

MINUTES Upton Library Feasibility Committee, 11/25/14

Location: Town Hall, Ground Floor Conference Room

In attendance: Michelle Goodwin (Chairman), Bill Taylor (Vice-Chairman), Fran Gustman (Secretary), Kelly McElreath, Steven Rakitin, Alan Rosenfield, John Robertson, Jr. (Chair Upton Library Trustees), Matthew Bachtold (Library Director, Adjunct Member), Mike Gleason (Milford Daily News)

1. Call Meeting to Order. The meeting began at 7:01 pm. A motion was seconded and passed unanimously to approve the meeting agenda.

2. Minutes of October 27, 2014. Discussion of minutes was delayed until the end of the meeting to allow all members time to review them.

3. Financial Update. No money was received or spent since the last meeting.

4. Needs Assessment and Building Program Update

4.1. Meeting with Mary Braney, Library Consultant (LC). Mary has begun research, has interviewed library staff, scheduled a meeting with Library Trustees and CBC for December 1, recruited people for public focus groups, finished a draft of a survey. If the COA wishes to do a survey, it can attach it to the library survey.

Feasibility Committee (FC) will meet with Mary on December 9, 7:00 pm, Tuesday.

Focus groups: a "public focus group" consists of 10-20 invited people, including Friends of Upton Library; a "targeted focus group" is a specific demographic.

5. Communication from Library Trustees

5.1. Update on workshop, held November 17, with Board of Selectmen and Council on Aging (COA).

John: Selectmen invited town departments to discuss joining the Trustees in a site for a new or renovated library building. Only COA attended. Library Trustees will continue on their course and COA will do its own evaluation; COA proposal is to be presented February 2, at Library Trustees meeting. The state demands distribution of costs according to the uses of the building; for example, if the library uses an entryway half the time, 50% of cost would be covered by the grant at 40% reimbursement. Janice Nowicki and John Robertson are the contact persons. 3-4 acres is probably sufficient for both uses.

5.2. Discussion: Justification for a Library Building Project. Workshop w/trustees is scheduled for December 1, 6:25 pm, upstairs in Little Town Hall, expected to last an hour. Mary Braney, Matthew, Ken Glowacki (Capital Budget Committee) will present, followed by discussion of the mission of the Upton Town Library in next 20 years.

Alan suggested the "portal theory," that virtual space is more necessary than physical space, might be what we need and that it is premature to look for sites before determining who will be our consumers in the next twenty years. After lengthy discussion, the committee noted that the needs assessment for the next twenty years is in progress, that the short timeline dictates the need for concurrent activities, and that sites are being collected, without a rating at this time.

Pew Research and Berkeley reports were given to Matthew as good resources.

Matthew: The MBLC has no site requirements. It is up to the architect to figure out how to fit the requirements of the library to the site. Libraries are moving towards community services and social uses and there is less focus on rows of books; people require more space than books; flexibility is increasingly important (mobile shelving, reconfiguration of room size).

Steve: requested a list of recently built libraries to visit and suggested doing research to see what services are provided, the number of books they hold, etc. A suggestion was made to visit libraries of 5-10 comparable communities. Bolton Library is Matthew's favorite.

The Library Consultant is researching what Upton needs in a library (now and in 20 years) in order to create a Building Program. The timeline for the consultant's work is to complete information gathering in January and write the Building Program by early March.

6. Request for Qualifications (RFQ) for Owner's Project Manager (OPM). The OPM must be hired by April 30.

The OPM will help the FC to organize, rather than make decisions on the Building Program.

6.1. Rating Criteria for OPM. Michelle will forward a sample rating form to FC members.

6.2. Timeline and Status of RFQ subcommittee. Kelly and Bill will collaborate on writing a RFQ for OPM, design phase, not construction phase, to be advertised beginning in January, with the goal of holding interviews in February.

7. List of Potential Sites. Sites will be researched and narrowed down by April 30 for evaluation by architect (to be hired in June or July).

7.1. Rating Criteria for Sites: visibility, town services, accesses, central location. Michelle is compiling a list.

7.2. Collection of Lists of Potential Sites. Michelle is compiling a list of sites mentioned.

8. Audience Participation. None

9. Future Meeting Date. The next meeting will be December 9, ground floor conference room (GO7).

10. Other topics not reasonably anticipated by the Chairman 48 hours in advance. None.

11. Minutes of October 27, 2014 meeting. A motion was seconded and passed unanimously to approve the minutes as amended.

12. Adjournment. A motion was seconded and passed unanimously to adjourn at 8:56 pm.