



## meeting minutes #3 rev

architecture

engineering

management

**project name:** Town of Monterey  
Library Addition

**project no.:** tom-4020

**meeting date:** 12.05.17

**issue date:** 01.09.18

**present:**

Mark Makuc-Library Director, Rob Todisco-Project Manager, Mickey Jervas-Trustee, Lisa Smyle-Trustee, John Higgins-Trustee, Shannon Amidon Castille-Trustee, Julie Shapiro-Citizen, Marc Volk-Foresight, Tim Eagles-edm, Rebecca Tamol-Kay-edm

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**distribution:** Attendees & Monterey Library Board of Trustees

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Review of Meeting Minutes from the 11/14/17 meeting put on hold, a quorum needs to be present to vote on the minutes.

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Site Plan Discussion:

- Ramp/walkway from the parking lot to the basement door. Construction materials will vary on the ramp/walkway, and photos/samples of materials will be brought to the next meeting.
- Plant native species along the ramp/walkway which would aid in the river front conservation.
- An interior ramp inside the basement will allow for the 10' flr-flr height wanted and allow for a full size HC entrance into the basement.
- Septic System will have a 3' wall. Because it is a replacement system it does not need to meet current standards but will exceed the current system. The septic tank will be gravity run, 2' below finished grade of toilets.
- Retaining walls & surfaces: Chose materials, concrete, natural stone, block, which will have not only the best look but longevity as well.
- Existing front walkway removed.
- New catch basin on the east side of the driveway to catch rain/snow before it crosses over the new driveway entrance to the existing catch basin.
- Highway signs to be placed to the right of the new driveway entrance, between the library and the store so as not to block the front of the library.
- Electrical pole will be relocated and the new service will be placed underground to the library.
- Electric outlets to backyard bench, pine tree in the front yard front plaza.
- Parking lot retaining wall will act as curb with vehicle posts on top. Concrete pinned wheelstops will be provided to protect wall.
- Photos and list of pros vs. cons for retaining wall materials will be emailed to Mark and the trustees to review before the next meeting.
- Installation of front lamp posts around parking & front walkway, not just exterior lighting hung on the building.
- Front walk: What kind of material? Solid concrete or impervious pavers. looks vs. longevity.
- Propane tank: buried in front yard underground, at least 1,000 gallon tank, easy access.

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#### Design Development Multi-Purpose Room:

- Existing 1931 attic space will no longer be used for storage, all storage will be in the new basement. Attic will be insulated properly and have new structural components to allow the columns in the MP Room to be removed.
- Display options: wood moulding rail with hangers, walkers display-modern look, sliding wall panels over windows to allow for more hanging space, back wall would have plywood and gypsum wall board installed over existing plaster wall to allow wall hangings as they currently do.
- Acoustical tiles on the ceiling, lighter colored beams to brighten room.
- Floor: restore original hardwood or carpet?
- Linear lighting system that floods the walls with light, evenly illuminated on different switches to adjust to need.
- Study the use of existing 1931 lights in the existing building and the new library addition.
- Built-in casework or mobile casework for displays?

#### Circulation Desk/Work Room Functions:

- Move sink to the other side.
- Hold shelves to have drawers on the bottom for storage.
- Front desk: counter top high, low a combination of both?

#### Shelving:

- Metal shelving for easy reconfigurations. Encase the metal shelving with wood to hide it. After the meeting Mickey suggested to have as much of the metal shelving encased with wood for a warmer feeling.
- Some shelving will be fixed and other shelving will be mobile.

#### Structural:

- Metal Roof vs. Standing Seam membrane roof, samples will be brought to the next meeting.

#### HVAC:

- 2 propane fired furnaces for heat and electric AC system tied into ductwork to feed at floor level/under built in shelving along outside walls.
- Looking into the cost of installing a generator.

#### Next Meeting:

- Tuesday, January 2, 2018 at 4 pm.
- Samples: Roofing, acoustical ceiling tiles
- Retaining Wall materials/construction
- Layout and design of Circulation Desk/Work Room area

#### Comments/suggestions emailed after the meeting from Mark Makuc:

- Separate locks for the front door into the vestibule and the doors into the library, possibly a digital keypad as well as chip reader lock.
- Path from parking lot to basement door needs to be lit.
- A cover for the windows in the MP Room next to the fireplace and the other short wall. Something that could easily be hung when needed and removed and stored when not in use.
- Concern of moss and ice dams on north side of roof.

- A small lockable room on basement level or an outside book drop for donations along with the existing metal drop box.
- A lockable exterior box for people to pick up materials after hours.