: SMP has reviewed and responded to the**

Team

attorney's comments. Waiting for final OK.)

- 2.1 2:1 ratio for new books (fiction to non-fiction). (5-6-08: New plan shows this.) SMP
- 2.2 PAC locations will need to be shown. One on main level and two on upper level. (5-6-08: New plan shows this.) SMP
- 2.3 12" deep shelves are fine. CLOSED
- 2.4 Marjorie will provide current book counts and break downs per area. (5-6-08: This was provided and Chris will modify the plan as required.) Library
- 2.5 SMP to plan on 3,000 items for adult media. (5-6-08: Pending.)
- 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. (5-6-08: Pending.) Library
- 2.7 Library director's office needs to be larger, 10' x 14' min. (5-6-08: Done.) SMP
CLOSED
- 2.8 The reference area should have the dictionary stand shown. (5-6-08: A new stand.) SMP
- 2.9 The microfiche machine/cabinet needs a home. (5-6-08: Located now in the history room.) CLOSED SMP
- 2.10 SMP to plan on 52 magazines and 6 newspapers. (5-6-08: Marjorie revised the magazine count to 75 total, 12 in juniors and young adult.) SMP
- 2.11 Two of the tables, one on each floor, will be replaced with soft furniture. (5-6-08: Done.) SMP
CLOSED
- 2.12 Large print/over sized books need a home. (5-6-08: Located in non-fiction at one of the soft furniture areas.) CLOSED SMP
- 2.13 History room could have lockable display cabinets. (5-6-08: Pending.) SMP
- 2.14 There might need to be some display cabinets on the main or upper floors. (5-6-08: Pending.) Library
- 2.15 SMP will show a craft prep area with sink. (5-6-08: Done.) CLOSED SMP
- 2.16 An area needs to be provided for the State van service book pick-up/drop-off bins (2-4 bins). (5-6-08: Done.) CLOSED SMP
- 2.17 Currently patron book drop-off is part of the building. Could also be stand-alone unit out on sidewalk (or both). (5-6-08: Pending.) Library

New Business:

Action:

- 3.1 The history room should have a desk and computer. **SMP**
- 3.2 Exterior rear stair door should be alarmed. **SMP**
- 3.3 There should be a door out to the deck from the main library. **SMP**
- 3.4 The location of the kitchenette was reviewed. Should this space also be accessible to the history room for meetings? Data room could move to the basement. **SMP**
- 3.5 Changing tables should be added to the restrooms. **SMP**
- 3.6 The youth services area might need to be rearranged. **SMP**
- 3.7 Marjorie asked if plumbing rough-in should be provided for the future meeting room, kitchenette in the basement. **SMP**
- 3.8 Provide shelving behind the circulation desk. Show book cart and book drop. Upstairs as well. **SMP**
- 3.9 WIFI will be provided in the building.
- 3.10 Marjorie provided two comment sheets and current collection numbers (attached). **SMP**

END OF MINUTES

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