

**Meeting Minutes**

Project: Enfield Library

Meeting Number: 5

Date: 6/03/08

Location: Library

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

Present:

Chris Lizotte (SMP)

Judy Kmon (Library)

Eric Palson (SMP) *not present*

Francine Lozeau (Library) *not present*

Steve Schneider (Enfield)

Daniel Kiley (Enfield) *not present*

Bart Thurber (Library) *not present*

Shirely Green (Enfield) *not present*

Marjorie Carr (Library)

Mark Johnson (Fundraising) *not present*

Phil Cronenwett (Fundraising) *not present*

William Nartowicz (SMP)

**Old Business:**

**Action:**

- 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) (5-20-08: 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) (5-20-08: Pending.) (6-06-08: Done.) **CLOSED** **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) (5-20-08: Pending.) (6-03-08: Selectmen approved CM approach. SMP to arrange dates.) **SMP**
- 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**
- 2.4 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.) (6-03-08: Done.) **CLOSED** **SMP**
- 2.5 SMP to plan on 3,000 items for adult media. (5-6-08: Pending.) (5-20-08: Pending.) (6-03-08: Space for approx. 4,320 provided.) **CLOSED**
- 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: **Library**

- Pending.) (5-20-08: Pending.) (6-03-08: Done.) 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.) (6-03-08: Space for 77 provided.) CLOSED 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. 2<sup>nd</sup> floor will remain the same above; roof over vault.) (6-03-08: Done.) CLOSED 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.) (6-03-08: Done.) CLOSED 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.) (6-03-08: Done.) CLOSED Library
- 3.3 There should be a door out to the deck from the main library. (5-20-08: Pending.) (6-03-08: Done.) CLOSED 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.) (6-03-08: Done.) CLOSED SMP
- 3.6 The youth services area might need to be rearranged. (5-20-08: Pending.) (6-03-08: Done.) CLOSED 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.) (6-03-08: Basement plan reviewed.) SMP
- 3.8 Provide shelving behind the circulation desk. Show book cart and book drop. Upstairs as well. (5-20-08: Pending.) (6-03-08: Done.) CLOSED 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). (5-20-08: Pending.) (6-03-08: Marjorie will review the YA collection.) SMP
- 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. (6-03-08: Pending.) SMP
- 4.2 Mark reviewed the KRESGE grant process. CLOSED
- 4.3 Video camera locations were discussed for security purposes. (6-03-08: Pending.)

- 4.4 Steve passed on that the Selectmen were pleased with the design process so far.  
CLOSED
- 4.5 SMP will provide a site sign layout for review. (6-03-08: Done. Waiting for any comments.) SMP
- 4.6 A bulletin board and pamphlet slots are needed in the vestibule.  
(6-03-08: Done.) CLOSED SMP
- 4.7 Chris will provide the list of CM's (from last time) to Bart. (6-03-08: Done.)  
CLOSED SMP
- New Business:** **Action:**
- 5.1 Provide some 24" deep shelves for map files in the vault.  
Provide a table in the vault. SMP
- 5.2 Cost estimate to include option for ceiling mounted projector and roll down screen in history room. SMP to show on plans. SMP
- 5.3 Provide transoms over door to deck and make windows as tall as possible to gain daylight. Windows will be operable. SMP
- 5.4 Cost estimate to include option for screen porch. Library will have to have a policy regarding the use of the deck and screen porch. SMP  
Library
- 5.5 Provide staff shelving/cubbies in tech services room. SMP
- 5.6 Show one table and all chairs on floor plan and one table and chairs folded and in storage to indicate adequate space in story area. SMP
- 5.7 Provide drinking fountain on second floor. SMP
- 5.8 Provide shelving for reserved books by circulation desk at second floor. SMP
- 5.9 A kitchen pass-thru could be provided at the history room. Library
- 5.10 Chris asked if survey was complete. Steve indicated it was and that we could contact surveyor and request electronic copy/hardcopy. SMP

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