

Meeting Minutes

Project: Enfield Library

Meeting Number: 4

Date: 5/20/08

Location: DPW

**NEXT MEETING SCHEDULED: 6/03/08 at 2:30 PM at Library
6/17/08 at 6:00 PM at DPW (5:00 PM for fundraising)**

Present:

Chris Lizotte (SMP)

Judy Kmon (Library)

Eric Palson (SMP)

Francine Lozeau (Library)

Steve Schneider (Enfield) *in part*

Daniel Kiley (Enfield)

Bart Thurber (Library)

Shirely (Enfield)

Marjorie Carr (Library)

Mark Johnson (Fundraising)

Phil Cronenwett (Fundraising) *not present*

Old Business:

Action:

- 1.4 Chris was asked to solicit boring proposals. (5-6-08: Due by May 19th.) (5-20-08: SMP
Three companies submitted. JTC Inc. was selected.) CLOSED
- 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: SMP
Pending) (5-20-08: Pending.)
- 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: SMP
Pending.)
- 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: SMP
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 attorney's comments. Waiting for final OK. Note that SMP can not have consulting engineers start work without a signed contract.) (5-20-08: Pending.) **Team**
- 2.1 2:1 ratio for new books (fiction to non-fiction). (5-6-08: SMP
CLOSED) **SMP**
- 2.2 PAC locations will need to be shown. One on main level and two on upper level. (5-6-08: SMP
New plan shows this.) CLOSED **SMP**

- 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.) (5-20-08: Pending.) **SMP**
- 2.5 SMP to plan on 3,000 items for adult media. (5-6-08: Pending.) (5-20-08: 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.) (5-20-08: Pending.) **Library**
- 2.8 The reference area should have the dictionary stand shown. (5-6-08: A new stand.) **SMP**
CLOSED
- 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.) (5-20-08: Pending.) **SMP**
- 2.13 History room could have lockable display cabinets. (5-6-08: Pending.) (5-20-08: The history room and vault will be enlarged. 2nd floor will remain the same above; roof over vault.) **SMP**
- 2.14 There might need to be some display cabinets on the main or upper floors. (5-6-08: Pending.) (5-20-08: Pending.) **Library**
- 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.) (5-20-08: Pending.) **Library**
- 3.1 The history room should have a desk and computer. (5-20-08: Done.) **SMP**
CLOSED
- 3.2 Exterior rear stair door should be alarmed. (5-20-08: Done.) **SMP**
CLOSED
- 3.3 There should be a door out to the deck from the main library. (5-20-08: Pending.) **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. (5-20-08: Pending.) **SMP**
- 3.5 Changing tables should be added to the restrooms. (5-20-08: Done.) **SMP**
CLOSED
- 3.6 The youth services area might need to be rearranged. (5-20-08: Pending.) **SMP**
- 3.7 Marjorie asked if plumbing rough-in should be provided for the future meeting room, kitchenette in the basement. (5-20-08: Pending.) **SMP**
- 3.8 Provide shelving behind the circulation desk. Show book cart and book drop. Upstairs as well. (5-20-08: Pending.) **SMP**
- 3.9 WIFI will be provided in the building. (5-20-08: Pending.) **SMP**

3.10 Marjorie provided two comment sheets and current collection numbers (attached). **SMP**
(5-20-08: Pending.)

New Business:

Action:

- 4.1** The plans were reviewed with Mark for fundraising purposes. Donor recognition areas need to be identified and shown on a plan rendering. 3D views were discussed; 2 interior, 1 at history room, 1 exterior showing the building and river. Mark said drawings would be needed by July. **SMP**
- 4.2** Mark reviewed the KRESGE grant process.
- 4.3** Video camera locations were discussed for security purposes.
- 4.4** Steve passed on that the Selectmen were pleased with the design process so far.
- 4.5** SMP will provide a site sign layout for review. **SMP**
- 4.6** A bulletin board and pamphlet slots are needed in the vestibule. **SMP**
- 4.7** Chris will provide the list of CM's (from last time) to Bart. **SMP**

END OF MINUTES

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